

# Branson Public Schools

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## Job Titles and Descriptions

(Click on a job title below)

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# **A+ Schools Program Coordinator**

*Reports to: Principal*

## Qualifications

Education: Master's Degree.

Certification: Appropriate Missouri Counselors Certification.

Experience: Five years teaching experience, preferred.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

The A+ Schools Program Coordinator is a .5 position. The Coordinator is expected to:

1. Implement the A+ partnership plan. Facilitate evaluation and revision of the program. Maintain all records and data related to evaluation of the A+ Schools Program.
2. Work with the administrators, faculty, counselors, parents, and the community to promote public relations concerning the program.

3. Work with the Department of Elementary and Secondary Education in following all A+ guidelines.
4. Acquaint the faculty and staff with the A+ Schools Program components through in-service training, workshops, and materials publication.
5. Fulfill the requirements for reporting on the required due dates.
6. Coordinate curriculum activities and revision to ensure an infusion of rigorous academic and technical materials.
7. Assist in the development of student portfolios; work with the counselors in helping students investigate funding sources for post-secondary education.
8. Develop administrative procedures to monitor students in the A+ Schools Program.
9. Establish fiscal disbursement in cooperation with the High School Principal and Superintendent. Maintain budget.
10. Attend all meetings concerning the A+ Schools Program.
11. Supervise the preparation of all materials related to the A+ Schools Program.
12. Supervise the A+ Secretary.
13. Complete any other duties outlined in the A+ Schools Program and/or assigned by district administration.
14. Develop and monitor adult literacy training in collaboration with the Assistant Superintendent and community members.
15. Maintain records including: student mastery of skills as identified by each course; approval of partnership plan by the Board of Education; information distribution to parents and students concerning financial incentives; student eligibility to participate in financial incentives to Missouri public community and post-secondary education; and procedures for reporting drop-out, persistence to graduation rate, performance standards, and follow-up data on graduates.
16. Evaluate the effectiveness of the Branson A+ Schools Program in meeting the three goals of the program.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Demands

Ability to see close work such as typed or handwritten material

Attendance

Must be available for consultations with parents and students during and outside of regular working hours

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Conditions and Environment

The work environment is consistent with a typical office environment.

Occasional travel and attendance at conferences is required.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal. The A+ Schools Program Coordinator will be considered for employment at the regular

March meeting of the Board of Education, as per the recommendation of the Building Principal.

Length of Contract

183+ days

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Accounts Payable Clerk

*Reports to: Business Manager*

## Qualifications

The Accounts Payable Clerk should possess:

1. Typing, keyboarding, and computer skills. Proficiency in the use of word processing, spreadsheets, and data base software programs.
2. Records management and accounts payable skills.
3. Ability to handle ongoing projects without direct supervision.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Maintain the purchase order process.
2. Assume responsibility for bank reconciliation on a monthly basis.
3. Assume responsibility for typing, copying, and filing of various school district records in a timely manner.
4. Assist the Business Office in completion of all routine tasks.
5. Keep all office business confidential.



*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

### Length of Contract

12 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Administrative Assistant to the Assistant Superintendent

*Reports to: Assistant Superintendent*

## Qualifications

Education: Bachelors Degree, preferred.

Experience: Office management experience. Expertise in computer skills (Word, Excel), typing, note-taking, and correspondence. Excellent grammar and proofing skills. Personable communication skills.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

## Essential Functions

1. Establish, organize, and maintain files and records.
2. Assist the Assistant Superintendent in the completion of tasks, projects, and reports.
3. Keep the Assistant Superintendent aware of meeting schedules and report deadlines.
4. Keep all office business confidential.
5. Organize office work and records to include teaching certificates, discipline reports, residency, and MSIP/CSIP.
6. Assume the responsibility for the completion of special projects.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

## Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Evaluation of Performance and Employment

An annual evaluation of performance will be conducted by the Assistant Superintendent.

## Type of Position

12 months, Non-exempt

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# **Administrative Assistant to the Business Manager**

*Reports to: Business Manager*

## Qualifications

The Administrative Assistant to the Business Manager should possess:

Education: A degree or extensive experience in Accounting.

Experience: Proficiency in the use of accounting, word processing, spreadsheets, and data base software programs.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Type, collect and organize budget worksheets for Business Manager's approval.
2. Pre-Approve bills for the 10th and 25<sup>th</sup> check writes.
3. Organize and update all bid lists.
4. Prepare, distribute and collect bid documents.
5. Design and keep a year long calendar of recurring deadlines for Business Office.
6. Assist Business Manager in preparing documents and reports for Board of Education meetings and committee meetings.
7. Manage and coordinate Business Manager schedule/calendar.
8. Handle special projects as needed.
9. Assist the Business Office in completion of routine tasks.

Administrative Assistant to the Business Manager

10. Assume responsibility for typing, copying and filing of various school district documents in a timely manner.
11. Competently communicating business by phone, e-mail, and letter.
12. Keep all office business confidential.
13. Record and keep staff time sheets. (Secretaries)

14. Assume responsibility as district contact person for 403(b) and Section 125 cafeteria plan.
15. Assist with implementation and filing claims of Property/Casualty Insurance and follow up.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

#### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The work environment is consistent with a typical office environment.

#### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

#### Length of Contract

12 months

#### Type of Position

Non-exempt

Administrative Assistant to the Business Manager

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# **Administrative Assistant to the Business Office**

*Reports to: Business Manager*

## Qualifications

The Administrative Assistant to the Business Office should possess:

Education: A degree or extensive experience in Accounting.

Experience: Proficiency in the use of accounting, word processing, spreadsheets, and data base software programs.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

16. Type, collect and organize budget worksheets for the Assistant Superintendent of Business Services' approval.
17. Pre-Approve bills for the 10th and 25<sup>th</sup> check writes.
18. Organize and update all bid lists.
19. Prepare, distribute and collect bid documents.
20. Design and keep a year long calendar of recurring deadlines for Business Office.
21. Assist the Business Office in preparing documents and reports for Board of Education meetings and committee meetings.

22. Manage and coordinate the Assistant Superintendent of Business Services' schedule/calendar.
23. Handle special projects as needed.

Administrative Assistant to the Business Office

24. Assist the Business Office in completion of routine tasks.
25. Assume responsibility for typing, copying and filing of various school district documents in a timely manner.
26. Competently communicating business by phone, e-mail, and letter.
27. Keep all office business confidential.
28. Record and keep staff time sheets. (Secretaries)
29. Assume responsibility as district contact person for 403(b) and Section 125 cafeteria plan.
30. Assist with implementation and filing claims of Property/Casualty Insurance and follow up.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

#### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The work environment is consistent with a typical office environment.

#### Evaluation of Performance and Employment



The evaluation of performance and consideration for employment will be under the jurisdiction of the Assistant Superintendent of Business Services.

Administrative Assistant to the Business Office

Length of Contract

Type of Position

12 months

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Administrative Secretary**

*Reports to: Principal, Director, or other Administrator*

## Qualifications

The Administrative Secretary should possess:

1. Office management experience. Expertise in computer skills (Word, Excel), typing, notetaking, and correspondence.
2. Excellent grammar and proofing skills.
3. Personable communication skills.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Assisting the Building Principal, Assistant Principal, or Director, to whom he/she is directly answerable, in the completion of all routine tasks.
2. Keeping the Building Principal, Assistant Principal, or Director aware of meeting schedules and reports due.
3. Keeping all office business confidential.
4. Organizing office work and records.
5. Completing all reports (monthly or annually) for which he/she is responsible.
6. Assuming the responsibility for the completion of special projects.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Principal, Director, or other Administrator.

### Length of Contract

12 months

### Type of Position

Non-exempt

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Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Assistant Superintendent Bookkeeper**

*Reports to: Assistant Superintendent Business Services*

### Qualifications

The Bookkeeper should possess:

1. Expertise in school accounting and bookkeeping procedures such as posting and classifying expenditures and revenues along with concomitant procedures, which include a thorough knowledge of the computer assisted accounting system utilized by the District.
2. Ability to handle fund accounting including the investment of surplus funds.
3. Efficiently handle bills payment.
4. Ability to work with ongoing federal and state projects and annual reports.
5. Keyboarding and typing skills, as well as interoffice organizational skills, such as establishing and maintaining proper files and records.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and*

*abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Assistant Superintendent Bookkeeper

### Essential Functions

1. Pay invoices after appropriately matched with the proper purchase orders.
2. Receive and properly classify all revenues by fund and code.
3. Properly classify all expenditures by fund and code.
4. Effectively utilize the computer and computer programs in the execution of accounting duties.
5. Enter all budget accounts by fund and keep a monthly accounting of all transactions and showing the various account balances as well as fund balances.
6. Work with the various Directors in regard to budgetary matters concerning federal and state projects, including final expenditure reports.
7. Prepare the ASBR (Annual Secretary of the Board Report.)
8. Prepare an investment schedule and invest surplus funds.
9. Keep necessary audit records, making certain transactions have proper documentation and audit trail as required.
10. Complete reports generic to the office of the Bookkeeper.
11. Communication with the various school sites, exchanging budget account information.
12. Keep all office business confidential.
13. Deposit and account for various loose change accounts (as athletic gate funds, etc.)
14. Proof input of invoices with purchase orders by accounts payable clerk.
15. Assist with bank reconciliation when needed.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Assistant Superintendent Bookkeeper

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

### Length of Contract

12 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Assistant Superintendent of Business Services**

*Reports to: Superintendent of Schools*

## Qualifications

Education: Specialist Degree in Education.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Two (2) years of Administrative experience.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Oversee purchasing of all district goods/services and will more directly oversee purchases for building maintenance purposes.
2. Oversee all district Insurance Programs.
3. Review the school district budgets.
4. Monitor the daily operation of school district budgets.
5. Manage school districts investments.

6. Assume responsibility for an equipment inventory for accounting and insurance purposes.
7. Oversee matters in regard to non-certificated personnel.
8. Assume responsibility of to overseeing Technology, Transportation, Food Service, and Physical Plant.

Assistant Superintendent of Business Services

9. Assist the Superintendent in formulation of the annual school district budget.
10. Oversee construction projects, building projects, and bond issues.
11. Assume the position as District Safety Coordinator.
12. Participate in the review of policies relative to Business Operations.
13. Participate in professional growth activities: attend relevant state and local professional development workshops and conferences.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position:

Is regularly required to sit, walk, hear and speak. Meet deadlines with severe time constraints. The position occasionally requires an employee to work extended hours. A moderate amount of travel, both in and out of state, is required.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.

### Evaluation of Performance and Employment



The evaluation of performance will be conducted by the Superintendent. The Assistant Superintendent Business Services will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Superintendent.

Length of Contract

Type of Position

12 months

Exempt

Assistant Superintendent of Business Services

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# **Assistant Superintendent of Instructional Services**

*Reports to: Board of Directors*

## Qualifications

Education: Specialist's Degree in Educational Administration  
Certification: Valid Missouri Superintendent's Certification  
Experience: Three (3) years previous administrative and/or supervisory experience.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Responsible for the academic side of district operations and programs.
2. Assist in the determination of the types of programs needed by the schools and make appropriate recommendations to the Superintendent and Board.
3. Oversee Elementary Secondary Education.
4. Oversee the formulation and implementation of Board policies and administrative policies.
5. Conduct the evaluation of certified Administrative staff and oversee certificated staff evaluation procedures.
6. Oversee all district teacher certification.

7. Chair the district's MSIP, preparing documentation, preparing a Comprehensive School Improvement Plan (CSIP) and other activities pertaining to MSIP.
8. Oversee the hiring process for certificated staff.
9. Assume responsibility for discipline appeals regarding students.
10. Coordinate a program evaluation reporting schedule for all district programs/services.
11. Determine residency status and waivers of students.

#### Assistant Superintendant of Instructional Services

12. Be involved with appropriate civic organizations/activities.
13. Participate in professional growth activities: attend relevant state and local professional development workshops and conferences.
14. Serve as ex-officio member and advisor of Professional Development Committee.
15. Coordinate district certificated PD program including Teacher Induction Program (TIP), Teacher Optimizing Practices (TOP), and Servant Leadership.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The work environment is consistent with a typical office environment.

#### Evaluation of Performance and Employment

The Assistant Superintendent will be considered for re-election at the regular February meeting of the Board of Education at which time the term and length of contract along with salary may be set.

Length of Contract

12 months

Type of Position

Exempt

Assistant Superintendant of Instructional Services

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Building Lead Custodian**

*Reports to: Custodial Supervisor*

## Qualifications

The Building Lead Custodian should be able to:

1. Perform demanding physical labor and tasks/skills required to keep buildings clean.
2. Handle minor building maintenance jobs.
3. Assume responsibility to initiate cleaning tasks and procedures.
4. Work with a minimum of supervision.
5. Supervise the custodial staff assigned to the building.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Maintain sight custodial supervision for a safe, clean, and healthy school environment.
2. Report to work appropriately dressed and in proper condition to perform all assigned duties.
3. Efficiently organize the daily routine and the work schedule.
4. Ensure proper maintenance of building equipment within responsible area and notify the Custodial Supervisor or Director of Physical Plant of of maintenance needs outside responsible area.
5. Ensure proper use, cleaning, requisition, and storage of all equipment, supplies, and materials.
6. Ensure proper cleaning of all assigned areas.
7. Maintain additional custodial, supervisory duties when assigned by the Custodial Supervisor with input from the Building Principal.
8. Ensure proper security of building at all times. Check appropriate doors and windows. Assure that students and/or unauthorized persons are not admitted to the buildings.
9. Supervise and direct both custodial and maintenance duties during the summer months and assigned school vacation days.
10. Ensure the use of energy conservation measures at all time.
11. Adhere to special work schedule in the summer months and assigned school vacation days as requested.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines. Specific vision requirements include close and peripheral vision and depth perception.

Building Lead Custodian

## Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Custodial Supervisor and Director of Physical Plant in consultation with the Business Manager.

## Length of Contract

12 months

## Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the

Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Bus Driver**

*Reports to: Director of Transportation*

### Qualifications

The Bus Driver should:

1. Be at least twenty-one years of age.
2. \*Obtain a Class B or higher Commercial Driver's License (CDL) with:
  - a) Passenger Endorsement "P"
  - b) School Bus Endorsement "S"
  - c) NO air brake restriction "L"\*CDL training is available upon intent to hire
3. Maintain good physical and mental health, free from communicable disease and have normal use of both arms, hands, legs, and feet. Vision shall be at least 20/20 in one eye with 20/40 vision in the other eye, or 20/30 vision in both eyes, with correction if necessary. A driver shall be able to distinguish the colors red, green, and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually by a medical examiner and present to the employer, a signed physical examination certificate that states that you are able to perform the duties of a school bus driver.
4. Report to work neat, clean and on time.
5. Abstain from the use of tobacco in the bus.
6. Refrain from driving under the influence of intoxicants, narcotics, or drugs.



## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Pre-employment drug screen is required by state law for all CDL holders.

All CDL holders are required to be enrolled in a random drug and alcohol screening program.

Bus Driver

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Transport students in a safe and efficient manner.
2. Operate school vehicles in a proper and prudent manner in accordance with state rules, regulations, Missouri Motor Vehicle Laws, Branson R-4 rules, regulations and directives from the Director of Transportation, including "Driver Operation Procedures" found in the procedure section of the Board Policy Manual.
3. Make daily routine checks of maintenance and emergency items such as brakes, steering components, lights, signaling devices, emergency door, tires and safety equipment, etc.
4. Report maintenance problems as soon as detected.
5. Turn in reports on time filled out completely with driver's name attached
6. Maintain clean and unobstructed interior and exterior conditions on his/her bus at all times.
7. Maintain order and discipline while transporting students in accordance with established procedures, handling minor disciplinary problems, and reporting infractions which require intervention of the director.
8. Be courteous to riders and parents.
9. Be rested and free from fatigue.
10. Be on time at scheduled stops.
11. Attend at least one driver's training program per year.
12. Report any school bus accident as soon as possible. Drivers should remain with the bus throughout the investigation.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position must: Sit for long periods of time. Occasionally walk and stand. Frequently bend and twist the torso and neck.

Frequently use repetitive arm, wrist and hand movements. Occasionally lift up to 75 pounds. Use close, distance and peripheral vision as well as depth perception

Bus Driver

### Attendance

Consistent and regular attendance is an essential duty of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

### Length of Contract

10 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Business Office Clerk**

*Reports to: Assistant Superintendent of Business Services*

### Qualifications

The Business Office Clerk should possess:

6. Typing, accounting, computer skills, language arts, records management skills, and accounts payable skills.
7. Ability to handle ongoing projects without direct supervision.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

6. Accounts payable (enter invoices), prepare checks for mailing.
7. Oversee business office files.
8. Purge, organize and prepare files.
9. Typing, copying and filing of various school district records in a timely manner.

10. Assist the administrative assistant with insurance documents.
11. Bank reconciliation.
12. Cross training with other business office positions.
13. Assist in the answering of telephone, screening callers for the district office.
14. Assist the Business Office in completion of all routine tasks.
15. Keep all office business confidential.

#### Business Office Clerk

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

#### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The work environment is consistent with a typical office environment.

#### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

Length of Contract

12 months

Type of Position

Non-exempt

Business Office Clerk

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Business Office Manager**

*Reports to: Assistant Superintendent Business Services*

## Qualifications

The Business Office Manager should possess:

8. Expertise in school accounting and office management procedures such as purchasing, audits, expenditures and revenues which include a thorough knowledge of the computer assisted accounting system utilized by the District.
9. Ability to handle fund accounting including the investment of surplus funds.
10. Ability to work with ongoing federal and state projects and annual reports.
11. Accounting, as well as interoffice organizational skills, such as establishing and maintaining appropriate records and compliance.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Create district Financial Statements.
2. Oversee Accounts Payable, Payroll, and Bookkeeping.
3. Create training for business and financial systems.
4. Conduct internal audits as needed.
5. Approve individual invoices/ purchase orders.
6. Oversee all student activity accounts.
7. Create and share monthly balance reports to administration.
8. Oversee and manage the purchasing process.
9. Participate in the annual management discussion and analysis.
10. Collect and oversee the process of the annual audit.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

## Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The work environment is consistent with a typical office environment.

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Assistant Superintendent Business Services.

Business Office Manager

### Length of Contract

12 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.



# **Central Office Receptionist**

*Reports to: Superintendent*

## Qualifications

The Central Office Receptionist should possess the following skills:

1. Computer skills that include working knowledge of Microsoft office programs.
2. Personality conducive to administration's expectations for central office receptionist.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Responsible for initial contact with visitors to the Central Office.
2. Operate the district switchboard and route phone calls to appropriate buildings/persons.
3. Process potential substitute teacher files and certification for district employment.
4. Coordinate mail room activities.
5. Communicate information between administrators as directed.
6. Assist Central Office Administration with duties as needed.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Central Office Receptionist

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

Central Office Receptionist (cont.)

and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Superintendent.

### Type of Position

12 month, non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a `Central` Office Receptionist

hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Coordinator of Health Services

*Reports to: Business Manager*

## Qualifications

Certification: Missouri State Registered Nurse license and a current CPR/AED certification.

## Other Requirements

Clearance on background check that is satisfactory to the Senior administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Provide surveillance of immunization records and prepare CD 31 report for school district.
2. Maintain cumulative health records and perform clerical duties required by health program.
3. Provide basic first aid for illness and injury according to written school policy, and if properly trained.
4. Perform selected screening programs as outlined in *Manual for School Health Programs*, and as directed by school administrator.
5. Perform re-screening and referral based on criteria in appropriate screening manuals.
6. Assist in identifying and reporting suspected child abuse and neglect.
7. Incorporate health education in encounters with parents, faculty/staff, and students.
8. Contribute to health information presented to special education staffing team.
9. Perform nursing care for children with special health care needs as ordered by physician.

10. Assume responsibility for continuing education and contribute to the professional growth of others.

Coordinator of Health Services

11. Participate with others in assessing, planning, implementing, and evaluating school health and community services that include primary, secondary, and tertiary prevention.
12. Contribute to nursing and school health through innovations in theory and practice and participation in research.
13. Schedule health services staff to coordinate with calendar of 183 days that follow the same hourly schedule as teachers, coordinating schedule with principals, and submitting schedule to Safety/Health Director.
14. Establish, maintain, and evaluate the Comprehensive School Health Plan annually, and as needed.
15. Maintain ancillary personnel time log for time spent serving special students and report to the Coordinator of Special Education.
16. Maintain Sentinel Active Surveillance System Log and report to local health department weekly, and as necessary by law.
17. Maintain and file Summary Report of the Immunization Status of Missouri Public, Private, or Parochial School Children and the Child Care Immunization Status Report.
18. Create Year End Report for all Branson Schools health services and prepare Annual Report to be presented to Branson School Board of Education.
19. Prepare annual written evaluation of health services personnel and review evaluation with Safety/Health Director and personnel including evaluation from the Principal.
20. Maintain health services budget, to include ordering of supplies and equipment, and maintain continuing education budget for all health service employees.
21. Maintain current health services substitute list and obtain qualified substitutes as needed.
22. Supervise all health service personnel.
23. Facilitate continuing education programs for health service personnel.
24. Maintain and supervise training of all personnel in health related areas (i.e., CPR/AED, Blood Borne Pathogens.)
25. Participate in the hiring and continuing employment of all health services personnel.
26. Maintain nurses' discretionary fund.
27. Assist with referrals as needed: (vision/Lion's Club, hearing, scoliosis, Shriner's Hospital, orthodontia, etc.)

28. Plan/organize wellness program for all personnel.
29. Maintain record of current licensure and CPR/AED qualifications on all

Coordinator of Health Services

nurses and other personnel.

30. Apply appropriate theory as a basis for decision making in nursing practice.
31. Collect information about the health and developmental status of the students in a systematic and continuous manner.
32. Use data collected about the health and developmental status of the students to determine a nursing diagnosis.
33. Develop nursing care plans with specific goals and interventions, delineating school nursing actions unique to students' needs.
34. Intervene as guided by the nursing care plan to implement nursing

Coordinator of Health Services (cont.)

actions that promote, maintain, or restore health, prevent illness and effect rehabilitation.

35. Assess student responses to nursing actions in order to revise the database, nursing diagnosis, and nursing care plan and to determine progress toward goal achievement.
36. Collaborate with other professionals in planning to assure quality of health care provided to students.
37. Assist students, families, and school personnel to achieve optimal levels of wellness through health education.
38. Assume responsibility for continuing education and contribute to the professional growth of others.
39. Participate with others in assessing, planning, implementing, and evaluating school health and community services that include primary, secondary, and tertiary prevention.
40. Contribute to nursing and school health through innovations in theory and practice and participation in research.

(Resource: *Manual for School Health Programs*)

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

Coordinator of Health Services

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The work environment is consistent with a typical office environment.

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

Coordinator of Health Services (cont.)

## Type of Position

183 days, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Coordinator of Special Education

*Reports to: Assistant Superintendent*

## Qualifications

Education: Masters Degree.

Certification: Missouri Special Education Administration certificate, preferred.

Certificate in at least one (1) area of special education and elementary or secondary education.

Experience: Five (5) years of successful teaching experience, special education and classroom. Three (3) years of administrative or supervisory experience. Knowledge and understanding of the Individuals with Disabilities Education Act (IDEA) and Chapter 162. RSMo.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Ability to supervise and evaluate teachers of students with disabilities. Knowledge of curriculum, instruction, and evaluation pertaining to students with disabilities.

Familiarity with special education programming, related laws, federal programs, and federal guidelines. Possess positive character traits that are student centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

Coordinator of Special Education



1. Oversee the special education program for students with disabilities, ages 3-21.
2. Assure requirements, policy, district-wide programming, required compliance, documentation, and fund accounting set by HB 474, IDEA, and 504 are met.
3. Coordinate special education services, including the individualized education plan (IEP), staffings, evaluation, identification, and programming of students with disabilities.  
Collaborate with principals when students with disabilities are involved in discipline issues.
4. Oversee budget requests and expenditures pertinent to special education.
5. Act as a resource for teachers, parents, and administrators.
6. Collaborate with principals to review the special education teaching stations required district-wide/building, assure caseloads are within the required guidelines, advise principals regarding special education teacher evaluations, and participate in applicant screenings/interviews.
7. Verify tuition charges for resident students with disabilities educated in/out of-district in special schools.
8. Serve as a liaison to private schools and state schools for students with disabilities.
9. Interview, recommend, coordinate, and supervise paraprofessionals.
10. Oversee and coordinate homebound instruction.
11. Develop a three-to-five-year plan to address the vision and needs of the special education program.
12. Prepare and present program evaluation reports to the Board of Education.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent.

The Coordinator will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

Length of Contract

Type of Position

12 months

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

**Custodial Supervisor**

*Reports to: Director of Physical Plant*

Qualifications

The Custodial Supervisor should have expertise in:

1. Current custodial techniques for commercial buildings.
2. Familiarity in heating, plumbing, and minor electrical.
3. Familiarity in painting, roofing, and carpentry.
4. Knowledge of the operations of school buildings.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Oversee the care and cleanliness of school physical plant and grounds.
2. Assist in the maintenance of a safe, clean, and healthy school environment.
3. Oversee the cleanliness and daily operation of all buildings, grounds, and equipment using own expertise and in-house labor as much as possible.

#### Custodial Supervisor

4. Recommend purchase of custodial supplies and equipment.
5. Assist with in-house renovation projects.
6. Carry out preventive custodial and regular custodial programs as directed by the director of Physical Plant.

7. Advise the Director of Physical Plant of custodial concerns.
8. Report major equipment malfunctions to the Director of Physical Plant.
9. Execute specific projects as directed by the Director of Physical Plant or the Business Manager.
10. Assist in the establishment of energy conservation programs and institute energy conservation measures where feasible.

Custodial Supervisor (cont.)

11. Assume responsibility for testing/monitoring security, alarms, and heating and cooling systems.
12. Assist the Director of Physical Plant in providing an inventory of all maintenance supplies and equipment.
13. Periodically inspect building structure, maintenance of roofs, exterior walls, doors, windows, ceiling, floors, etc.
14. Supervise, direct, and train all custodial staff for maximum production with specific emphasis on evening staff.
15. Recommend appointments and staff changes in consultation with the Director of Physical Plant.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position:

Custodial Supervisor

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

## Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

## Evaluation of Performance and Employment

The evaluation of performance and recommendation for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

## Type of Position 12

months, Non-exempt

Custodial Supervisor (cont.)

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Custodian**

*Reports to: Custodial Supervisor*

### Qualifications

The Custodian should be able to:

1. Perform demanding physical labor and tasks/skills required to keep buildings clean.
2. Handle minor building maintenance jobs.
3. Assume responsibility to initiate cleaning tasks and procedures.
4. Work with a minimum of supervision.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

### Essential Functions

1. Report to work appropriately dressed and in proper condition to perform all assigned duties.
2. Open the building and check all assigned areas for proper working condition.
3. Efficiently organize the daily routine and the work schedule.
4. Ensure proper maintenance of building equipment within responsible area and notify the Director of Physical Plant of maintenance needs outside responsible area.
5. Ensure proper use, cleaning, requisition, and storage of all equipment, supplies, and materials.
6. Ensure proper cleaning of all assigned areas.

7. Maintain communication with Building Lead Custodian and Custodial Supervisor concerning questions about building cleaning program.
8. Ensure proper security of building at all times. Check appropriate doors and windows. Assure that students and/or unauthorized persons are not admitted to the buildings.
9. Perform additional custodial duties when assigned by the administrators.
10. Perform both custodial and maintenance duties during the summer months and assigned school vacation days.
11. Adhere to special work schedule in the summer months and assigned school vacation days as requested.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Custodial Supervisor in consultation with the Director of Physical Plant.

## Type of Position

12 months, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.



# **Director of Activities**

*Reports to: High School Principal or Junior High Principal*

## Qualifications

Education: Masters Degree in Administration, preferred.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Two (2) years teaching experience and two (2) years head coaching experience.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Ability to supervise and evaluate coaches/sponsors. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

## Functions

1. Organize, supervise, maintain, and develop the activities program at Branson Schools.
2. Develop and implement written procedures that will insure a smooth and efficient operation of the program.
3. Complete a schedule for all games, tournaments, and contests prior to the end of each activity/sport season. Keep all contracts on file.
4. Contract with officials following the MSHSAA guidelines.
5. Assure all summer camps meet local/state requirements. Complete the summer camp schedule before June 1<sup>st</sup> of each year.

6. Assume responsibility as the liaison between the Booster organizations and the school system.
7. Insure all work crews, gatekeepers, scorers, bookkeepers, timers, etc., are properly scheduled.
8. Maintain a consistent recognition program for each area of athletic and activity competitions.
9. Responsible for the scheduling, supervision, and control of all tournaments.
10. Work with the Director of Transportation to establish a bus schedule for each activity area.
11. Insure all provisions are made for team lodging and expenses, if needed.
12. Work with the Director of Physical Plant to assure maintenance and safety of facilities are acceptable.
13. Insure adequate measures of control are taken for the safety and protection of all players, participants, coaches, sponsors, and spectators.
14. Provide adequate storage of all materials and supplies purchased through the activities department.
15. Develop measures to insure adequate security of the facilities for each of the activity areas.
16. Follow all state, local, and MSHSAA guidelines at all times.
17. Assure appropriate written handbooks for each area of athletics are developed to insure that skills are developed at each particular grade level and that skills are refined as the student progresses from grade to grade. Establish entry level skills for 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade students. Assure entry level skills are a part of the player selection and participation guidelines.
18. Establish a process whereby each coach and sponsor receive an extensive evaluation which becomes a part of the overall teacher evaluation process.
19. Present an overview of each activity season to the Board of Education, outlining the strengths and concerns of the activity. Prepare recommendations for future placement and stipend of coaches and sponsors.
20. Require all coaches and sponsors to produce inventories of their departments.
21. In February of each year, request all requisitions for the upcoming year from all coaches and sponsors. Make recommendations to the Administration concerning the requests.
22. Maintain appropriate records on all purchase orders.
23. Submit a recommended budget to the principal.
24. To insure proper payment of officials and work personnel, establish a payment procedure, as per auditors' recommendation.
25. Establish procedures to collect, count, and deposit all gate receipts.

26. Insure events are provided with needed concessionary services and that profits from the concession go to the respective athletic or activity organizations or groups helping with the services.
27. Extend school facilities for community use, when appropriate.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

### Hearing

Must be able to hear a conversation in a noisy environment

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the High School Principal or Junior High Principal. The Director of Activities will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the High School Principal or Junior High Principal.

Length of Contract

Type of Position

12 months

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Director of Communication

*Reports to: Superintendent*

## Qualifications

The Director of Communication should possess:

1. Bachelor's Degree
2. Training or expertise in the areas of communication and public relations (to include photography skills, computer knowledge and publication skills.)
3. Training or expertise in news reporting activities.
4. Personality conducive to approaching patrons with District needs.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Communicate the District's accomplishments to our patrons.
2. Organize and energize patrons into a network of supporters through a number of activities.
3. All activities and communications must be approved by the Superintendent prior to utilization.
4. Tell our story to the public rather than be dependent on others.

5. Convey to the community what is going on in our school programs and the state of the schools - develop a conscious intelligence in the community about every phase of our schools.

Director of Communication

6. Emphasize the success, scope and extent of services to patrons, and thereby instill a pride regarding "their" schools as well as document and establish needs.
7. Produce a monthly newsletter (when school is in session) to patrons, a staff newsletter, a monthly report to staff concerning the actions taken during School Board meetings, preparation of brochures for the District as a whole or for individual building needs, the submission of current and feature length news articles to the media and the preparation of radio or television service spots.
8. Attend administrative and Board meetings and, as such, is considered part of the administrative team. He/She must attend school functions such as band concerts, PTA meetings, assemblies, awards presentations and other such extra-curricular activities. He/She must be familiar with the faculty and be successful at garnering information leading to newsworthy articles for publication.
9. Ability to organize and influence patrons.
10. Organize citizen's advisory councils and, with the help of the staff, identify and contact prospective citizens. Meeting dates, formats and agendas need to be organized by the Director. Follow up reports and letters of appreciation are also included in this responsibility.
11. Develop a business partnership program whereby businesses may, through various strategies, support school programs.
12. Develop and maintain an updated list of District supporters.
13. Development of District volunteer programs, including the maintenance of lists of patrons who could aid the District in various ways.
14. Take periodic public surveys as appropriate to the job mission.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The work environment is consistent with a typical office environment.

Director of Communication

## Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Superintendent. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Superintendent.

### Length of Contract

12 months

### Type of Position

Exempt

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# Director of Curriculum and Assessment

*Reports to: Assistant Superintendent*

## Qualifications

Education: Masters Degree.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Five (5) years of successful teaching experience. Two (2) years of successful experience as an administrator, director, or lead teacher. Experience and high level of competency in Technology.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Ability to supervise and evaluate teachers. Knowledge of curriculum, instruction, and assessment pertaining to the needs of all students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Oversee the development of curriculum throughout the school district.



2. Facilitate the understanding of curriculum design, implementation, assessment, and refinement.

Director of Curriculum and Assessment

3. Articulate a vertically-integrated, district-wide curriculum vision.
4. Oversee, coordinate, and implement all facets of district-wide assessment.
5. Encourage and support collaboration at all levels.
6. Schedule, coordinate, and preside over meetings of the Curriculum Committee.
7. Analyze and use data to drive curricular/assessment decisions.
8. Abide by school laws and policies, Missouri School Improvement Plan (MSIP) standards and guidelines, and Missouri Assessment Program (MAP) components.
9. Create and maintain a team by including administration, faculty, staff, parents, and students in curriculum planning and development.
10. Act as a resource for teachers, parents, and administrators.
11. Recommend instructional programs, resources, and effective teaching strategies that will complement the district curriculum.
12. Utilize technology in developing/revising curriculum and posting/updating the curriculum on the district's website.
13. Develop a three-to-five-year plan to address the curricular and assessment needs of the school district.
14. Prepare and present program evaluation reports to the Board of Education.
15. Continue personal, professional development in the areas of curriculum, instruction, assessment, and current technologies that will enhance student achievement, teacher effectiveness, and attainment of school goals.

## Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

Length of Contract

Type of Position

12 months

Exempt

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Job Description

Administration

## **Homeless Coordinator**

*Reports to: Assistant Superintendent*

### Qualifications

Education: Masters Degree.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

#### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and*

*abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Interprets laws relating to homeless students; and ensures the delivery of mandated services.
2. Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment.
3. Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans.
4. Implements case management services (including individual counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.
5. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.
6. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
7. Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
8. Conducts training to school staff on school laws as it relates to the homeless student

population; and recommends strategies for supporting the needs of these students.

9. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
10. Models nondiscriminatory practices in all activities.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent.

The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

### Length of Contract

12 months

### Type of Position

Exempt

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# Director of Food Service

*Reports to: Business Manager*

## Qualifications

The Director of Food Service should possess:

7. Knowledge of business and management principles.
8. Skills required to coordinate the staffing of all kitchens within the district.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Oversee compliance with all Federal Guidelines pertaining to the National Lunch Program.
2. Write monthly menus based on Nutrient Standard Menu planning that meets or exceeds the requirements set by the National School Breakfast and Lunch Program.
3. Oversee the training of all staff in proper food handling techniques as required by the HAACP Policy established for their kitchen.
4. Complete and submit the monthly Claim Summary for meal reimbursements.
5. Complete and submit all annual reports to DESE as required.
6. Develop and submit a yearly budget and 3/5 year plan.
7. Submit invoices in a timely manner for payment.
8. Control labor costs by monitoring employee hours.

9. Submit Food Service payroll weekly.
10. Control costs by analyzing menu costs, and by monitoring purchases and monthly food inventories.
11. Develop recipes and input data into the NutriKids menu program.

Director of Food Service

12. Develop performance standards for staff and provide them with the tools and training needed to meet those standards.
13. Coordinate the planning, budgeting, and purchasing of all food, equipment, and smallware items needed to ensure the efficient operation of each kitchen.
14. Negotiate the best prices available with purveyors for their operations.
15. Ordering the commodities that are available through the National Lunch Program and utilize those items in the menu process.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Regularly sit, talk and hear. Occasionally stand and walk. Use close vision. Drive between buildings.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud. The employee will be regularly working under deadlines.

### Evaluation of Performance and Employment



The evaluation of performance will be conducted by the Business Manager. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Business Manager.

Length of Contract

12 months

Type of Position

Exempt

Director of Food Service

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# **Director of Gifted Education**

*Reports to: Assistant Superintendent*

## Qualifications

Education: Masters Degree in Administration.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Five (5) years of successful teaching experience, gifted instruction preferred. Three (3) years of administrative experience.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess ability to supervise and evaluate teachers of gifted students. Knowledge of curriculum, instruction, and evaluation pertaining to gifted students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Oversee the gifted program K-12.
2. Submit required documentation to the Missouri Department of Elementary and Secondary Education.
3. Oversee the gifted budget for requests and expenditures.
4. Coordinate the identification of gifted students.
5. Act as a resource for teachers, parents, and administrators.
6. Develop a three-to-five-year plan to address the vision and needs of the gifted program.
7. Prepare and present program evaluation reports to the Board of Education.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

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# Director of Physical Plant

*Reports to: Business Manager*

## Qualifications

The Director of Physical Plant should possess:

1. Knowledge of custodial cleaning procedures, equipment maintenance, and general grounds care.
2. Leadership skills to work with all district-level administration.
3. Effective communication skills.
4. Ability to train, supervise, and evaluate others.
5. Organizational skills to assure accurate record-keeping.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

Although the Principal provides direction of his/her custodians on daily operations, the cleaning schedule and procedures are assigned by the Director of Physical Plant. Schedules are discussed and coordinated with the Principal.

#### Director of Physical Plant

1. Supervise the custodial, building maintenance, and grounds maintenance programs of the school district.
2. Develop cleaning procedures for all school buildings.
3. Develop training programs for custodians.
4. Recommend new hires to the Business Manager.
5. Direct and assign custodians in cleaning procedures.
6. Conduct visual inspections of custodial cleaning.
7. Develop general and preventive maintenance procedures for the district, and train appropriate staff.
8. Direct and assign maintenance projects.
9. Direct and assign grounds maintenance staff.
10. Develop general ground care programs and procedures.
11. Direct and assign all special projects which may include renovations and landscaping projects.
  
12. Set up for special functions and meetings.
13. Keep maintenance service records and inventory of all equipment and supplies used by custodial, maintenance, and grounds personnel.
14. Order cleaning, maintenance, and grounds supplies.
15. Work with the Superintendent and Business Manager in preparing the budget for the custodial, maintenance, and grounds.
16. May secure bids for renovation projects.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

## Attendance

Consistent and regular attendance is an essential function of this position.

Director of Physical Plant

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

## Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Business Manager. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Business Manager.

## Type of Position

12 months, Exempt

Director of Physical Plant (cont.)

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# Director of Technology

*Reports to: Business Manager*

## Qualifications

The Director of Technology should possess:

### Technical Skills:

1. Knowledge of DOS, Windows, and AS/400 operating systems.
2. Knowledge of, but not limited to, various software packages such as SIS, Microsoft Office, Accelerated Reading, and Internet Explorer.
3. Ability to manage Novell and Windows networks.
4. Experience as troubleshooter regarding technology used with PC's, networks, and communications.
5. Willingness to keep abreast of current technology.

### Personal Skills:

1. Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet simultaneous deadlines.
2. Ability to maintain positive approach despite conflicting deadlines, shifting priorities, and simultaneous work demands.
3. Ability to develop positive working relationships with technical and nontechnical users.



## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Provide an advanced level of technical expertise in technology planning; developing standards; and supporting personal computers, local area networks, wide area networks, television, communications, and related technologies within the district.
2. Coordinate the installation of networks, hardware, software, television, cable, satellite, telephone and related technologies.
3. Coordinate technical assistance on technology-related equipment and software.
4. Maintain local and wide area networks.
5. Maintain electronic mail service and Internet connection.
6. Maintain the AS/400 system and administration software, including SIS.
7. Maintain television, cable, and satellite systems.
8. Maintain the telephone, intercom, and bell/clock systems.
9. Interface with vendors on technology purchases.
10. Work with the Technology Committee to develop, maintain, and implement the Technology Plan.
11. Recommend appropriate hardware and software to complement the technology plan.
12. Research and make recommendations regarding technical options available that will benefit the students and staff of the district.

13. Aid teachers in lesson preparation and coordinating technology applications with instructional goals.
14. Work with the Curriculum Committee to implement technology into the curriculum.
15. Organize training programs on the use of software applications, hardware, and specialized technology equipment.
16. Assist in training students on hardware, software and specialized technology.
17. Maintain equity and consistency of technology throughout the district.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The work environment is consistent with a typical office environment.

## Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Business Manager. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Business Manager.

## Type of Position

12 months, Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.





Job Description

Support Staff

DRIVER INSTRUCTOR/SAFETY OFFICER

*Reports to: Director of Transportation*

Qualifications:

1. The driver instructor/safety officer must have basic computer and organizational skills.
2. He/She must have a Missouri Commercial Driver's License, Class B or higher with airbrake, school bus, and passenger endorsements and Missouri Driver/Instructor Certification.
3. The driver instructor must be able to work with drivers and have an understanding of transportation routing systems.

Other Requirements:

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions*

Essential Functions:

1. Assist the Director in establishing a comprehensive driver training program.
2. Oversee new driver training and qualification requirements.
3. Assist the director in establishing and maintaining new routing schedules and establishing new routes as needed Assist the Director in establishing and maintaining an ongoing driver evaluation and safety program.
4. Monitor student loading and unloading procedures, review student bus stops as part of safety program.
5. Supervise the assignment of substitute drivers when needed on regular routes. Monitor radio communication during morning and afternoon route time, insuring day to day route discrepancies are handled in a professional manner.
6. Communicate new student and changed student route pickup and drop times to drivers.
7. Coordinate extra trip driver and bus assignments, insuring all drivers are kept informed of current information.

Driver Instructor/Safety Officer (cont.)

8. Acting as substitute driver as needed.
9. Other duties as may be assigned.

Director of Technology

### Physical Demands

The individual who fills this position must be able to: Climb into buses. Drive.

Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment. Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

### Length of Contract

12 months

### Type of Position

Exempt

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## **District Literacy Coach**

*Reports to: Director of Federal Programs / Building Principal*

## Qualifications

Education: field. A minimum of a Bachelors Degree with emphasis in academic

Certification: Valid Missouri Teacher Certification and/or appropriate Missouri Certification for academic field.

Experience: Graduate degree and experience, preferred.

A valid Missouri teaching certificate and complete transcript(s) of college credit must be on file for each teacher before the beginning of each new school year. It is the duty of each teacher to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The teacher must assure that all professional development requirements and other DESE requirements are met to keep certification current.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*



## Essential Functions

The District Literacy Coach will:

1. Provide training and professional development to building level literacy coaches for implementing Partnerships in Comprehensive Literacy (PCL) schools.
2. Provide training and professional development to building level literacy coaches outside of Branson School District for implementing Partnerships in Comprehensive Literacy (PCL) schools.
3. Collaborate with district building administrators in regards to implementation of the PCL.
4. Provide training in the Comprehensive Intervention Model (CIM) to literacy coaches and intervention specialists grades K-6.

District Literacy Coach (cont.)

5. Supervise, coordinate, and evaluate a district's literacy plan for continuous school improvement.
6. Provide initial training and ongoing professional development for Reading Recovery teachers.
7. Provide initial training and ongoing professional development for Reading Recovery teachers outside of Branson School District.
8. Monitor the progress of children throughout the site, collect data, disseminate information, and support the development of school teams.
9. The Teacher Leader works closely with district administrators to achieve effective implementation, operation, and evaluation.
10. Work with individual students and participate in the Reading Recovery network.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Move around the classroom. Read handwritten or printed material.

#### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

#### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Director of Federal Programs. The District Literacy Coach will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of the District Literacy Coach shall be in accordance with the provisions of Missouri Law, Section 168.

#### Length of Contract

183 days

#### Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Driver Instructor/Safety Officer**

*Reports to: Director of Transportation*

## Qualifications

The Driver Instructor/Safety Officer should be able to:

9. Demonstrate basic computer and organizational skills.
10. Obtain a Missouri Commercial Driver's License, Class B or higher, and a Missouri school bus operator's endorsement on the CDL.
11. Work with drivers and have an understanding of transportation routing systems.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

13. Assist the Director in establishing a comprehensive driver training program.
14. Oversee new driver training and qualification requirements.
15. Assist the Director in establishing and maintaining an ongoing driver evaluation and safety program.
16. Monitor student loading and unloading procedures, review student bus stops as part of safety program.
17. Supervise the assignment of substitute drivers when needed on regular routes.
18. Monitor radio communication during morning and afternoon route time, insuring day to day route discrepancies are handled in a professional manner.
19. Communicate new student and changed student route pickup and drop times to drivers.
20. Coordinate extra-trip driver and bus assignments, insuring all drivers are kept informed of current information.
21. Act as substitute driver as needed.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

The individual who fills this position must be able to: Climb into buses. Drive.

Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment.

## Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

### Length of Contract

10 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Executive Secretary**

*Reports to: Superintendent*

### Qualifications

The Executive Secretary should possess:

1. Office management experience with expertise in computer skills (Word, Excel), typing, note-taking, and correspondence.

2. Knowledge of accounting and bookkeeping procedures.
3. Excellent grammar and proofing skills.
4. Personable communication skills.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Executive Secretary

### Essential Functions

1. Efficiently and effectively assist the Superintendent in conducting school business.
2. Keep the Superintendent aware of meeting schedules and reports due.
3. Attend Board meetings, assist the Board in secretarial matters, schedule and post Board meetings, and collate mail to the Board.
4. Assist with preparations for meetings and functions.
5. Maintain accurate and up-to-date certificated personnel files.
6. Keep all office business confidential.
7. Complete all reports for which he/she is responsible.
8. Assume the responsibility for the completion of special projects.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

Executive Secretary

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Superintendent.

### Length of Contract

12 months

### Type of Position

Non-exempt



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# English as Second Language (ESL) Paraprofessionals

*Reports to: Director of Federal Programs*

## **Qualifications**

Education: Completed at least 60 credit hours of study at an institution of higher education; or Passed the Para Pro Assessment (Before September 23, 2013); or Passed the Paraprofessional Assessment (September 23, 2013 or after)

Language: Fluent English, required  
Spanish, preferred

## **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **Essential Functions**

1. Assist in activities assigned by and under the direct control of the ESL teacher.
2. Work with individual ESL students or small groups on activities that have been assigned by the ESL teacher.

3. Conduct and assist with parental involvement activities.
4. Serve as a translator.
5. Supervise students during non-instructional times in the day, such as during the lunch period, when students are entering or leaving buses, while otherwise on school premises, and including duty before/during/after school.
6. Participate in professional development activities

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

An individual who holds this position must have the ability to: Is frequently required to stand, stoop, bend and kneel. Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Move around the classroom. Read handwritten or printed material.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally, the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

## **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the Building Principal in conjunction with the Director of Federal Programs.

### **Length of Contract**

9 months

### **Type of Position**

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Food Service Cashier

*Reports to: Kitchen Manager and Food Service Secretary*

## Qualifications

The Food Service Cashier should be able to:

12. Employ good typing and computer skills.
13. Process payments on student's accounts, input daily purchases, and follow proper procedures when it is necessary to notify students and parents of negative account balances.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

22. Set up and initialize the SIS System for daily meals.
23. Know what constitutes a "reimbursable" meal as required by the Federal guidelines for LEA's participating in the National School Breakfast and Lunch Programs.
24. Follow direction from the Kitchen Manager and the Food Service Secretary.
25. Balance daily receipts and print the proper documentation to turn in with the deposit.
26. Arrive for work on time with a positive attitude and a smile.
27. Serve students and teachers in a friendly and efficient manner.
28. Check e-mail communication for the Kitchen Manager twice daily.

29. Forward all Free and Reduced applications to the Food Service Secretary.
30. Answer student and parent questions regarding account balances.
31. Properly document, file, and retain records according to the Records Retention Policy of the Food Service Department.

Food Service Cashier

### Hygiene Standards

1. Follow the Personal Hygiene Standards as set in the HAACP Policy.
2. Shower and wash their hair daily.
3. Employees must be in slip resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders.
5. Hands must be washed properly before starting work and throughout the shift.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Regularly sit, talk and hear. Occasionally stand and walk. Use close vision.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud. The employee will be regularly working under deadlines.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

Type of Position

175 days, Non-exempt

Food Service Cashier

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# Grounds Staff

*Reports to: Grounds Supervisor*

## Qualifications

The Grounds Staff should be able to:

14. Show expertise or familiarity in turf management for sports fields and common grounds for Public Schools or related enterprises.
15. Perform demanding physical labor and tasks/skills required to keep grounds clean and safe.
16. Handle minor grounds maintenance jobs.
17. Work with a minimum of supervision.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

12. Maintain sports fields, playground fields, and common grounds to provide a safe, clean, and healthy school environment.
13. Report to work appropriately dressed and in proper condition to perform all assigned duties.
14. Execute specific projects as directed by the Grounds Supervisor or Director of Physical Plant.
15. Maintain all school grounds using in-house expertise, labor, and equipment as much as possible.



16. Recommend purchase of grounds supplies and equipment to the Grounds Supervisor.
17. Assist with in-house renovation projects.
18. Carry out grounds preventative maintenance and regular grounds maintenance programs as directed by the Grounds Supervisor.
19. Advise the Grounds Supervisor of ground maintenance concerns.

#### Grounds Staff

20. Report major equipment malfunctions to the Grounds Supervisor.
21. Annually, during the winter months, clean, inspect, repair, or replace, and ready all grounds equipment in inventory for the next turf grass season.
22. Ensure that all necessary records are up to data and readily accessible to meet all licensing agencies guidelines.
23. Assist in the establishment of environmental safe programs and institute natural resource conservation measures where feasible.
24. Assume responsibility for testing, operation, maintenance, and winter evacuation of all District in-ground irrigation systems.
25. Assist the Grounds Supervisor in providing an inventory of all grounds maintenance supplies and equipment.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

#### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

### Evaluation of Performance and Employment

Grounds Staff

The evaluation of performance and consideration for employment will be under the jurisdiction of the Grounds Supervisor in consultation with the Director of Physical Plant.

### Length of Contract

12 months

### Type of Position

Non-exempt

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# Grounds Supervisor

*Reports to: Director of Physical Plant*

## Qualifications

The Grounds Supervisor should be able to:

18. Show expertise or familiarity in turf management for sports fields and common grounds for Public Schools or related enterprises.
19. Supervise the grounds staff assigned to the building or sports field.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

26. Maintain sports fields, playground fields, and common grounds to provide a safe, clean, and healthy school environment.
27. Report to work appropriately dressed and in proper condition to perform all assigned duties.
28. Efficiently organize the daily routine and the work schedule.
29. Maintain all school grounds using in-house expertise, labor, and equipment as much as possible.
30. Recommend purchase of grounds supplies and equipment

31. Assist with in-house renovation projects.
32. Carry out grounds preventative maintenance and regular grounds maintenance programs as directed by the Director of Physical Plant.

Grounds Supervisor

33. Advise the Director of Physical Plant of ground maintenance concerns.
34. Report major equipment malfunctions to the Director of Physical Plant.
35. Execute specific projects as directed by the Director of Physical Plant or the Business Manager.
36. Assist in the establishment of environmental safe programs.
37. Institute natural resource conservation measures where feasible.
38. Be responsible for testing, operation, maintenance, and winter evacuation of all District in-ground irrigation systems.
39. Assist the Director of Physical Plant in providing an inventory of all grounds maintenance supplies and equipment.
40. Annually, during the winter months, clean, inspect, repair, or replace, and ready all grounds equipment in inventory for the next turf grass season.
41. Ensure that all necessary records are up-to-date and readily accessible to meet all licensing agencies guidelines.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

Grounds Supervisor

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

## Type of Position

12 months, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Guidance Counselor

*Reports to: Principal*

## Qualifications

Education: Master's Degree

Certification: Appropriate Missouri Administrative Certification

Experience: Five years teaching experience, preferred

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Consult with and assist students, teachers, staff, and parents in increasing student achievement, and provide support to other educational programs.
2. Provide a comprehensive guidance and counseling program for students appropriate to grade level.
3. Provide engaging activities to meet the needs of assigned caseload.

4. Implement the building guidance curriculum.

Guidance Counselor

5. Guide and counsel groups and individual students through the development of educational and career plans.
6. Counsel small groups and individual student with problems.
7. Consult with teachers, staff, administration, and parents regarding meeting the developmental needs of students.
8. Refer students with severe problems to appropriate community agencies in consultation with their parents.
9. Coordinate, conduct, or participate in activities which contribute to the effective operation of the school.
10. Participate in Crisis Counseling.
11. Evaluate and revise the building guidance program.
12. Pursue professional growth.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Guidance Counselor

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal. The Guidance Counselor will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal.

### Length of Contract

183+ days

### Type of Position

Exempt

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## **Kitchen Manager**

*Reports to: Director of Food Service*

### Qualifications



The Kitchen Manager should be able to:

20. Supervise and coordinate the activities of all Food Service Staff in their kitchen
21. Properly purchase, rotate, store, and oversee all aspects of food handling and preparation as required by the HAACP Policy for their kitchen.
22. Take and pass the ServSafe Course as required by the local Health Department.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Arrive for work on time with a positive attitude and a smile.
  2. Turn in food and milk orders in a timely and efficient manner to the Director of Food Service and conduct a monthly food inventory.
  3. Control labor costs and properly document employee's hours.
  4. Inspect supplies, equipment, and work areas and report all problems.
  5. Specify the number of servings and portion sizes to be prepared by the staff.
  6. Document information on the daily Menu Production Record.
  7. Supply the staff with the proper recipes as indicated on the daily menu.
- Kitchen Manager
8. Observe food preparation to ensure conformance with the Nutrient Standard Menu planning standards as required by the National School Breakfast and Lunch Program.

9. Recommend measures for improving work procedures and worker performance in order to increase quality and productivity of the staff.
10. Observe and evaluate workers and offer additional training and positive advice to help make every employee successful.
11. Monitor all areas of the kitchen throughout the day.
12. Assist the staff to ensure that enough quality food is prepared and ready for every person who enters the kitchen.

### Hygiene Standards

1. Follow the Personal Hygiene Standards as set in the HAACP Policy and enforce the policy with all Food Service Personnel.
2. Employees must shower and wash their hair daily.
3. Employees must be in slip-resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders and a hat or hair net must be worn.
5. Hands must be washed properly before starting work and throughout the shift.
6. Gloves must be worn when the next step in the food process is consumption.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Regularly sit, talk and hear. Occasionally stand and walk. Use close vision.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud. The employee will be regularly working under deadlines.

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

## Type of Position

174 days, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Lead Mechanic**

*Reports to: Director of Transportation*

## Qualifications

The Lead Mechanic should be able to:

23. Oversee the maintenance and repair of fleet vehicles and maintain comprehensive fleet records.
24. Demonstrate a thorough knowledge of diesel engine, drive train, chassis and electrical systems is essential.
25. Show experience in fleet management, inventory, and cost controls.
26. Obtain a Missouri Commercial Driver's License, Class B or higher, and a Missouri school bus operator's permit.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

32. Supervise the work performed by the mechanic(s).
33. Maintain and repair vehicles in the district fleet.
34. Comply with Missouri State Motor Vehicle Laws
35. See that bus drivers follow the applicable rules and laws which include: State vehicle laws, school policies that pertain to buses, pre-trip inspection, bus cleanliness, etc.
36. Conduct weekly walk-through inspections of each bus, checking for overall interior condition.
37. Assist in checking roads during inclement weather.
38. Be on call during extra-curricular activities and during inclement weather.
39. Responding to emergencies during regular bus routes.

Lead Mechanic

40. Act as substitute driver as needed when regular subs are unavailable.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

The individual who fills this position must be able to: Climb into buses. Drive.

Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

Lead Mechanic

### Length of Contract

12 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Library Media Specialist

*Reports to: Building Principal*

## Qualifications

Education: Bachelors Degree.

Certification: Valid Missouri Library Media Specialist Certification.

Experience: Two years teaching experience, preferred.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Select, acquire, organize, and make accessible both print and electronic, instructional materials for students, teachers, and staff to support teaching and learning.
2. Provide current library technology and acquire research materials to support curricular needs.
3. Assure the library media center meets DESE standards.
4. Provide resources and activities for the diverse needs of all students.

5. Promote a positive learning climate by presenting a LMC that is pleasant and comfortable.

Library Media Specialist

6. Collaborate with teachers and staff to design units and coordinate learning materials.

7. Maintain current, appropriate, and useful materials based on evaluation and weeding guidelines.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Move around the classroom. Read handwritten or printed material.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal. The Teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal.

### Length of Contract

183 +days

### Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Main Dish Cook and Baker**

*Reports to: Kitchen Manager*

### Qualifications

The Main Dish Cook and Baker should be able to:

27. Prepare and cook a variety of foods and bakery items.
28. Handle, prepare, and cook food according to the HAACP Policy for their kitchen.
29. Help keep records of the food items that are prepared daily.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Arrive for work on time with a positive attitude and a smile.
2. Ability to read recipes and following the directions accurately.
3. Cook food and record quantities prepared on the Production Record.
4. Record the final cooking temperatures on the Production Record.
5. Ensure that quality standards are met, by checking raw and cooked foods.
6. Clean and sanitize work stations before and after all food prep.



7. Set up and stock the food lines and monitor food temperatures between lines.
8. Serve students and teachers in a friendly and efficient manner.
9. Break down serve line and help with daily, weekly and monthly cleaning.
10. Read the menu daily and check the Menu Production Record to verify what food items and in what quantity they will be preparing for the day.
11. Follow the directions given by the Kitchen Manager, but must be able to take the initiative to assist fellow team members as they work together preparing the days menu.

Main Dish Cook and Baker

### Hygiene Standards

1. Follow the Personal Hygiene Standards as set in the HAACP Policy.
2. Employees must shower and wash their hair daily.
3. Employees must be in slip resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders and a hat or hair net must be worn.
5. Hands must be washed properly before starting work and throughout the shift.
6. Gloves must be worn when the next step in the food process is consumption.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Frequently walk short distances. Continuously stand. Frequently bend or twist at the neck and torso. Continuously grip. Occasionally reach, stoop, kneel and crouch. Frequently lift ten pounds and occasionally lift fifty pounds. Use close, distance and peripheral vision.

### Attendance

Consistent and regular attendance is an essential duty of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

### Evaluation of Performance and Employment

Main Dish Cook and Baker

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

Main Dish Cook and Baker (cont.)

### Type of Position

175 days, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Maintenance Staff

*Reports to: Maintenance Supervisor*

## Qualifications

The Maintenance Staff should be able to:

30. Show expertise or familiarity in HVAC, plumbing, electrical wiring, welding, painting, roof work, carpentry, floor cleaning, and waxing.
31. Work with a minimum of supervision.
32. Supervise the maintenance staff assigned to the district.
33. Perform demanding physical labor and tasks/skills required to keep grounds clean and safe.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

42. Maintain school physical plant and grounds, and assist in the maintenance of a safe, clean, and healthy school environment.
43. Report to work appropriately dressed and in proper condition to perform all assigned duties.

44. Efficiently organize the daily routine and the work schedule.

#### Maintenance Staff

45. Maintain all buildings, grounds, and equipment using own expertise and in-house labor as much as possible.
46. Recommend purchase of maintenance supplies and equipment.
47. Assist with in-house renovation projects.
48. Carry out preventative maintenance and regular maintenance programs as directed by the Director of Physical Plant.
49. Advise the Maintenance Supervisor of maintenance concerns.
50. Report major equipment malfunctions to the Maintenance Supervisor.
51. Execute specific projects as directed by the Maintenance Supervisor or Director of Physical Plant.
52. Assist in the establishment of energy conservation programs.
53. Institute energy conservation measures where feasible.
54. Be responsible for testing security, fire extinguishers, alarms, heating and cooling systems.
55. Assist the Director of Physical Plant in providing an inventory of all maintenance supplies and equipment.
56. Periodically inspecting building structure maintenance of roofs, exterior walls, doors, windows, ceiling, floors, etc.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines. Specific vision requirements include close and peripheral vision and depth perception.

#### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant and Maintenance Supervisor in consultation with the Business Manager.

Maintenance Staff (cont.)

### Length of Contract

12 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Maintenance Supervisor**

*Reports to: Director of Physical Plant*

### Qualifications

The Maintenance Supervisor should be able to:

34. Show expertise or familiarity in HVAC, plumbing, electrical wiring, welding, painting, roof work, carpentry, floor cleaning, and waxing.
35. Work with a minimum of supervision.
36. Supervise the maintenance staff assigned to the district.
37. Perform demanding physical labor and tasks/skills required to keep grounds clean and safe.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

57. Maintain school physical plant and grounds, and assist in the maintenance of a safe, clean, and healthy school environment.
58. Report to work appropriately dressed and in proper condition to perform all assigned duties.
59. Efficiently organize the daily routine and the work schedule.

#### Maintenance Supervisor

60. Maintain all buildings, grounds, and equipment using own expertise and in-house labor as much as possible.
61. Recommend purchase of maintenance supplies and equipment.
62. Assist with in-house renovation projects.
63. Carry out preventative maintenance and regular maintenance programs as directed by the Director of Physical Plant.
64. Advise the Director of Physical Plant of maintenance concerns.

65. Report major equipment malfunctions to the Director of Physical Plant.
66. Execute specific projects as directed by the Director of Physical Plant or the Business Manager.
67. Assist in the establishment of energy conservation programs.
68. Institute energy conservation measures where feasible.
69. Be responsible for testing security, fire extinguishers, alarms, heating and cooling systems.
70. Assist the Director of Physical Plant in providing an inventory of all maintenance supplies and equipment.
71. Periodically inspecting building structure maintenance of roofs, exterior walls, doors, windows, ceiling, floors, etc.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position: Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

Maintenance Supervisor

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

## Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

## Type of Position

12 months, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# **Mechanic**

*Reports to: Director of Transportation*

## Qualifications

The Mechanic should be able to:

38. Demonstrate a thorough knowledge of diesel engine, drive train, chassis and electrical systems is essential.
39. Obtain a Missouri Commercial Driver's License, Class B or higher, and a Missouri school bus operator's permit.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.



Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

41. Performing necessary maintenance and repair on the district's vehicle fleet.
42. Act as substitute driver as needed when regular subs are unavailable.
43. Be on call during extra-curricular activities or during inclement weather.
44. Respond to emergencies during regular bus routes.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Mechanic

### Physical Demands

The individual who fills this position must be able to: Climb into buses. Drive.

Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

### Length of Contract

12 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Night Security Patrol**

*Reports to: Director of Physical Plant*

### Qualifications

The Night Patrol should be able to:

40. Show knowledge of security principles and alarm systems operation.
41. Think independently.
42. Demonstrate good organizational skills, time management ability, writing skills, communication skills, and the ability to work alone.

43. Provide evidence of experience and training which would provide the required knowledge, skills, and abilities.
44. Be trustworthy and of good moral character.
45. Pass criminal records check through the Criminal Records System of the Missouri State Highway Patrol and Federal Bureau of Investigation.

#### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Night Security Patrol

#### Essential Functions

45. Provide observational security for all facilities in the school district during hours of nonoperation.
46. Ensure that the facilities in the district are secured, alarmed, and patrolled at intervals necessary to enhance the protection and proper use of the school district's assets.
47. Assume observational duties only, while notifying the proper agencies and school administration should situations warrant.
48. Check all means of entry of all buildings in the district to ensure they are secured.
49. Check all alarms to make sure they are in the ready mode when the buildings are not occupied.
50. Patrol the campuses in a random order to monitor activity after hours.
51. Respond to alarms that occur and notify the proper agencies and school officials.
52. Act as a representative for the district when outside agencies are dispatched to the district facilities.
53. Keep daily shift log sheets to document daily activities.
10. Perform special projects as assigned by the Director of Physical Plant.
11. Monitor for inclement weather and notify school officials as required.

12. Perform other duties as assigned.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Night Security Patrol

### Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant in consultation with the Business Manager.

### Type of Position

12 months, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Operations Supervisor**

*Reports to: Food Service Director*

*Supervises: Kitchen Managers and Food/Nutrition Services Employees*

### **Qualifications**

1. Preference given to applicants with a Bachelor's Degree with academic major in Food Service Management, Registered Dietitian, a related field or Professional Culinary Training or relevant Chef training.
2. Minimum education of high school diploma and five (5) years of relevant experience; or equivalent alternatives to the qualifications as deemed appropriate.
3. Previous supervisory and managerial experience preferred.
4. Five (5) years' experience in school nutrition or commercial food service operations including: batch cooking, purchasing, production, inventory and HACCP.
5. Preferred ServSafe Certified.
6. Proficient in Microsoft Excel, Word, PowerPoint, Google Docs and e-mail.
7. Ability to learn new technology.
8. Possess strong organizational, communication and interpersonal skills.
9. Possess a valid driver's license and the ability to legally and safely operate a motor vehicle.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

### **Essential Duties and Responsibilities**

1. Arrive for work on time with a positive attitude and a smile.
2. Assists in the coordination of the School Nutrition Program; serves as a resource to managers in problem-solving and providing feedback to the Director regarding potential concerns with staff and or operations.
3. Maintains a strong current knowledge of USDA Nutrition Program regulations and all local and state regulations related to the program.
4. Reviews and monitors the operations and activities of all of the Districts Nutrition Centers, including site personnel.
5. Develops staff enthusiasm with a positive attitude and understands the mission of the department to "Fuel Student Success, One Nutritious Meal at a Time."

Operations Supervisor (continued)

6. Provides excellence in customer service both internally and externally.
7. Encourages teamwork and empowers staff in the development of problem solving techniques.
8. Provides technical assistance as needed to improve kitchen flow, efficiency and food quality.
9. Provides hands on training in proper food preparation, use of equipment, required record keeping and Point of Sale (POS) system.
10. Has excellent knife skills and the ability to teach proper culinary techniques to staff; including the proper knife for the job.
11. Provides innovative ideas and techniques to improve food quality and the creation of new standardized recipes that meet the USDA guidelines.
12. Develops menu ideas and recipes for daily staff meal service and helps with the development and implementation of all district catering requests including monthly School Board meetings.
13. Ensures all sites are following standardized recipes and provides onsite training to ensure all foods are consistently prepared and meet our high standards of fresh, batch cooked delicious meals.
14. Evaluates the safety standards of the site operations and implements necessary corrective actions to ensure staff safety.
15. Assesses and identifies the training needs of the department and develops pertinent training for personnel; in coordination with the Director.
16. Participates in the development of meeting agenda's, professional development training and providing educational materials. Leads and presents training materials as designated.
17. Tracks all staff training CEU's on department's software program to ensure compliance with USDA Professional Development requirements.
18. Evaluates department SOP's, HACCP manual and MSDS Sheets and coordinates updates with the Director.
19. Maintains a high level of accuracy, completes and submits audits of site visits, production records, inventories and all paperwork in a timely manner; is responsive to email and phone calls.
20. Works with the Kitchen Mangers to track equipment repairs are made in a timely manner. Notifies the Director when timely repairs are not made and when equipment reaches a point that it should be replaced.
21. Assists the Director with the accurate and timely approval of staff timesheets.
22. Assists the Director in the hiring and placement of all staff, including staff hours to ensure efficient staffing levels.
23. Assist sites when the Manager or employees are absent and substitutes are not available.

24. Performs and assists with other duties as assigned by the Director.

Operations Supervisor (continued)

### **Hygiene Standards**

1. Follow the Personal Hygiene Standards as set in the HAACP Policy.
2. Employees must shower and wash their hair daily.
3. Hair must be pulled back off of shoulders and a hat or visor must be worn at all times.
4. Employees must be in slip resistant shoes and a clean uniform daily.
5. Hands must be washed properly before starting work and throughout the shift.
6. Gloves must be worn when the next step in the food process is consumption.

### **Physical Requirements**

The list of physical demands described below, is not an exhaustive list, but is representative of the physical demands that must be met by an employee to successfully perform the basic functions of this job.

1. Employee is required to continuously stand & walk through out entire shift.
2. Employee will be required to bend, squat, twist at the waist and neck frequently while performing their basic job functions.
3. The employee will continuously lift and/or move up to 25 pounds safely and will seldom lift and/or move more than 50 - 80 pounds (i.e. lifting crates of milk, cases of canned goods, meat or produce items)
4. Employee will frequently be required to reach with arms and hands and repeat the same arm, hand, and finger motion repeatedly. (i.e. stirring food during prep, cooking and service; rinsing and racking dishes)
5. Occasionally employee will walk on slippery surfaces and will seldom be subject to work in temperatures below -20 and above 95 degrees.
6. Employee must be able to work quickly and efficiently to perform tasks with-in established time constraints.

### **Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Assistant Superintendent of Business Services.

#### **Length of Contract**

9 months ~ 183 days

#### **Type of Position**

Non-exempt

The statements herein describe the general nature and expectations of work performed by the employee assigned to this position. The functions listed are not exhaustive and assigned responsibilities and functions are at the discretion of the Superintendent.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Paraprofessionals (Aides)**

*Reports to: Director of Special Services*

### Qualifications

The General Education Paraprofessionals should be able to:

1. Completed at least 60 credit hours of study at an institution of higher education; or
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and can demonstrate, through formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics, or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
4. Knowledge of basic computer skills (typing, Word).
5. Paraprofessionals with a baccalaureate degree and an appropriate teaching certificate and/or training may initiate instruction and work independently.



## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Paraprofessionals (Aides)

## Essential Functions

1. Assist in activities assigned by and under the direct control of the teacher.
2. Prepare and collect materials needed by the teacher in presenting a unit of work.
3. Work with individual students or small groups on activities that have been assigned by the teacher.
4. Assist individual students as directed by the teacher.
5. Supervise students during non-instructional times in the day, such as during the lunch period, when students are entering or leaving buses, while otherwise on school premises, and including duty before/during/after school.
6. Complete recordkeeping tasks as assigned by the teacher.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Physical Demands

An individual who holds this position: Is frequently required to stand, stoop, bend and kneel. He/she may have to use therapeutic restraint and will regularly lift students. Must have both close and distance vision.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

Paraprofessionals (Aides)

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Special Services in consultation with the Business Manager.

### Length of Contract

9 months

### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Payroll Clerk

*Reports to: Business Manager*

## Qualifications

The Payroll Clerk should possess:

12. Typing, accounting, and computer skill.
13. Records management and accounts payable skills.
14. Ability to handle ongoing projects without direct supervision.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Performance of payroll functions for the Branson School District.
2. Assist the Business Manager in handling and administrating insurance programs.
3. Assist with new employee forms to be filled out.
4. Monitor insurance forms and changes.
5. Maintain Federal I-9 requirements.
6. Typing, copying, and filing of various school district records in a timely manner.
7. Record tuition payments.
8. Assist the district office staff in completion of all routine tasks.

9. Keep all office business confidential.

Payroll Clerk

10. File Workers Compensation reports and payables.
11. Administer retirement system reporting and record keeping.
12. Maintain 403B (cafeteria plan) for employees.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Payroll Clerk (cont.)

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

Length of Contract

Type of Position

12 months

Non-exempt

Payroll Clerk

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

# Prep Cook / Dishwasher

*Reports to: Kitchen Manager*

## Qualifications

The Prep Cook / Dishwasher should be able to:

- 46. Perform a variety of food preparation duties.
- 47. Handle, prepare, and cook food according to the HAACP Policy.
- 48. Perform physical activities that require considerable use of arms, legs, and their entire body during both the food preparation and dishwashing process.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Arrive for work on time with a positive attitude and a smile.
2. Ability to read recipes and following the directions accurately.
3. Weigh or measure ingredients according to the recipe.

4. Wash, peel, and/or cut various foods to prepare for cooking and serving.
5. Clean and sanitize work stations before and after all food prep.
6. Rinse trays and silverware before loading into the dish machine.
7. Scrub pot and pans used during food preparation and cooking.

Prep Cook / Dishwasher

8. Break down and clean the dish machine at the end of the day.
9. Read the menu daily and check the Menu Production Record to verify what food items and in what quantity they will be preparing for the day.
10. Follow the directions given by the Kitchen Manager, but must be able to take the initiative to assist fellow team members as they work together preparing the days menu.

### Hygiene Standards

1. Follow the Personal Hygiene Standards as set in the HAACP Policy.
2. Employees must shower and wash their hair daily.
3. Employees must be in slip resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders and a hat or hair net must be worn.
5. Hands must be washed properly before starting work and throughout the shift.
6. Gloves must be worn when the next step in the food process is consumption.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Frequently walk short distances. Continuously stand. Frequently bend or twist at the neck and torso. Continuously grip. Occasionally reach, stoop, kneel and crouch. Frequently lift ten pounds and occasionally lift fifty pounds. Use close, distance and peripheral vision.

### Attendance

Consistent and regular attendance is an essential duty of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Prep Cook / Dishwasher

### Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

### Type of Position

175 days, Non-exempt

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**Principal/Assistant Principal**



*Reports to: Assistant Superintendent*

Qualifications

Education: Masters Degree in Administration. Specialist Degree, preferred.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Five (5) years of successful teaching experience. Three (3) years of administrative experience, preferred.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Ability to supervise and evaluate teachers. Knowledge of curriculum, instruction, and evaluation. Possess positive character traits that are student-centered.

Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions*

## Essential Functions

The Principal/Assistant Principal will:

1. Promote success of all students.
2. Provide impetus for continuous improvement in instructional techniques; assure curriculum goals/objectives are successfully addressed; and expect that students are engaged in purposeful, high-quality learning activities.
3. Assume responsibility for the supervision and administration of personnel, schedules, programming, and operations in the school building.
4. Assure teaching and learning are focused on the agreed academic standards.
5. Utilize multiple sources of data to determine student, staff, and facility needs.
6. Advocate and sustain a school climate conducive to high-quality teaching and learning.
7. Provide focused, professional development activities specific to the needs of the students and staff.
8. Provide for the selection, induction, and purposeful, continual, professional development for new staff.
9. Set an example as a servant leader by modeling and promoting positive interpersonal relationships and communicating effectively with students, staff, and community members.
10. Ensure student discipline is fair, consistent, within policy guidelines, and focused on effecting appropriate student behavior.
11. Complete performance evaluations of staff and recommend employment for employees under his/her supervision.
12. Communicate district and school vision, as well as expected standards of performance.
13. Exhibit leadership skills which support positive educational change for the purpose of increasing student achievement.
14. Provide appropriate financial oversight of building resources and programs.
15. Demonstrate ethical, effective decision making and problem solving practices.
16. Develop a three-to-five-year plan to address student, staff, and facility needs.
17. Prepare and present building improvement plans and program evaluation reports to the Board of Education.

18. Continue personal, professional development and participate in appropriate professional and civic organizations/activities.
19. Seek to actively involve parents and community members in school activities and programming.
20. Attend Board of Education meetings.
21. Model positive work habits and utilize effective organizational strategies.
22. Assume responsibility for school activities that occur outside of the school.
23. Understand school laws, policies, MSIP standards and guidelines, and MAP components.
24. Prepare student and faculty handbooks containing pertinent policies and regulations.
25. Responsible for the systematic coordination of curriculum development, curriculum articulation, curriculum revision, and educational programming in collaboration with the Director of Curriculum and Assessment.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time.

### Hearing

Must be able to hear a conversation in a noisy environment

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Conditions and Environment

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Principal/Assistant Principal will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

Length of Contract

11-12 months

Type of Position

Exempt

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# Psychological Examiner

*Reports to: Director of Special Services*

## Qualifications

Education: Master's Degree

Certification: Appropriate Missouri Administrative Certification (Psychological Examiner's Certificate)

Experience: Two (2) years teaching experience

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Complete assigned evaluations.
2. Complete evaluation summaries.
3. Be available to attend meetings before and after school as needed.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Director of Special Services. The Psychological Examiner will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal.

Length of Contract

183 days

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## Secretary

*Reports to: The assigned Principal, Director, Counselor, or other Administrator.*

### Qualifications

The Secretary should possess:

1. Expertise in typing, note taking, and language arts (proper use of English.)
2. Inter-office organization skills such as establishing and maintaining proper files and records, and adequate bookkeeping skills.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Efficiently and effectively assist school personnel in conducting school business.
2. Competently communicate business by phone and letter, independently at times.
3. Keep all office business confidential.
4. Organize office work and records.
5. Keep all student records and records of all building expenditures current.
6. Keep the supervisor aware of meeting schedules and reports due.
7. Assist the supervisor in completing normal routine tasks.
8. Assume the responsibility for the completion of special projects.
9. See that inter-office mail and postal mail, etc., are delivered daily.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Principal, Director, Counselor, or other Administrator.

### Length of Contract

9 month – 183 days

9.5 months – 193 days

10 months – 203 days

11 months – 1 month off

12 months

### Type of Position

Non-exempt



Psychological Examiner

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# School Nurse

*Reports to: Licensed Registered Nurse or Physician*

## Qualifications

Certification: Missouri State Practical Nurse license and a current CPR certification

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Provide surveillance of immunization records and prepare CD 31 report for school district.
2. Maintain cumulative health records and perform clerical duties required by health program.
3. Provide basic first aid for illness and injury according to written school policy, and if properly trained.
4. Perform selected screening programs as outline in *Manual for School Health Programs*, and as directed by school administrator.
5. Perform re-screening and refer based on criteria in appropriate screening manuals.
6. Assist in identifying and reporting suspected child abuse and neglect.
7. Incorporate health education in encounters with parents, staff and students.
8. Contribute to health information presented to special education staffing team.
9. Perform nursing care for children with special health care needs as ordered by physician.

10. Assumes responsibility for continuing education and contributes to the professional growth of others.
11. Participates with others in assessing, planning, implementing, and evaluating school health and community services that include primary, secondary and tertiary prevention.

School Nurse

12. Contributes to nursing and school health through innovations in theory and practice and participation in research.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Health Services Coordinator in consultation with the Business Manager.

### Length of Contract

183 days

### Type of Position

Non-exempt

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## **Social Worker**

*Reports to: Director of Special Services*

### Qualifications

Education: Masters Degree preferred.

Experience: Three years experience in the social work field.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Counsel with parents towards improving home situations whereby more favorable conditions will be attained in regard to schoolwork, behavior, attendance and interest.

2. Make home visits for the purpose of gathering helpful information on a student's background and working directly with parents.
3. Serve as liaison between the school and outside agencies such as the Division of Family Services (DFS) and Juvenile Court, as well as psychological and substance abuse counselors, physicians and other professionals.
4. Perform casework service with parents as an integral part of the task of helping students:  
to increase parent's understanding, for their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources.
5. Help families make appropriate social agency contacts, when needed.

#### Social Worker

6. Serve on school team as liaison between home and school when considerable follow-up is necessary for DFS and Department of Mental Health (DMH) cases, foster home and disadvantaged students.
7. Consult and collaborates with other school personnel in gathering and giving information on a case and establishing and planning for respective roles in the modification of a students behavior and necessary related services.
8. Assist students directly to facilitate adjustments to school.
9. Maintain records and files and makes such reports as requested by supervisory or administrative personnel.
10. Perform services as requested by supervisory and administrative personnel.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

The work environment is consistent with a typical office environment.

## Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Director of Special Services. The Social Worker will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Director of Special Services.

## Type of Position

10 months, Exempt

Social Worker

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# **Special Education Process Coordinator**

*Reports to: Coordinator of Special Education*

## Qualifications

Education: Masters Degree.

Certification: Valid Missouri Certificate in one or more areas of Special

Experience: Two (2) years teaching experience.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Knowledge of curriculum, instruction, and evaluation pertaining to students with disabilities. Familiarity with special education programming, related laws, federal programs, and federal guidelines. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

## Functions

1. Process transfer records.
2. Process all building referrals.
3. Oversee assessment process, ECSE – 12<sup>th</sup> grade.
4. LEA, as designed.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Special Education Process Coordinator

### Physical Demands

An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Move around the classroom. Read handwritten or printed material.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

### Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Coordinator of Special Education. The Process Coordinator will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Coordinator of Special Education.

### Length of Contract

### Type of Position



183 + days

Exempt

Special Education Process Coordinator

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# Superintendent

*Reports to: Board of Directors*

## Qualifications

Education: Specialist's Degree in Educational Administration

Certification: Valid Missouri Superintendent's Certification

Experience: Three (3) years previous administrative and/or supervisory experience.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

1. Assume responsibility as the representative of the Board and the channel through which all directives from the Board to the staff or students shall be communicated.
2. Execute all decisions made by the Board concerning the internal operation of the school district.
3. Assume responsibility for the delegation of responsibility and authority for the operation of the various functions of the district.
4. Supervise district administration and through them, all personnel of district.

5. Serve as the official representative of the Board of Education with the Missouri State Board of Education and other agencies.
6. Carry out all policies, rules and regulations adopted by the Board.

Superintendent

7. Prepare and submit the annual budget to the Board of Education.
8. Within all limits as approved by the Board of Education, approve and direct all purchases and expenditures for the district.
9. Oversee the formulation and recommendation of all school district policies and implementation.
10. Formulate and administer a program of supervision for the school, with the duties and responsibilities delegated to the respective district administration.
11. Oversee the preparation of monthly financial reports.
12. Provide instructional leadership for the educational program of the schools, and keep the Board continuously informed on the progress and condition of the school system.
13. Direct the development of plans (to include short/long range plans) for maintenance, improvement or expansion of buildings and site facilities needed to provide an adequate educational program.
14. Inform the community about school matters, and serve as a representative of the schools before the public.
15. Participate in professional growth activities: attend relevant state and local professional development workshops and conferences.
16. Be involved with appropriate civic organizations/activities.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

### Attendance

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Conditions and Environment

The work environment is consistent with a typical office environment.

Rarely, an individual who holds this position must work outside in rain and snow and temperatures above 100 degrees and below freezing.

Superintendent

## Evaluation of Performance and Employment

The Superintendent will be considered for re-election at the regular January meeting of the Board of Education at which time the term and length of contract along with salary may be set.

### Length of Contract

12 months

### Type of Position

Exempt

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# Teacher

*Reports to: Building Principal*

## Qualifications

Education: field. A minimum of a Bachelors Degree with emphasis in academic

Certification: Valid Missouri Teacher Certification and/or appropriate Missouri Certification for academic field.

Experience: Graduate degree and experience, preferred.

A valid Missouri teaching certificate and complete transcript(s) of college credit must be on file for each teacher before the beginning of each new school year. It is the duty of each teacher to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The teacher must assure that all professional development requirements and other DESE requirements are met to keep certification current.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*



## Essential Functions

The Teacher is:

1. Directly responsible to the principal of his/her building.
2. Expected to develop lesson plans and instructional materials as part of a planned learning experience to motivate students.
3. Responsible for organizing his/her classroom in a manner to assure optimal teaching and learning.
4. Responsible for establishing all reasonable classroom rules and regulations for the conduct of the students.
5. Responsible for the discipline of students, but shall consult with the Principal, when needed.
6. Expected to manage instructional time effectively and maintain a high level of student time-on-task.
7. Expected to monitor student performance in a variety of ways: oral, written, and other forms of informal and formal assessments.
8. Expected to evaluate student academic growth, maintain accurate records, prepare progress and grade reports, and communicate frequently with parents on individual student progress.
9. Maintain a school atmosphere in which character, self-reliance, responsible behavior, and a positive self-image are of prime importance.
10. Complete all reports as required, including student evaluation, inventories, orders, curriculum work, and lesson plans.
11. Attend faculty meetings, inservice meetings, team meetings, grade level/department meetings as required.
12. Supervise students in out-of-class activities as required.
13. Share in sponsorship of student activities and participate in faculty/community committees.

14. Supervise teaching assistants, paraprofessionals, student teachers, and volunteers when applicable.
15. Responsible for utilizing data and diagnostic information to develop and revise goals, objectives, and assessments to assure student needs are met at the appropriate level of difficulty.
16. To contact parents routinely to discuss student's successes and areas of concern.
17. Expected to treat all students in a fair and equitable manner and interact effectively with students, co-workers, parents, and community members.
18. Expected to pursue focused, job-embedded professional development activities; read professional journals; collaborate with peers; be involved in book study groups; and strive for continuous improvement.
19. To understand and abide by the policies, procedures, and regulations of the school district/building.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Move around the classroom. Read handwritten or printed material.

### Attendance

Consistent and regular attendance is an essential function of this position.



*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal. The Teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

Length of Contract

10 months

Type of Position

Exempt

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# Technology Help Desk Technician

*Reports to: Director of Technology*

## Qualifications

The Help Desk Technician should:

49. Have knowledge of DOS and Windows, along with knowledge of various software packages such as SIS, Microsoft Office, and Internet Explorer.
50. Be experienced in troubleshooting regarding technology used with PC's.
51. Maintain a willingness to keep abreast of current technology.
52. Have strong organizational skills and an ability to effectively schedule multiple projects/tasks to meet simultaneous deadlines.
53. Maintain a positive approach despite conflicting deadlines, shifting priorities, and simultaneous work demands.
54. Have the ability to develop positive working relationships with technical and non-technical users.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and*

*abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Technology Help Desk Technician

### Essential Functions

1. Assist the Director of Technology in training faculty, staff, and community.
2. Assist the Director of Technology in the implementation and maintenance of the District Technology Plan.
3. Assist the Director of Technology in the installation and maintenance of computer networks, equipment, and software.
4. Perform onsite troubleshooting and minor repairs.
5. Assist in training of students on hardware, software, and specialized technology.
6. Provide Help Desk Tech phone support.
7. Assist in developing and maintaining the Technology Department budget.
8. Maintain technology inventory.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The work environment is consistent with a typical office environment.

Technology Help Desk Technician

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Technology in consultation with the Business Manager.

### Type of Position

12 months, Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Technology Technician**

*Reports to: Director of Technology*

### Qualifications

The Technician position requires:

Experience: A minimum of 60 hours of college credits, or

Certification: Technology certifications such as CNE, MSCE, or

Experience: Field of technology

The Technology Technician should possess:

#### Technical Skills

1. Knowledge of DOS, Windows 95/98/NT/2000/XP.
2. Knowledge of various software packages such as Microsoft Office, Adobe products, Internet Explorer, Microsoft Publisher, etc.
3. Experienced troubleshooter regarding technology used with PC's, printers, scanners, etc.
4. Web page development skills.
5. Willingness to keep abreast of current technology.

#### Technology Technician

#### Personal Skills

1. Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet simultaneous deadlines.
2. Must be able to maintain positive approach despite conflicting deadlines, shifting priorities and simultaneous work demands.

3. Ability to develop positive working relationships with technical and non-technical users.

### Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

Technology Technician (cont.)

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Functions

1. Assist the Technology Director in training faculty, staff and community.
2. Assist the Technology Director in the implementation and maintenance of the District Technology Plan.
3. Assist the Technology Director in the installation and maintenance of computer networks, equipment and software (includes: computers, phones, televisions, printers, scanners, copiers, cameras, etc.)
4. Do onsite troubleshooting and repairs.
5. Assist in training of students on hardware, software and specialized technology.
6. Attend workshops/conferences to keep abreast of current technology.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Technology Technician

### Physical Demands

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders. The employee must frequently lift or move up to

50 pounds. Occasionally the employee will lift or move up to 90 pounds. Specific vision requirements include close and peripheral vision and depth perception.

#### Attendance

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### Conditions and Environment

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The work environment is consistent with a typical office environment.

Technology Technician (cont.)

#### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Technology in consultation with the Business Manager.

#### Length of Contract

12 months

#### Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

## **Transportation Supervisor**

*Reports to: Director of Transportation*

## Qualifications

The Transportation Supervisor should be able to:

55. Demonstrate an expertise in word processing, spreadsheets, language arts, proper use of English; inter-office organizational skills, such as maintaining proper files and bookkeeping skills; pleasant telephone communication skills.
56. Operate the school transportation routing computer program.
57. Supervise people.
58. Obtain a Federal Commercial Driver's License and a Missouri school bus operator's permit.

## Other Requirements

Clearance on background check that is satisfactory to the Senior Administration.

Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## Essential Functions

54. Pick-up and deliver supplies and other items needed for operation of the transportation department.
55. Maintain purchase orders, invoices, and billing for the transportation department.
56. Keep all business confidential.
57. Organize office work and maintain records.
58. Keep the director aware of meetings, schedules and reports due.
59. Assist the director in completing normal routine tasks.
60. Assume the responsibilities for completion of special reports as directed.
61. Overseeing an ongoing driver training and evaluation program.
62. Scheduling extracurricular trips.



63. Dealing with student matters as they pertain to transportation, including orientations, handbooks, and safety regulations and ensuring orderly student conduct on the bus and good discipline.
64. Monitor student loads on buses and bus route length in terms of both hours and miles.
65. Assume responsibility for conducting transportation business in the absence of the Director.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Physical Demands

The individual who fills this position must be able to: Climb into buses. Drive.

Bend frequently. Lift and carry up to 25 pounds frequently and up to 50 pounds occasionally. Hear a conversation and communicate through speech in a noisy environment.

### Attendance

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Conditions and Environment

The individual who holds this position must: Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive on slippery conditions. Often work in an environment with a high noise level including engine noise, a raised voice may be necessary.

### Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Transportation in consultation with the Business Manager.

Transportation Supervisor

Length of Contract

11 months

Type of Position

Non-exempt

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