

Accounts Payable Specialist

Job Description (Revised 4/2017)

Purpose:

The accounts payable specialist maintains records and processes accounts payable for all district accounts. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Director of Financial Operations

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. High school diploma or equivalent.
2. Experience in accounts payables.
3. Accurate typing and filing skills.
4. Computer and office technology experience.
5. Telephone skills.
6. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Ensure that receipts and disbursements are properly approved and accounted for, according to district guidelines.
2. Provide office and clerical support to assist with the efficient operation of the school district.
3. Assist with curriculum meetings and curriculum orders.
4. File all reports with appropriate agencies as required by law and/or regulation.
5. Communicate with members of the school district personnel and community.
6. React to change productively and handle other tasks as assigned.
7. Operate all equipment as required.
8. Maintain district supply inventory.
9. Maintain confidentiality regarding school records and school operations.
10. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in a noisy, busy and stressful environment.
4. Ability to stoop, kneel, crawl, bend turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push up to 40 pounds.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to use arms and wrists repetitively.
8. Ability to hear sufficiently to use a telephone.
9. Ability to use appropriate computer programs.

Accounts Payable Specialist

Job Description (Revised 4/2017)

10. Ability to possess skills suitable to use a variety of office equipment.
11. Ability to operate various office equipment and computers.
12. Ability to respond to information requests in a courteous, timely and helpful manner.

General Responsibilities:

1. Assist with screening visitors and telephone calls, directing them to the appropriate person/department, efficiently and courteously.
2. Assist with audits.
3. Answer accounts payable questions.
4. Assist with professional travel requests.
5. Screen and route incoming mail.
6. Compose, type, and copy correspondence, reports, bulletins, records, and other materials.
7. Obtain, gather, and organize pertinent data as needed.
8. Maintain an orderly filing system.
9. Ability to operate various office equipment and computers systems.
10. Keep abreast of new information, innovative ideas and techniques.
11. Address concerns from staff to superintendent in a confidential and professional manner.
12. Assist with maintenance and supplies for office equipment.
13. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
14. Perform all duties accordance with district guidelines and policies.
15. Perform other duties as assigned by the Superintendent or Director of Financial Operations.

Automotive Mechanic

Job Description (Revised 4/2017)

Purpose:

The automotive mechanic maintains district cars and buses in top condition in order to prevent problems and interruptions of district educational programs. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Transportation Director

Payment rate:

According to classified salary schedule

Qualifications:

1. High school diploma or equivalent.
2. Knowledge of and experience with general automotive service and repair with certification and/or experience.
3. Valid (CDL) commercial driver's license.
4. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions/Requirements:

1. Maintain district cars and buses in top condition in order to prevent problems and interruptions of district educational programs.
2. Communicate with members of the school district staff and community.
3. React to change productively and handle other tasks as assigned.
4. Operate all equipment and machinery in a safe manner.
5. Maintain confidentiality regarding school records and school operations.
6. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to move, lift, carry, pull, or push heavy objects or materials up to and including vehicles.
3. Ability to stoop, kneel, crawl, bend, turn, balance, climb and reach.
4. Ability to work indoors and outdoors year-round.
5. Ability to work in noisy environments.
6. Ability to work in and around dust, fumes, and odors.

General Responsibilities:

1. Diagnose problems and repair district vehicles.
2. Establish an effective system of routine automotive maintenance.
3. Requisition needed supplies, equipment, and contracts in accordance with district procedures.

Automotive Mechanic

Job Description (Revised 4/2017)

4. Serve as a substitute driver during emergencies.
5. Maintain high standards of safety and good housekeeping methods in all work-connected areas.
6. See that district policies are observed during all activities.
7. Keep abreast of new information, innovative ideas and techniques.
8. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
9. Perform all duties in accordance with district guidelines and policies.
10. Perform duties as assigned by the Transportation Director, or Administrative Staff.

Building Principal

Job Description (New 4/2017)

Purpose:

The Building Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Building Principal works closely with community, staff, and administration of USD 348.

Responsible to:

Superintendent and Board of Education

Payment rate:

Determined by Board of Education

Qualifications:

1. Masters degree from an accredited college/university.
2. Three years certified experience.
3. Current Kansas State Administration Certificate/License on file in the District Office.
4. Computer and office technology experience.
5. Valid driver's license.
6. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
2. Establish an optimum learning environment within the school.
3. Ensure that all school programs and activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Maintain confidentiality regarding school records and school operations.
8. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
5. Ability to move, lift, carry, pull or push materials.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to drive in all conditions.
9. Ability to work indoors and outdoors year-round.

Building Principal

Job Description (New 4/2017)

10. Ability to work extended hours.

General Responsibilities:

1. Develop a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
2. Develop a functioning education philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
3. Develop a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
4. Develop an atmosphere of respect, interest, and enthusiasm within the school.
5. Communicate openly and effectively with students, community, staff, and administration.
6. Supervise and provide for the general welfare of students during the school day, on school trips, and during school activities.
7. Maintain effective programs to strengthen and monitor pupil discipline, attendance, and individual progress.
8. Select and assign certified and classified personnel.
9. Oversee the accreditation process within the school.
10. Work effectively with the building site council.
11. Delegate duties for effective staff utilization, but assume final responsibility for the overall school program.
12. Encourage the professional growth of teachers by advanced training, experimentation, and evaluation.
13. Administer district policies in the operation of the school.
14. Administer the school budget.
15. Maintain school records and file necessary reports.
16. Comply with legal and regulatory requirements of the various governmental agencies.
17. Plan and organize the school day and year to provide for efficient operation of the school.
18. Maintain safe, clean, attractive, and well-kept buildings and grounds.
19. Make effective use of consultants and specialists in program and staff development.
20. Work cooperatively with peers in sharing ideas, techniques, and procedures for improvement of the learning environment.
21. Keep abreast of new information, innovative ideas and techniques.
22. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Perform all duties in accordance with district guidelines and policies.
24. Perform duties as assigned by the Superintendent.

Building Secretary

Job Description (Revised 4/2017)

Purpose:

The building secretary coordinates office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Building Administrator

Payment rate:

According to the classified salary schedule.

Qualifications:

1. High school diploma or equivalent.
2. Secretarial experience.
3. Typing and filing skills.
4. Public relations and communication skills.
5. Decision-making and problem solving skills.
6. Computer and office technology skills.
7. Telephone skills.
8. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Provide office and clerical support to assist with the efficient operation of the school.
2. Communicate with students, staff and community.
3. React to change productively and handle other tasks as assigned.
4. Operate all equipment as required.
5. Maintain confidentiality regarding school records and school operations.
6. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged times.
3. Ability to work in a noisy, crowded and stressful environment.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push up to 40 pounds .
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to use arms and wrists repetitively.
8. Ability to hear sufficiently to use a telephone.
9. Ability to use appropriate computer programs.
10. Ability to possess skills suitable to use a variety of office equipment.
11. Ability to operate various office equipment and computers.
12. Ability to respond to information requests in a courteous, timely and helpful manner.

Building Secretary

Job Description (Revised 4/2017)

General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Compose, type, and copy correspondence, reports, bulletins, calendars, records and other materials.
3. Obtain, gather and organize pertinent data as needed.
4. Maintain a filing system.
5. Schedule appointments and assemble material for meetings.
6. Assist with enrollment.
7. Requisition, receive and distribute supplies and materials.
8. Administer first aid to ill/injured students and prescribe documented medication doses in the absence of the school nurse according to school policy.
9. Assist in the hiring, supervision, and training of employees.
10. Screen and route incoming mail.
11. Keep abreast of new information, innovative ideas and techniques.
12. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
13. Perform all duties in accordance with district guidelines and policies.
14. Perform other duties as assigned by the building administrator.

Other Responsibilities that may or may not be assigned by the building administrator:

1. Assist with yearbook.
2. Perform bookkeeping duties as assigned.
3. Assist with lunch and recess coverage.
4. Cross-train to perform duties of other secretarial position(s) in building.
5. Assist with obtaining substitutes, recording staff absences, and submitting staff reports to the building administrator.

Clerk of the Board/District Office Secretary

Job Description (Revised 4/2017)

Purpose:

The Clerk of the Board/District Office Secretary provides office and clerical support to assist with the efficient operation of the school district. This individual maintains personnel files and necessary paperwork required by USD 348. This individual provides public relations to obtain a favorable state of the relationship between the public and USD 348. To accomplish these tasks this individual will work with district personnel, the board of education, and the community of USD 348.

Responsible to:

Director of Financial Operations

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. High school diploma or equivalent.
2. Minimum 3 (three) years secretarial experience.
3. Accurate typing and filing skills.
4. Computer and office technology experience.
5. Telephone skills.
6. Health and tuberculosis certificate on file in the District Office (after employment offer is made).

Essential Functions:

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Prepare documents needed or requested for board meetings.
3. Type agenda, letters and other appropriate documents as requested by the board president.
4. Assist the board and superintendent in complying with the Open Meetings Law and all appropriate state and federal laws.
5. Attend and keep an accurate journal of all board of education meetings.
6. Prepare a draft copy of minutes of each board meeting and distribute to board members as required by policy.
7. Maintain the permanent minutes and other appropriate board records.
8. File all reports with appropriate agencies as required by law and/or regulation.
9. Maintain confidentiality regarding school records and school operations.
10. Communicate district personnel, board of education and the community.
11. React to change productively and handle other tasks as assigned.
12. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.

Clerk of the Board/District Office Secretary

Job Description (Revised 4/2017)

3. Ability to work in noisy, busy or stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push 40 pounds.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to hear sufficiently to use a telephone.
9. Ability to use appropriate computer programs.
10. Ability to possess skills suitable to use a variety of office equipment.
11. Ability to operate various office equipment and computers.
12. Ability to respond to information requests in a courteous, timely and helpful manner.

General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department efficiently and courteously.
2. Screen and route incoming mail.
3. Compose, type, and copy correspondence, reports, bulletins, records, and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Maintain an orderly filing system.
6. Schedule appointments, and assemble material for meetings.
7. Assist in planning meeting agendas and preparing meeting summaries.
8. Assist with hiring and maintaining personnel files.
9. Assist with workman's compensation.
10. Assist with professional development points.
11. Perform secretarial duties for the board and-district office.
12. Keep abreast of new information, innovative ideas and techniques.
13. Address concerns from staff to Superintendent in a confidential and professional manner.
14. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
15. Perform all duties in accordance with district guidelines and policies.
16. Perform other duties as assigned by the Board of Education, Superintendent, or Director of Financial Operations.

Classroom Instructor

Job Description (Negotiated Agreement 2007)

Purpose:

The Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Classroom Instructor must work closely with other staff, parents and the administration of USD 348.

Responsible To:

Principal

Payment Rate:

According to negotiated agreement.

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university.
3. Current Kansas State Teaching Certificate/License on file in the District Office.
4. Health and Inoculation Certificate on file in the District Office (after employment offer is made).

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Establish a positive learning environment and respond to the individual needs of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with members of the school district staff and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of USD 348.
9. Support implementation of the School Improvement Plan.

Physical Requirements/Environmental Conditions:

1. Must be able to work productively in noisy and crowded environments.
2. Must be able to physically monitor student performance and manage classroom behavior.
3. Must be able to effectively communicate course content and materials.

General Responsibilities:

1. Plan and implement effective lessons, using time, materials and resources effectively.
2. Motivate students through effective communication and evaluative feedback.
3. Display a thorough knowledge of curriculum and subject matter.
4. Demonstrate awareness of the needs of students and provide for individual

Classroom Instructor

Job Description (Negotiated Agreement 2007)

differences.

5. Set high expectations for student achievement and behavior.
6. Demonstrate effective interpersonal relationships with others.
7. Establish and maintain a positive climate for learning through appropriate classroom management.
8. Maintain current curriculum and instructional practices.
9. Coordinate and supervise field trips as needed.
10. Assist with the activities of student organizations.
11. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
12. Adhere to and abide by all policies, regulations, mission statement and any other governance documents of the district.
13. Obtain advance approval of the Principal for all activities and expenditures.
14. Treat all children with respect, dignity and caring, sensitive to the feelings and circumstances of all children in the school.
15. Become proficient in the use of computers for personal and school use. Integrate the application of computer instruction into daily classroom lessons based on district curriculum objectives and outcomes.
16. Visit another teachers' classroom at least once each nine-week period and discuss that visit with the teacher visited (a different teacher each nine week period). Discuss what you observed, teaching strategies, classroom management strategies; brain based learning techniques, etc. (It is suggested that out of building visits be coordinated with building administrator.)
17. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
18. Other duties as assigned by the Principal, or other Administrative Staff.

Custodian

Job Description (Revised 4/2017)

Purpose:

The custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Director of Maintenance and Grounds and Building Principal

Payment rate:

According to classified salary schedule

Qualifications:

1. High school diploma or equivalent preferred.
2. General knowledge of chemical hazards.
3. Work independently without supervision.
4. Health and tuberculosis screening certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Communicate with members of the school district and community.
3. React to change productively and handle other tasks as assigned.
4. Operate equipment and machinery as required.
5. Maintain confidentiality regarding school records and school operations.
6. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to move, lift, carry, pull, or push heavy objects or materials up to 500 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
3. Ability to work indoors and outdoors year-round.
4. Ability to work in noisy, crowded, quiet, empty, and stressful environments.
5. Ability to work in and around dust, fumes, and odors.

General Responsibilities:

1. Keep building and premises (including sidewalks, driveways and play areas) neat and clean at all times.
2. Dust, mop, and/or vacuum all classroom and office floors regularly.
3. Empty pencil sharpeners. Empty trash and replace bags.
4. Place all building trash in appropriate outside dumpster.
5. Dust furniture. Clean chalk, marker boards, erasers and chalk trays regularly.
6. Clean and sanitize classroom sinks.
7. Clean corridors. Dust locker tops, wash and repair. Clean and sanitize drinking fountains.
8. Mop restroom floors and clean and sanitize all fixtures daily. Clean mirrors, walls, and partitions.

Custodian

Job Description (Revised 4/2017)

9. Fill soap, towel, and toilet paper dispensers.
10. Clean, mop, and sanitize all locker and shower rooms.
11. Sweep bleachers, stage, and stairs. Clean behind bleachers. Mop.
12. Assist with the laundering of the kitchen and custodial towels, aprons, etc.
13. Replace burned out light bulbs throughout the building.
14. Remove gum, tape, and marks from floor and walls. Dust walls, clean air return and louvers. Dust window ledges. Buff and wax floors as needed. Clean all windows.
15. Remove snow and ice from appropriate areas, including, sidewalks, steps, driveways, and parking areas.
16. Open and close buildings.
17. Raise the United States and Kansas flags before school commences and take down the same after closing.
18. Check emergency lights and fire extinguishers and initial inspection tags.
19. Check that all exit doors are operational and all panic bolts are working properly.
20. Be responsible for the security of the buildings and contents, checking that all persons are out of the buildings, lights are off, windows and doors are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
21. Identify any safety hazards and report them to the head building custodian.
22. Immediately report unauthorized persons to the building administrator or in their absence contact law enforcement for assistance.
23. Immediately report damaged school property to the building administrator.
24. Remove all graffiti from school building and premises as instructed.
25. Move furniture, equipment and materials to accommodate scheduled activities.
26. Assist in maintenance work, as assigned by the Director of Maintenance and Grounds and/or building administrator.
27. Assist in the routine maintenance and major custodial cleaning of the building during periods of school vacations and holidays, including the summer months.
28. Make minor building repairs, and promptly report needed major repairs to the Director of Maintenance and Grounds.
29. Clean kitchen service and prep area, including removal of trash.
30. Must be flexible with work routing and be able to adapt routine due to building events.
31. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan and Personal Protective Equipment.
32. Perform all duties in accordance with district guidelines and policies.
33. Perform duties as assigned by the head building custodian, building administrator, Director of Maintenance and Grounds, or the Superintendent of Schools.

Director of Curriculum, Instruction and Assessment

Job Description (New 12/2017)

Purpose:

The Director of Curriculum, Instruction and Assessment provides professional leadership and builds deep and trusting relationships with USD 348 staff to invest them and influence their practice. To accomplish these tasks, the Director of Curriculum, Instruction and Assessment works closely with community, staff, and administration of USD 348.

Responsible to:

Superintendent and Board of Education

Payment rate:

Determined by Board of Education

Qualifications:

1. Master's degree in education from an accredited college/university.
2. Three years certified experience.
3. Current Kansas State Certificate/License on file in the District Office.
4. Proficient in use of technology to support student academic achievement.
5. Knowledge about and an understanding of 21st century skills and learning.
6. Valid driver's license.
7. Health and tuberculosis certificate on file in the district office (after employment offer is made).
8. A desire to continue career improvement.

Essential Functions:

1. Provide professional leadership in organizing, administering, and evaluating a creative and effective school district.
2. Establish an optimum learning environment within the district.
3. Ensure that school programs and activities conform to federal, state and district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Ability to lead and support in a clear and efficient manner in a fast paced environment with strong problem solving skills and a mature approach to challenges.
8. Maintain confidentiality regarding district records and district operations.
9. Support the value of an education.
10. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.

Director of Curriculum, Instruction and Assessment

Job Description (New 12/2017)

3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
5. Ability to move, lift, carry, pull or push materials.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to drive in all conditions.
9. Ability to work indoors and outdoors year-round.
10. Ability to work extended hours.

General Responsibilities:

1. Support the Strategic Direction of USD 348.
2. Implement and maintain the district-wide school improvement process including the Kansas Education Systems Accreditation. Develop a system-wide plan for curriculum review and improvement consistent with the district strategic direction, goals and policies.
3. Coordinate development of new and revised curriculum for the district. Organize and review the results of curriculum committees, ensuring results are consistent with district objectives in a rigorous college and career readiness learning environment.
4. Work with principals and teacher committees in organizing and coordinating grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the district.
5. Collaborate with building and district leadership in educational matters including the development of goals and objectives for educational programs.
6. Coordinate district assessment program.
7. Collaboratively plan, develop, implement, and evaluate the curricular and instructional program of the district.
8. Conduct and coordinate district-wide research and testing for measuring the effectiveness of the total education program.
9. Keep informed of the latest research, trends and developments in all areas of education and interpret for staff as necessary.
10. Monitor textbook and supplementary materials selection used in educational programs in the district.
11. Coordinate and monitor staff development and in-service activities for the educational staff.
12. Support teachers in their classrooms and offer insights for the enhancement of effective instruction.
13. Supervise the technology integration program of the district including professional development and support collaboration with building and district leadership in the acquisition of appropriate technology equipment.
14. Collaborate with building and district leadership in fostering professional growth and staff morale throughout the district.
15. Collaborate with building and district leadership to request the appropriation of services needed for sufficient management of the educational program.

Director of Curriculum, Instruction and Assessment

Job Description (New 12/2017)

16. Drive student achievement by maintaining an urgent focus on using data to inform instruction.
17. Ensure curriculum can be modified and differentiated to meet the needs of the individual learner.
18. Support a tiered system of support for students throughout the school district.
19. Attend board meetings and prepare such reports for the board as the Superintendent may request.
20. Assist in the development of district policies and practices.
21. Perform other such duties as may be assigned by the Superintendent.

Director of Financial Operation/Board Treasurer

Job Description (Revised 4/2017)

Purpose:

The director of financial operations coordinates and supervises financial operations to ensure efficient and lawful functioning of the school district. This individual maintains the financial books and accounts of the district to ensure that receipts and disbursements are properly accounted for according to the cash basis and budget laws of the state of Kansas. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Superintendent and Board of Education

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree in business or accounting.
2. Experience in business administration, specifically in the areas of accounting, budgeting, human resources and planning.
3. Experience with school budgets and accounting required, with experience in fund accounting preferred.
4. Computer and office technology experience.
5. Valid driver's license.
6. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Coordinate and supervise financial operations to ensure efficient and lawful functioning of the school district.
2. Recommend for employment, supervise and evaluate district financial personnel.
3. Work with Superintendent and Board of Education to maintain sound financial position for the district.
4. Work with the auditors and coordinate the internal process.
5. Evaluate audit results and findings, implement procedural changes as needed.
6. Communicate with district personnel and community.
7. React to change productively and handle other tasks as assigned.
8. Maintain confidentiality regarding school records and school operations.
9. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, push heavy objects or materials.

Director of Financial Operation/Board Treasurer

Job Description (Revised 4/2017)

3. Ability to work in noisy, busy and stressful environment.
4. Ability to stoop, kneel, crawl, bend turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push up to 40 pounds.
6. Ability to ascend/descend a minimum of 15 steps.

General Responsibilities:

1. Supervise and evaluate the financial operations of the district, in consultation with the superintendent, building administrators, and directors.
2. Develop and recommend appropriate changes of the financial procedures to the superintendent of schools.
3. Supervise the development of the annual budget and recommend to the superintendent and board of education.
4. Supervise and monitor the expenditures of the budget and receipts of the district.
5. Provide status reports to the superintendent and board of education..
6. Supervise and monitor payroll operations of the district. Provide financial reports to the superintendent and board of education.
7. Assist administrators in the development of the building budgets.
8. Recommend the annual building budgets to the superintendent for final approval.
9. Interpret the district budget for purposes of clarification.
10. Supervise the development of short and long-range plans for capital outlay expenditures and present to the superintendent and board of education.
11. Supervise the financial operations of the school district, including, but not limited to, bidding, purchasing and distribution of materials, accounting, accounts payable, and payroll.
12. Supervise the coordination, research, and maintenance of the fringe benefit program.
13. Supervise human resources and maintain compliance with applicable laws.
14. Coordinate, evaluate, and maintain the district's insurance programs.
15. Assist the Board of Education in collective bargaining.
16. Assist the superintendent and high school building administrator in vocational budgeting/transportation.
17. Assist the board of education, superintendent, and district architect in plan development including building construction and building planning.
18. Prepare necessary forms, reports, etc. as assigned by the superintendent.
19. Attend meetings as assigned by the superintendent.
20. Perform all duties in accordance with district guidelines and policies.
21. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
22. Perform all duties in accordance with district guidelines and policies.
23. Perform other duties as assigned by the superintendent.

Director of Food Service

Job Description (Revised 4/2017)

Purpose:

The food service director supervises and coordinates the district food service program to ensure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks this individual will work with district personnel and community of USD 348.

Responsible to:

Superintendent

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree or qualified experiences of academic major in specific areas (food nutrition, food service, management, dietician, FACS, nutrition education, culinary arts)
2. Valid driver's license.
3. Computer and computer program experience.
4. Experience in Child Nutrition Program or institutional food preparation and kitchen management preferable.
5. Experience in personnel management preferred.
6. Ability to interact with students and staff in a consistently pleasant manner.
7. Working knowledge of safe food handling procedures and completion of Kansas State Department of Education and the Kansas Department of Health and Environments food safety training requirements within six (6) months of hire date.
8. Knowledge of chemical hazards.
9. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Supervise and coordinate the district food service program.
2. Recommend for employment, supervise and evaluate district food service personnel.
3. Communicate with members of the school district staff and community.
4. Must have working knowledge of all district, state and federal regulations and programs.
5. React to change productively and handle other tasks as assigned.
6. Have knowledge concerning the appropriate operation of all kitchen equipment and the ability to train the employees in the safe and correct use.
7. Provide leadership to food service staff.
8. Keep accurate and timely records for USD 348 and KSDE.
9. Maintain confidentiality regarding school records and school operations.
10. Support the philosophy and mission of USD 348.

Director of Food Service

Job Description (Revised 4/2017)

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in a noisy, busy, crowded and stressful environment.
4. Ability to work in and around fumes and odors.
5. Ability to work extended hours.
6. Ability to move, lift, carry, pull, or push heavy objects or materials up to 30 pounds.
7. Ability to ascend/descend a minimum of 15 steps.
8. Must work with materials of intense heat/extreme cold.
9. Ability to drive in all seasons.

General Responsibilities:

1. Develop efficient systems of food procurement, storage, preparation, service, and distribution.
2. Maintain high standards of health, safety and cleanliness in all food service facilities.
3. Hold monthly meetings with kitchen site managers.
4. Prepare monthly menus for district to meet the nutritional needs of all students.
5. Submit monthly menus and nutrition information.
6. Interview and make recommendation of food service personnel.
7. Supervise, train, and evaluate food service employees.
8. Obtain substitutes for absent food service employees.
9. Monitor time records of food service personnel and certify time sheets for payroll.
10. Develop food service budget and submit to the Director of Financial Operations.
11. Review the daily records of meals served and money received.
12. Submit invoices, deposit slips and budget reports to the Director of Financial Operations.
13. Prepare and submit all required local and state reports.
14. Visit all buildings regularly during meal preparation/serving.
15. Send free and reduced lunch approvals/denials to parents.
16. Schedule private use of the various schools' kitchens by outside groups and notify building administration and Food Service Site Manager of such use.
17. Obtain Facility Use Permit from building office.
18. Report all accidents in the kitchen to the administration and inform the employee how to process and file an accident report.
19. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
20. Perform all duties in accordance with district guidelines and policies.
21. Perform other duties as assigned by the Superintendent.

Director of Maintenance and Grounds

Job Description (Revised 4/2017)

Purpose:

The director of maintenance and grounds coordinates and supervises the maintenance and custodial needs of school buildings and grounds to ensure full and productive use of district facilities. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Superintendent

Payment Rate:

Determined by Superintendent and Board of Education

Qualifications:

1. High School diploma or equivalent.
2. Valid driver's license.
3. Communication and organizational skills.
4. Experience with Macintosh and PC computers, computerized HVAC systems and controls, and maintenance management software.
5. Knowledge of chemical hazards.
6. Knowledge of OSHA standards.
7. Computer and office technology experience.
8. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Coordinate and supervise the maintenance and custodial needs of school buildings and grounds to ensure full and productive use of district facilities.
2. Communicate with members of the school district and community.
3. React to change productively and handle other tasks as assigned.
4. Operate all equipment and machinery as necessary.
5. Provide leadership in personnel management, long and short range planning, compliance with state and federal programs, and the buildings and grounds needs at all district facilities.
6. Be "on call" seven days per week. Maintain confidentiality regarding school records and school operations.
7. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to move, lift, carry, pull, or push heavy objects or materials up to 500 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
3. Ability to work indoors and outdoors year-round.
4. Ability to work in a noisy, crowded and stressful environment.
5. Ability to work in and around dust, fumes, and odors

Director of Maintenance and Grounds

Job Description (Revised 4/2017)

6. Ability to ascend/descend a minimum of 15 steps.

General Responsibilities:

1. Promote the safety, health, and comfort of students and employees in school buildings and grounds.
2. See that district policies are observed during all activities.
3. Keep abreast of new information, innovative ideas and techniques.
4. Be responsible for in-service and orientation of custodial and maintenance personnel, especially new employees, and to conduct any meetings deemed necessary.
5. Monitor the time records of custodial and maintenance staff, and certify salary payments.
6. Supervise and evaluate the performance of custodial and maintenance staff on a regular basis.
7. Ensure that maintenance and custodial staff have access to necessary equipment and supplies for their assigned areas, including establishing procedures for the accounting of such equipment and supplies.
8. Supervise the summer work crew and organize their work schedule.
9. Maintain school buildings and grounds in top condition.
10. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance, repair, and construction projects.
11. Coordinate district purchasing of maintenance and custodial supplies and organize and submit bids for equipment and supplies.
12. Verify all purchases and payment within the buildings and grounds department.
13. Prioritize and schedule maintenance projects and prepare work schedules to satisfy the needs that exist at each attendance center.
14. Develop expertise with all buildings' systems, i.e., HVAC, plumbing, electrical, etc.
15. Recommend all contractual services for maintenance and construction, which will not be performed by district personnel to the Director of Financial Operations.
16. Work with architects, contractors, public officials, and other personnel in repair, renovation, and new construction within the school district.
17. Assist in the development, oversight and the administration of the annual buildings and grounds budget.
18. Be responsible for the record keeping of keys for all security locks throughout the district.
19. Be responsible for establishing both short and long range planning for maintenance and care of operating systems, equipment, buildings and grounds.
20. Planning shall include, but not be limited to: budget, purchase and replacement of supplies and equipment, remodeling, construction, painting, redecorating, and landscaping.
21. Stay up to date on the regulations and policies of the board, and state and federal governments utilizing workshops and resources available.
22. Develop plans for handling hazardous materials in the district. File such plans with appropriate agencies and monitor the execution of said plans and

Director of Maintenance and Grounds

Job Description (Revised 4/2017)

- procedures.
23. Be responsible for all communication concerning maintenance and grounds to the Superintendent, building administration head custodians and appropriate agencies.
 24. Be responsible for all official maintenance and grounds reports that may be required.
 25. Work with Kansas Department of Health and Environment to maintain lagoon permits in USD 348.
 26. Mow and trim as needed.
 27. Operate all equipment and machinery as necessary.
 28. Facilitate the following of district policies for buildings and grounds usage during all activities.
 29. Communicate and work cooperatively and collaboratively with all members of the school, district and community.
 30. React to change productively and handle other tasks as assigned.
 31. Assist the head custodians, building administrators and the activities director in preparing work schedules for custodial staff to satisfy the needs that exist in each attendance center.
 32. Perform requested maintenance for each district facility as assigned.
 33. Maintain a written and updated check-off schedule of these regular maintenance items for each building administrator.
 34. Work with Kansas Fire Marshal's Office to keep district buildings in compliance with KSFM's Office Regulations and accompany other state, county and local officials on inspection visits of district facilities.
 35. Cooperatively work with the Director of Transportation to maintain safe vehicle and bus driveways and parking areas, including snow removal, resealing, etc.
 36. Work with the Director of Transportation to maintain tractors, mowers and all maintenance vehicles for the district.
 37. Conduct a minimum of five District custodial and maintenance meetings per year. Included in these meetings, but not limited to, will be review of safety regulations, custodial problems, cleaning and general maintenance requests and procedures.
 38. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
 39. Perform all duties in accordance with district guidelines and policies.
 40. Perform other duties as assigned by the Superintendent.

Director of Technology

Job Description (Revised 4/2017)

Purpose:

The director of technology coordinates the use, purchase, and integration of technology for the effective operation of the school and instruction in the learning environment. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Superintendent

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree from an accredited college/university and teaching experience.
2. Three years experience in using various computers and computer programs.
3. Current driver's license.
4. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Recommend for employment, supervise and evaluate technology personnel.
2. Coordinate the purchase and use of technology for the effective operation of the school.
3. Communicate with members of the school district staff and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery related to specific job duties.
6. Maintain confidentiality regarding school records and school operations
7. Support the philosophy and strategic direction of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work independently on projects for prolonged periods of times.
3. Ability to work in a noisy, crowded and stressful environment.
4. Requires traveling to all buildings in the district.
5. Ability to move, lift, carry, pull or push objects or materials up to 50 pounds.
6. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
7. Ability to work in and around dust, fumes and odors.
8. Ability to use arms and wrists repetitively.
9. Ability to ascend/descend a minimum of 15 steps.

Director of Technology

Job Description (Revised 4/2017)

General Responsibilities:

1. Supervise the purchase, maintenance, repair, and upgrade of computer hardware and software, peripherals, networking hardware and software.
2. Supervise network administrators for various computer networks throughout the district.
3. Work with Curriculum Director to coordinate technology in-services.
4. Maintain district hardware and software inventories.
5. Develop and implement the district technology plan.
6. Supervise the district student information systems.
7. Maintain and provide assistance in the use of district computer programs.
8. Supervise, implement and provide training for Internet applications.
9. Supervise, implement and provide training for technology integration in all district applications.
10. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
11. Perform all duties in accordance with district guidelines and policies.
12. Perform duties as assigned by the Superintendent.

Director of Transportation

Job Description (Revised 4/2017)

Purpose:

The director of transportation coordinates and supervises district transportation services to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Superintendent

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. High school diploma or equivalent.
2. Valid CDL with required endorsements.
3. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
4. Complete state-required physical examination for Bus Drivers (after employment offer is made).
5. Three years experience preferred as a school bus driver.
6. Computer and office technology experience.
7. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Coordinate, communicate, and supervise district transportation services to provide students the full advantage of school district programs and activities.
2. Recommend for employment, supervise and evaluate transportation personnel.
3. Ensure that all activities conform to state school transportation guidelines.
4. Substitute for transportation drivers as needed.
5. React to change productively and handle other tasks as assigned.
6. Operate all vehicles and equipment as necessary.
7. Communicate with members of the school district staff and community.
8. Maintain confidentiality regarding school records and school operations.
9. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to move, lift, carry, pull or push heavy objects or materials up to 25 pounds.
3. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
4. Ability to drive in all conditions.
5. Ability to work indoors and outdoors year-round.
6. Ability to perform duties in a noisy, busy and stressful environment.

Director of Transportation

Job Description (Revised 4/2017)

7. Ability to use arms and wrists repetitively.
8. Ability to work in and around dust, fumes, and odors.

General Responsibilities:

1. Supervise and coordinate safe and orderly transportation to and from school and school-related activities.
2. Ensure that all services comply with Kansas school transportation regulations.
3. Project needs for student transportation services and assist in the preparation of the operational budget.
4. Establish district transportation routes, stops, and schedules, and assign regular and substitute drivers.
5. Recommend for employment, train, and evaluate transportation employees.
6. Ensure that transportation facilities are properly maintained.
7. Maintain accurate records:
 - a. time cards of transportation employees
 - b. driver physicals, licenses, defensive driving courses, and first aid class attendance.
 - c. Cost of maintenance and fuel.
 - d. Lubrication, maintenance, and repair.
 - e. Roster of students transported.
 - f. Driver safety meetings.
 - g. Inspections
 - h. Alcohol and drug testing and notification
 - i. Vehicle insurance certificates, license and registration.
8. Ensure that all district vehicles are in optimum condition and meet all safety requirements.
9. Ensure that all vehicles used for student transportation are inspected annually by the Kansas Highway Patrol according to Kansas school transportation regulations.
10. Organize monthly bus driver safety meetings according to Kansas school transportation regulations.
11. Operate bus radio and dispatch messages to the drivers.
12. Ensure that buses are inspected prior to each route or activity trip, and that inspection forms are properly filed.
13. Report all accidents and file required accident reports with the Superintendent.
14. Immediately notify the Superintendent of any emergency situations.
15. Make provisions for the transportation where special needs are required.
16. Make arrangements for properly equipped Driver Education vehicles.
17. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
18. Perform all duties in accordance with district guidelines and policies.
19. Perform duties as assigned by the Superintendent.

District Activities Director

Job Description (Revised 4/2017)

Purpose:

The activities director coordinates school activities. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Superintendent

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. Three years (preferred) experience supervising, coaching or sponsoring activities.
3. Valid driver's license.
4. Basic CPR and first aid certification (after employment offer is made).
5. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Coordinate and supervise activities, and represent the district at these events.
2. Recommend for employment, supervise and evaluate sponsors and coaches.
3. Evaluate all activity programs according to district policy.
4. Ensure that all school activities conform to KSHSAA guidelines.
5. Communicate with members of the school district staff and community.
6. Work with the district staff, booster clubs and other community organizations.
7. React to change productively and handle other tasks as assigned.
8. Operate all equipment and machinery related to specific job duties.
9. Maintain confidentiality regarding school records and school operations.
10. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to drive in all conditions.
3. Ability to work in a noisy, busy, crowded and stressful environment.
4. Ability to work extended hours.
5. Ability to move, lift, carry pull or push heavy objects or materials.
6. Ability to use arms and wrists repetitively.
7. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
8. Ability to work in and around dust, fumes and odors.
9. Ability to work indoors and outdoors year round.
10. Ability to ascend/descend a minimum of 15 steps and bleachers.

District Activities Director

Job Description (Revised 4/2017)

General Responsibilities:

1. Coordinate calendar dates for all school activities and communicate with staff before submitting for print.
2. Keep abreast of current regulations in the KSHSAA manual.
3. Submit all KSHSAA forms to meet all deadlines.
4. Submit payment requests to the appropriate office.
5. Schedule activities and secure appropriate contracts.
6. Secure officials for all events and seek input from all coaches and sponsors.
7. Work with sponsors and coaches in setting up activity budgets, prioritizing needs and submitting budgets and purchase orders for approval.
8. Assist sponsors, coaches and/or teachers in setting up school hosted activities.
9. Coordinate extra duty assignments for activity events.
10. Monitor student eligibility.
11. Coordinate transportation requests for all events.
12. Communicate activities department information to Board of Education.
13. Maintain updated activities on the district calendar.
14. Work directly with the booster clubs on projects pertaining to school activities.
15. Obtain rosters from visiting school athletic teams and provide program information to activities secretary.
16. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
17. Perform all duties in accordance with district guidelines and policies.
18. Perform duties as assigned by the superintendent.

District Technology Support Coordinator

Job Description (Revised 4/2017)

Purpose:

The district technology support coordinator will oversee district technology support, repair, and maintenance of district computers, its network, hardware, and software as well as coordinate student and staff computer services. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Director of Technology

Payment rate:

Determined by the Superintendent and Board of Education

Qualifications:

1. Bachelor's degree from an accredited college/university and teaching experience.
2. Computer and office technology experience.
3. Valid driver's license.
4. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Coordinate the support of district technology for the effective operation of the school district by working alongside the Director of Technology.
2. Communicate with members of the school district staff and community.
3. React to change productively and handle other tasks as assigned.
4. Appropriately operate all equipment and machinery related to specific job duties.
5. Maintain confidentiality regarding school records and school operations.
6. Support the philosophy and strategic direction of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work independently on projects for prolonged times.
3. Ability to work in a noisy, busy, crowded and stressful environment.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push heavy objects or materials up to 40 pounds.
6. Ability to use arms and wrists repetitively.
7. Ability to ascend/descend a minimum of 15 steps.
8. Ability to work in and around dust, fumes and odors.
9. Ability to travel to all buildings in the district.

District Technology Support Coordinator

Job Description (Revised 4/2017)

General Responsibilities:

1. Oversee the day-to-day operations of computer support, repair, and maintenance.
2. Implement the district technology plan.
3. Work with Director of Technology to coordinate technology in-services. Maintain district hardware and software inventories.
4. Assist with the student information system.
5. Maintain and use or assist in the use of computer programs for the district.
6. Maintain, implement and provide training for Internet applications.
7. Assist staff in implementation of technology into their assignments.
8. Oversee equipment bids and quotes.
9. Serve as technology resource for the PDC (Professional Development Council).
10. Update user database as needed for the USD 348 website.
11. Responsible for various technologies testing support.
12. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
13. Perform all duties in accordance with district guidelines and policies.
14. Perform duties as assigned by the Director of Technology or Superintendent.

Food Service Site Manager/Clerk

Job Description (Revised 4/2017)

Purpose:

The food service clerk collects meal payments and provides financial reporting. The food service site manager supervises and coordinates food services to ensure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Food Service Director

Payment rate:

According to classified salary schedule

Qualifications:

1. High school diploma or equivalent and the ability to pass the district's math test.
2. One (1) year experience in institutional or large-scale food preparation
3. Experience in personnel management is preferred
4. Knowledge of chemical hazards
5. Successful completion of the Kansas State Department of Education's food safety training requirement within six (6) months of employment.
6. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Collect meal payments and provide financial reporting.
2. Supervise and coordinate food services.
3. Keep accurate and timely records.
4. Have knowledge concerning the appropriate operation of all kitchen equipment and the ability to train the employees in the safe and correct use.
5. Communicate with members of the school district staff, district personnel, and community.
6. React to change productively and complete tasks as assigned.
7. Be knowledgeable of State guidelines of free and reduced meals.
8. Maintain confidentiality regarding school records and school operations.
9. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work in a noisy, busy, crowded and stressful environment.
3. Ability to work in and around dust, fumes and odors.
4. Ability to work extended hours.
5. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
6. Ability to move, lift, carry, pull, or push heavy objects or materials up to 30 pounds.
7. Ability to work with materials of intense heat/extreme cold.

Food Service Site Manager/Clerk

Job Description (Revised 4/2017)

General Responsibilities:

1. File daily deposit slips and cash reports with designated staff.
2. Send meal payment reminders to parents when accounts are in arrears and notify the Food Service Director when accounts exceed designated levels.
3. Ability to use the point of sale system. Must train a backup user for the system at each school.
4. Coordinate food preparation, service and clean up in the food service area to maintain good working conditions.
5. Train employees to follow safe and efficient work methods.
6. Supervise staff to assure that safe food preparation, service and cleaning techniques are used. Follow those procedures required by KSDE and Kansas Department of Health and Environment.
7. Make arrangements for substitute workers from the approved list of substitutes.
8. Report staff absences to director stating circumstances and substitute used.
9. Accurately complete monthly inventory of food and non-food supplies.
10. Complete an annual inventory of equipment.
11. Order and maintain adequate supplies of food and non-food items, to assure that all supplies are on hand for the day's preparation before needed.
12. Submit invoices and timesheets to the Food Service Director.
13. Complete the menu planning production record for breakfast and lunch according to KSDE's requirements. Turn in to Food Service Director monthly.
14. Assist food service workers when necessary.
15. Communicate with building administration and food service director concerning special events that will affect participation or require special service from food service staff.
16. Report any accidents in the kitchen to the Food Service Director and Administration.
17. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
18. Perform all duties in accordance with district guidelines and policies.
19. Perform other duties as assigned by the Superintendent and/or Food Service Director.

Food Service Worker

Job Description (Revised 4/2017)

Purpose:

The food service worker assists in the preparation and serving of food, and in the cleaning and maintenance of kitchen facilities. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Food Service Site Manager

Payment rate:

According to the classified salary schedule

Qualifications:

1. High school diploma or equivalent and the ability to pass the district's math test.
2. Experience in institutional or large-scale food preparation preferable.
3. Successful completion of the Kansas State Department of Education's food safety training requirement within six (6) months of employment.
4. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Prepare or assist in preparing food as assigned.
2. Read and follow standardized recipes.
3. Assist with service of food to students and adults as assigned using portion control standards.
4. Communicate with members of the school district personnel, students and community.
5. Follow proper food handling to maintain food quality and ensure food safety.
6. React to change productively and handle other tasks as assigned.
7. Operate kitchen equipment in a safe and proper manner.
8. Maintain confidentiality regarding school records and school operations
9. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
5. Ability to move, lift, carry, pull, or push heavy objects or materials up to 30 pounds.
6. Ability to repetitively use arms and wrists.
7. Ability to work in and around dust, fumes and odors.
8. Ability to concentrate in a noisy and crowded environment.
9. Ability to work extended hours.
10. Ability to work with material of intense heat/extreme cold.

General Responsibilities:

1. Maintain proper sanitary, safety practices and personal hygiene.
2. Help with any phase of kitchen operations as necessary.

Food Service Worker

Job Description (Revised 4/2017)

3. Report food supply needs and equipment problems to the Kitchen Manager.
4. Prepare accurate time sheets for each pay period.
5. Follow written and verbal instructions.
6. Clean and sanitize equipment properly.
7. Weigh and measure food ingredients accurately.
8. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
9. Perform all duties in accordance with district guidelines and policies.
10. Perform other duties as assigned by the Superintendent and Food Service Director.

Head Coach

Job Description (New 4/2017)

Purpose:

The Head Coach promotes an appreciation of physical fitness, teamwork, and sportsmanship. The Head Coach provides leadership and supervision for team and individual sports, and works closely with the other staff and administration of USD 348.

Responsible to:

Activities Director and Building Principal

Payment rate:

According to the supplemental salary schedule

Qualifications:

1. High school diploma or equivalent.
2. Current Kansas State Teaching Certificate or KSHSAA rule 10 Certification on file in the district office.
3. Health and tuberculosis certificate on file in the district office (after employment offer is made).
4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
5. Desire to continue career improvement.

Essential Functions:

1. Coordinate and supervise athletic program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Design a training program and game program.
4. Organize and supervise the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to KSHSAA and NFHS guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of USD 348.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

Head Coach

Job Description (New 4/2017)

General Responsibilities

1. Coordinate and supervise athletic program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Design a training program and game program.
4. Organize and supervise the coaching staff to assure that the program is properly implemented.
5. Train assistant coaches in techniques, skills, philosophy, rules, and strategies.
6. Call meetings with coaching staff periodically and consistently throughout the sports season.
7. Responsible for assisting the Athletic Director with scheduling of the following:
 - a. game schedules
 - b. practice schedules
 - c. transportation
 - d. meal arrangements
8. Attend Kansas State High School Activities Association (KSHSAA) rules meetings, and adhere to rules and regulations of KSHSAA and the Frontier League.
9. Develop team rules, communicate them to the players and their parents, and equitably enforce them.
10. Maintain good public relations for the athletic program including:
 - a. Develop programs and brochures.
 - b. Present programs to community groups such as Booster Club.
 - c. Notify media of sporting events, scores, news items, before and after games or events.
11. Ensure that student athletes meet eligibility rules.
12. Ensure that physical evaluation forms and permission forms are properly completed and filed in the Athletic Director's office.
13. Ensure that student athletes adhere to training rules, lettering policies, grade requirements, and rules of behavior.
14. Ensure the continual supervision of student athletes on the field, in conditioning, and in locker and shower rooms.
15. Ensure that health and safety precautions are observed during all activities.
16. Immediately report all major injuries incurred during practice sessions or competition to the Athletic Trainer and Principal.
17. Ensure proper purchasing, inventory, and care of equipment.
18. Submit a complete team roster to the Athletic Director ten days prior to the first contest. The following items should be included: player's name, year in school, height, weight, and uniform number, where applicable.
19. Submit a written report of team records to the athletic director at the close of each season.
20. Present a letter of recognition (emblem) to all athletes who meet the necessary requirements.

Head Coach

Job Description (New 4/2017)

21. See that district policies are observed during all activities.
22. Keep abreast of new information, innovative ideas and techniques.
23. Obtain advance approval of the Athletic Director for all activities and expenditures.
24. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Other duties as assigned by the Athletic Director, Principal, or other Administrative Staff.

Head Custodian

Job Description (Revised 4/2017)

Purpose:

The head custodian maintains a safe and clean facility. To accomplish this task this individual will work with district personnel, students and the community.

Responsible to:

Director of Maintenance and Grounds and Building Principal

Payment rate:

According to classified salary schedule

Qualifications:

1. High school diploma or equivalent.
2. Valid driver's license.
3. Knowledge of chemical hazards.
4. Knowledge of OSHA standards.
5. Ability to work independently without supervision.
6. Health and tuberculosis screening certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Maintain a safe and clean facility.
2. Coordinate and supervise the training and activities of the custodial staff.
3. Communicate with members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Operate all equipment and machinery as required.
6. Maintain confidentiality regarding school records and school operations.
7. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to move, lift, carry, pull, or push heavy objects or materials up to 500 pounds.
3. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
4. Ability to work indoors and outdoors year-round.
5. Ability to work in noisy, crowded and stressful environments.
6. Ability to work in and around dust, fumes, and odors.

General Responsibilities:

1. Keep building and premises (including sidewalks, driveways and play areas) neat and clean at all times.
2. Keep abreast of new information, innovative ideas and techniques.
3. Coordinate with the Building Principal the scheduling of and distribution of vacation time and overtime.
4. Prioritize requests for routine building maintenance.
5. Provide input to the Director of Maintenance and Grounds for employee evaluations.

Head Custodian

Job Description (Revised 4/2017)

6. Coordinate with the Director of Maintenance and Grounds scheduled maintenance and major custodial cleaning of the building during school vacations and holidays, including the summer months.
7. Raise the United States and Kansas flags before school commences and take down the same after closing.
8. Assume responsibility for the opening and/or closing of the building each school day.
9. Be responsible for the security of the buildings and contents, checking that all persons are out of the buildings, lights are off, windows and doors are locked and rooms and buildings are checked for safety hazards.
10. Immediately report unauthorized persons to the building administrator or in their absence contact law enforcement for assistance.
11. Remove snow and ice from appropriate areas, including, sidewalks, steps, driveways and parking areas.
12. Maintain a log and report monthly the conditions of the building fire extinguishers, emergency lighting, exit lighting, and other life safety systems.
13. Know the location, proper care, and use of the life safety equipment in the building.
14. Make minor building repairs, and promptly report needed major repairs to the Director of Maintenance and Grounds.
15. Move furniture, equipment and materials appropriately to accommodate scheduled activities, use assistance, if necessary.
16. Assist with the unloading of the weekly grocery order.
17. Order, maintain, and distribute an adequate inventory of equipment and supplies.
18. Assist with the laundering of the custodial towels, rags, and mops.
19. Must be flexible with work routine and be able to adapt routine due to building events.
20. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan and Personal Protective Equipment.
21. Perform all duties in accordance with district guidelines and policies.
22. Perform other duties as assigned by the Director of Maintenance and Grounds and/or Building Principal.

Information Systems Specialist

Job Description (New 4/2017)

Purpose:

The Information Systems Specialist oversees the data and information systems of the district and facilitates the use, integration and reliability of those systems. The individual will work with both district personnel and the community of USD 348.

Responsible to:

Director of Technology and Superintendent

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree from an accredited college in computer science or at least three years appropriate experience with computer information systems and technology support preferred. Experience and evidence of relevant analytical, problem-solving and interpersonal skills may be substituted.
2. Experience in a variety of hardware, software and network configurations and applications.
3. Valid driver's license.
4. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Communicate with district staff and community.
2. React to change productively and handle unfamiliar tasks as assigned.
3. Work independently.
4. Appropriately operate all equipment related to job duties.
5. Maintain confidentiality regarding school records and school operations.
6. Support the vision and strategic direction of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push heavy objects or materials up to 40 pounds.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to work in and around dust, fumes and odors.
9. Ability to travel to all buildings in the district.

General Responsibilities:

1. Maintain, customize, and facilitate use of the student information system as well as other district information systems.
2. Work closely with administrators and staff to populate and generate required reporting from information systems.
3. Install, inventory, maintain and repair computer software and hardware.

Information Systems Specialist

Job Description (New 4/2017)

4. Provide technical assistance to district staff.
5. Provide training in either group or individual settings.
6. Promote and support technology integration.
7. Research and recommend new technologies and strategies.
8. Monitor the uptime of network and servers systems and troubleshoot in the event of hardware or software failure.
9. Troubleshoot hardware and software related problems for all systems.
10. Perform duties as assigned by the Director of Technology or Superintendent.
11. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
12. Perform all duties in accordance with district guidelines and policies.

Library Aide

Job Description (New 4/2017)

Purpose:

The Library Aide assists the Librarian in helping students and teachers make full use of the books, materials, and services of the school library program. To accomplish these tasks, the Library Aide works closely with the staff and administration of USD 348.

Responsible To:

Librarian and Building Principal

Payment Rate:

According to Classified Salary Rate

Qualifications:

1. High school diploma or equivalent.
2. Bachelors degree from an accredited college/university.
3. Current Kansas State Teaching Certificate/License on file in the District Office.
4. Experience in using various computers and computer programs.
5. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Assist in helping students and teachers make full use of the books, materials, and services of the school library program.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment as required.
6. Support the value of an education.
7. Support the philosophy and vision of USD 348.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. Must be able to work in noisy and crowded environments.
5. Must be able to climb stairs and use a small stepladder.

General Responsibilities:

1. Supervise students in the library.
2. Prepare and present library skills lessons.
3. Assist in ordering books, non-book materials, equipment, and supplies for library.
4. Assist with inventory, processing, and card catalogue.

Library Aide

Job Description (New 4/2017)

5. Supervise student checkout of books and materials.
6. Supervise teacher check-out of equipment, art supplies, and materials.
7. Monitor overdue books, and contact parents concerning return or payments.
8. Supervise students in the library area.
9. Work effectively with students, teachers, parents, community agencies, and other groups.
10. See that district policies are observed at all times.
11. Keep abreast of new information, innovative ideas and techniques.
12. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Other duties as assigned by the Librarian or Administrative Staff

Maintenance/Groundskeeper

Job Description (Revised 4/2017)

Purpose:

The maintenance/groundskeeper maintains school buildings and grounds in safe and clean condition. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Director of Maintenance and Grounds

Payment rate:

According to classified salary schedule

Qualifications:

1. High school diploma or equivalent.
2. Valid driver's license.
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Maintain school buildings and grounds in a clean and safe condition.
2. Communicate with district personnel and the community.
3. React to change productively and handle other tasks as assigned.
4. Operate all equipment and machinery as necessary.
5. Maintain confidentiality regarding school records and school operations.
6. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to move, lift, carry, pull, or push heavy objects or materials up to 500 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
3. Ability to work indoors and outdoors year-round.
4. Ability to work in noisy, crowded and stressful environments.
5. Ability to work in and around dust, fumes, and odors.

General Responsibilities:

1. Promote the safety, health, and comfort of students and employees on school grounds.
2. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
3. Keep abreast of new information, innovative ideas and techniques.
4. Report any problems and/or needs to the Director of Maintenance and Grounds.
5. Keep all district properties neatly mowed and trimmed.

Maintenance/Groundskeeper

Job Description (Revised 4/2017)

6. Provide for adequate watering of school lawns, trees, shrubs, and flowers to promote proper plant health.
7. Assist with seeding, fertilizing, and herbicide application as necessary.
8. Maintain all equipment properly (includes checking oil and fuel prior to operation).
9. Assist with parking lot upkeep and snow removal as needed.
10. Assist the director of maintenance and grounds with routine maintenance as assigned.
11. Adhere to all district health and safety policies; including all precautions of the Blood Borne Pathogens Exposure control Plan and Personal Protective Equipment.
12. Perform all duties in accordance with district guidelines and policies.
13. Perform duties as assigned by the Director of Maintenance and Grounds or the Superintendent of Schools.

Parents as Teacher Coordinator

Job Description (New 11/2023)

Purpose:

The person in this position coordinates the Parents as Teacher program that provides the information, support and encouragement parents need to help their children develop optimally during the critical early years of life. In order to respond to the individual needs and abilities of students, the Parents as Teacher Educator must work closely with other staff, parents and the administration of USD 348.

Responsible to:

Building Principal

Payment Rate:

According to negotiated agreement

Qualifications

1. Bachelor's degree from an accredited college/university.
2. Current Kansas Early Childhood License or comparable work experience
3. Health and Inoculation Certificate on file in the District Office (after employment offer is made).
4. Valid drivers license.
5. Basic computer skills
6. Strong communication and interpersonal skills

Essential Functions:

1. Coordinate and monitor service delivery in accordance with PAT Essential Requirements, PAT Quality Standards, and affiliate policies/procedures.
2. Monitor service documentation, data collection and reporting, including completion and submission of annual Affiliate Performance Report
3. Complete and submit annual KSDE funding grant and ensure program compliance with state requirements
4. Supervise parent educators/coaches and complete an annual performance evaluation for each
5. Complete all required program supervisory duties including conducting monthly staff meetings and individual reflective supervision for staff
6. Observe delivery of services during personal family visits and program group connections
7. Coordinate program advisory committee
8. Oversee program recruitment efforts
9. Administrative supervision (caseloads, staff work hours, scheduling, mileage, budgeting, etc)
10. Completion and submission of the PAT Quality Endorsement Improvement Process self-study every 5 years.
11. Provide professional parent instruction and delivery of information to district families implementing the Parents as Teacher curriculum.
12. Support the value of parent-child interaction, development-centered parenting, and family well-being in work with families.
13. Establish a positive relationship with families and respond to their individual needs.
14. Work effectively with community organizations.
15. Work effectively with local, regional, and state Parents as Teacher

Parents as Teacher Coordinator

Job Description (New 11/2023)

- organizations.
16. Communicate effectively with members of the school district staff and community.
 17. Ensure that all activities conform to district guidelines.
 18. React to change productively and handle other tasks as assigned.
 19. Support the philosophy and mission of USD 348.
 20. Comply with all district policies, rules, and regulations.

Physical Requirements/Environmental Conditions

1. Must be able to work productively in noisy and crowded environments.
2. Must be able to physically interact with parents and children to implement program activities, curriculum, and to record data.
3. Requires the ability to sit and/or stand for prolonged periods.
4. Occasionally requires the ability to stoop, bend, lift and reach.
5. Requires the ability to travel.

General Responsibilities

1. Completion of the Parents as Teachers Foundational and Model Implementation training
2. Complete and submit all required program evaluation and financial reports as required by Parents as Teacher National and the KSDE Parents as Teacher state grant.
3. Supervise implementation of the curriculum provided by the National Parents As Teachers Center.
4. Review and update affiliate plan as needed
5. Review and update policies, procedures and protocols as needed
6. Provide annual training to staff on program policies, procedures and protocols.
7. Perform reflective supervision with parent educators.
8. Conduct monthly staff meetings
9. Maintain and submit clear, well organized, and comprehensive required documentation in a timely manner regarding program activities.
10. Review and evaluate results of annual parent surveys and other evaluative measures.
11. Ensure all parent educators complete 20 hours of professional development annually
12. Complete monthly data monitoring
13. Perform advocacy efforts (community, legislative, funding stakeholders)
14. Represent program in the community
15. Actively recruit families to participate in the program.
16. Supervise the planning and delivery of program group connections, community events, and playgroups
17. Participate in at least two hours of reflective supervision monthly
18. Support and enhance maintenance of a parent resource room.
19. Organize and inventory supplies/materials, etc.
20. Complete training to administer screenings used by program.
21. If maintaining a caseload of families:
 - Plan, provide, and document personal visits focused on parent-child interaction,

Parents as Teacher Coordinator

Job Description (New 11/2023)

- development-centered parenting and family well-being
 - Complete an initial and annual family-centered assessment with each family.
 - Complete required initial and annual parent screenings.
 - Develop, monitor and review goals with each family.
 - Complete initial/annual developmental screening and health review for each enrolled child.
 - Connect families to resources as needed
22. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
 23. Other duties as assigned by the Building Principal, or other administrative staff.
 24. Report any child abuse or neglect concerns to KS Dept. of Children and Families or local law enforcement agency.
 25. Complete and turn in time sheets to building principal, if applicable

Parents as Teacher Educator

Job Description (New 4/2017)

Purpose:

The Parents As Teacher Educator provides the information, support and encouragement parents need to help their children develop optimally during the critical early years of life. In order to respond to the individual needs and abilities of students, the Parents as Teacher Educator must work closely with other staff, parents and the administration of USD 348.

Responsible to:

Building Principal and/or PAT Program Coordinator

Payment Rate:

According to negotiated agreement

Qualifications

1. High School diploma or equivalent
2. Bachelor's degree from an accredited college/university.
3. Current Kansas State Teaching Certificate/License on file in the District Office.
4. Health and Inoculation Certificate on file in the District Office (after employment offer is made).
5. Valid drivers license.

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Establish a positive learning environment and respond to the individual needs of students.
3. Ensure that all activities conform to district guidelines.
4. Provide professional parent instruction and delivery of information to district families implementing the Parents as Teacher curriculum.
5. Communicate effectively with members of the school district staff and community.
6. Work effectively with community organizations.
7. React to change productively and handle other tasks as assigned.
8. Support the value of an education.
9. Support the philosophy and mission of USD 348.
10. Comply with all district policies, rules, and regulations.

Physical Requirements/Environmental Conditions

1. Must be able to work productively in noisy and crowded environments.
2. Must be able to physically monitor student performance and manage classroom behavior.
3. Requires the ability to sit and/or stand for prolonged periods.
4. Occasionally requires the ability to stoop, bend, lift and reach.
5. Requires the ability to travel.

Parents as Teacher Educator

Job Description (New 4/2017)

General Responsibilities

1. Implement the curriculum provided by the National Parents As Teachers Center.
2. Complete an initial and annual family-centered assessment with each family.
3. Develop, monitor and review goals with each family.
4. Plan, provide, and document personal visits focused on parent-child interaction, development-centered parenting and family well-being.
5. Complete at least an initial and annual developmental screening and health review for each enrolled child.
6. Connect families to resources that help them reach their goals and address their needs.
7. Coordinate services with other community programs with similar purposes, make recommendations for further screenings, evaluations, etc.
8. Support and enhance playgroups, group connections, and community events involving Parents As Teachers.
9. Complete and submit all required program evaluation and financial reports requested by program coordinator.
10. Maintain clear, well organized, and comprehensive documentation regarding home visits, attendance records for Parents As Teachers events, screening summaries, and other reports.
11. Support and enhance maintenance of a parent resource room.
12. Organize and inventory supplies/materials, etc.
13. Assist in reviewing and evaluating results of annual parent surveys and other evaluative measures.
14. Actively recruit families to participate in the program.
15. Attend required certification training and become certified as a parent educator.
16. Attend training and become qualified to administer developmental screenings.
17. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
18. Other duties as assigned by the Building Principal, or other administrative staff.
19. Report any child abuse or neglect concerns to coordinator and child abuse agency.
20. Complete and turn in time sheets to building principal.

Parents as Teacher Parent Coach

Job Description (New 7/2023)

Purpose:

The Parents As Teacher Educator provides the information, support and encouragement parents need to help their children develop optimally during the critical early years of life. In order to respond to the individual needs and abilities of students, the Parents as Teacher Parent Coach must work closely with other staff, parents and the administration of USD 348.

Responsible to:

Building Principal and/or PAT Program Coordinator

Payment Rate:

According to negotiated agreement

Qualifications

1. High School diploma or equivalent
2. Bachelor's degree from an accredited college/university.
3. Health and Inoculation Certificate on file in the District Office (after employment offer is made).
4. Valid drivers license.

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Establish a positive learning environment and respond to the individual needs of students.
3. Ensure that all activities conform to district guidelines.
4. Provide professional parent instruction and delivery of information to district families implementing the Parents as Teacher curriculum.
5. Communicate effectively with members of the school district staff and community.
6. Work effectively with community organizations.
7. React to change productively and handle other tasks as assigned.
8. Support the value of an education.
9. Support the philosophy and mission of USD 348.
10. Comply with all district policies, rules, and regulations.

Physical Requirements/Environmental Conditions

1. Must be able to work productively in noisy and crowded environments.
2. Must be able to physically monitor student performance and manage classroom behavior.
3. Requires the ability to sit and/or stand for prolonged periods.
4. Occasionally requires the ability to stoop, bend, lift and reach.
5. Requires the ability to travel.

Parents as Teacher Parent Coach

Job Description (New 7/2023)

General Responsibilities

1. Coach parents on the implementation of the curriculum provided by the National Parents As Teachers Center.
2. Complete an initial and annual family-centered assessment with each family.
3. Develop, monitor and review goals with each family.
4. Plan, provide, and document personal visits focused on parent-child interaction, development-centered parenting and family well-being.
5. Complete at least an initial and annual developmental screening and health review for each enrolled child.
6. Connect families to resources that help them reach their goals and address their needs.
7. Coordinate services with other community programs with similar purposes, make recommendations for further screenings, evaluations, etc.
8. Support and enhance playgroups, group connections, and community events involving Parents As Teachers.
9. Complete and submit all required program evaluation and financial reports requested by program coordinator.
10. Maintain clear, well organized, and comprehensive documentation regarding home visits, attendance records for Parents As Teachers events, screening summaries, and other reports.
11. Support and enhance maintenance of a parent resource room.
12. Organize and inventory supplies/materials, etc.
13. Assist in reviewing and evaluating results of annual parent surveys and other evaluative measures.
14. Actively recruit families to participate in the program.
15. Attend required certification training and become certified as a parent educator.
16. Attend training and become qualified to administer developmental screenings.
17. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
18. Other duties as assigned by the Building Principal, or other administrative staff.
19. Report any child abuse or neglect concerns to coordinator and child abuse agency.
20. Complete and turn in time sheets to building principal.

Payroll Specialist
Job Description (Revised 4/2017)

Purpose:

The payroll specialist maintains records and processes payroll for all district personnel. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Director of Financial Operations

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. High school diploma or equivalent.
2. Experience in payroll.
3. Accurate typing and filing skills.
4. Computer and office technology experience.
5. Telephone skills.
6. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Process all payrolls for the district.
2. File all reports with appropriate agencies as required by law and/or regulation.
3. Provide office and clerical support to assist with the efficient operation of the school district.
4. Assist with employee benefits.
5. Maintain employee leave.
6. Communicate with district personnel and community.
7. React to change productively and handle other tasks as assigned.
8. Operate all equipment as required.
9. Maintain confidentiality regarding school records and school operations.
10. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in a noisy, busy and stressful environment.
4. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
5. Ability to move, lift, carry, pull or push 40 pounds.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to hear sufficiently to use a telephone.
9. Ability to use appropriate computer programs.
10. Ability to possess skills suitable to use a variety of office equipment.

Payroll Specialist

Job Description (Revised 4/2017)

11. Ability to operate various office equipment and computers.
12. Ability to respond to information requests in a courteous, timely and helpful manner.

General Responsibilities:

1. Determine gross and net payroll amounts, taxes, and accounts and prepare all payrolls.
2. Prepare various reports relating to employment and/or earnings including but not limited to Federal 941, Kansas Income Tax, Unemployment, W-2 Forms and KPERS.
3. Maintain leave, employee benefits and KPERS records and reports.
4. Assist with audits.
5. Answer payroll questions.
6. Maintain an orderly filing system.
7. Screen and route incoming mail.
8. Assist with screening visitors and telephone calls, directing them to the appropriate person/department, efficiently and courteously.
9. Operate various office equipment and computer systems.
10. Provide office and clerical support to assist with the efficient operation of the school district.
11. Address concerns from staff to Superintendent in a confidential and professional manner.
12. Keep abreast of new information, innovative ideas and techniques.
13. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
14. Perform all duties in accordance with district guidelines and policies.
15. Perform duties as assigned by the Superintendent or Director of Financial Operations.

School Counselor

Job Description (New 4/2017)

Purpose:

The School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the School Counselor must work closely with the other staff and administration of USD 348.

Responsible to:

Building Principal

Payment Rate:

According to Certified Salary Schedule

Qualifications:

1. Master's degree from an accredited college/university.
2. Current Kansas State Teaching License on file in the central Office.
3. Health and tuberculosis certificate on file in the district office (after employment offer is made).
4. Valid driver's license.
5. Desire to continue career improvement.

Essential Functions:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of education.
8. Support the philosophy and vision of USD 348.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must be able to work in noisy and crowded environments.
6. Must be able to work indoors and outdoors year-round.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively personal, social, academic, career, and family concerns.
2. Consult with parents, teacher, administrators, and supporting agencies concerning the needs and abilities of students.

School Counselor

Job Description (New 4/2017)

3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement, and interests tests,
 - b. visiting with students and interview interested adults, and
 - c. interpreting results to students, teacher, administrators, and parents.
4. Update and maintain confidential student records, including cumulative transcripts and student files.
5. Identify students with special needs and make appropriate recommendations and referrals.
6. Implement an effective program of educational and career planning.
7. Schedule opportunities for students to visit with resource persons about academic and career choices.
8. Maintain a current library of career information, and assist students in using the information, and assist students in using the information effectively.
9. Provide information regarding financial aid and scholarships for college and vocational training.
10. Assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
11. Assist in a continuous program of student orientation.
12. Assist in making recommendations for school curriculum and instructional practices related to social-emotional learning.
13. Assist with the activities of student organizations.
14. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
15. See that district policies are observed during all activities.
16. Keep abreast of new information, innovative ideas and techniques.
17. Obtain advance approval of the Building Principal for all activities and expenditures.
18. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Other duties as assigned by the Building Principal, or other Administrative Staff.

School Nurse

Job Description (Revised 4/2017)

Purpose:

The school nurse helps students attain an optimum level of physical, social, and emotional health. In order to coordinate a comprehensive student health program, the school nurse will work closely with district personnel and the community of USD 348.

Responsible to:

Building Administrators

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. High school diploma or equivalent.
2. Current Kansas Board of Nursing License
3. One-year experience in nursing.
4. Valid driver's license.
5. Health and Tuberculosis certification on file in the district office (after employment offer is made).

Essential Functions:

1. Establish and maintain a comprehensive health program for students and employees of the district.
2. Establish and maintain a protocol for special or emergency situations.
3. Ensure that all activities conform to district guidelines.
4. Communicate with students, members of the school district staff and community.
5. Work with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Operate all equipment.
8. Maintain confidentiality in accordance with HIPPA and FERPA regulations.
9. Support the philosophy and mission of USD 348.
10. Maintain confidentiality regarding school records and school operations.
11. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to stoop, bend, and reach.
2. Ability to move, lift, carry, push, pull, or push heavy objects or materials up to ?
3. Ability to travel in all conditions.
4. Ability to work in noisy and crowded environments.
5. Ability to work with students, families and/or district personnel who may have contracted a disease or illness.

General Responsibilities:

1. Conduct and supervise all student health appraisals, including but not limited to:
 - a. Medical examinations
 - b. Vision screenings
 - c. Hearing screenings
 - d. Follow-up of problems noted
 - e. Consultation with teachers and parents regarding health problems

School Nurse

Job Description (Revised 4/2017)

2. Coordinate a program of communicable disease control based on Kansas immunization laws, to include:
 - a. Maintaining immunization records for each student.
 - b. Communicating with parents regarding immunization requirements.
3. Coordinate a comprehensive program of caring for students who are injured or who become ill at school.
4. Provide district personnel with first-aid training and supplies.
5. Assist in providing emergency care for accidents and sudden illness of pupils until parent and/or designated guardian can assume responsibility.
6. Report school accidents to the building administrator.
7. Coordinate and supervise a comprehensive program of dental health education.
8. Confer with parents and community agencies concerning all healthcare needs of all students.
9. Assist in planning the health curriculum and in the selection of instructional materials.
10. Counsel with teachers, students, and parents concerning children's individual health needs.
11. Submit accurate and timely reports as required by various health agencies.
12. Immediately report to the building administrator any safety hazards or unsanitary conditions observed in the school environment.
13. Requisition and maintain all supplies for the health service program.
14. Keep abreast of new information, innovative ideas and techniques.
15. Obtain advance approval of the building administrator and director of financial operations for all expenditures.
16. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
17. Function in accordance with the Kansas Nurse Practice Act, Code of Ethics for nurses and the school districts policies and procedures.
18. Perform duties as assigned by the superintendent or Administration.
19. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
20. Perform all duties in accordance with district guidelines and policies.
21. Perform other duties as assigned by the Superintendent.

Social Worker

Job Description (New 4/2017)

Purpose:

The Social Worker helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive social emotional program, the school Social Worker must work closely with the other staff and administration of USD 348.

Responsible to:

Building Principal

Payment Rate:

According to Certified Salary Schedule

Qualifications:

1. Master's degree from an accredited college/university.
2. Current Professional License on file in the central Office.
3. Health and tuberculosis certificate on file in the district office (after employment offer is made).
4. Valid driver's license.
5. Desire to continue career improvement.

Essential Functions:

1. Help students attain an optimum level of personal and social adjustment.
2. Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of education.
8. Support the philosophy and vision of USD 348.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must be able to work in noisy and crowded environments.
6. Must be able to work indoors and outdoors year-round.

General Responsibilities:

1. Provide individual counseling and group guidance to help students cope effectively personal, social, academic, and family concerns.
2. Consult with parents, teacher, administrators, and supporting agencies concerning the needs and abilities of students.

Social Worker

Job Description (New 4/2017)

3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement, and interests tests,
 - b. visiting with students and interview interested adults, and
 - c. interpreting results to students, teacher, administrators, and parents.
4. Update and maintain confidential student records, including cumulative transcripts and student files.
5. Identify students with special needs and make appropriate recommendations and referrals.
6. Implement an effective program of educational planning.
7. Assist with enrollment, kindergarten round up, and child find screenings.
8. Assist in a continuous program of student orientation.
9. Assist in making recommendations for school curriculum and instructional practices related to social-emotional learning.
10. Assist with the activities of student organizations.
11. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
12. See that district policies are observed during all activities.
13. Keep abreast of new information, innovative ideas and techniques.
14. Obtain advance approval of the Building Principal for all activities and expenditures.
15. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Other duties as assigned by the Building Principal, or other Administrative Staff.

Substitute Classroom Instructor

Job Description (New 4/2017)

Purpose:

The Substitute Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students in the absence of the regular instructor. In order to respond to the individual needs and abilities of students, the Substitute Instructor must work closely with other staff and the administration of USD 348.

Responsible To:

Building Principal

Payment Rate:

Determined by the Board of Education

Qualifications:

1. Bachelor's degree from an accredited college/university preferred, or a high school diploma to qualify for an Emergency License.
2. Current Kansas State Teaching License or Emergency Substitute License on file in the central office.
3. Health and tuberculosis certificate on file in the district office (after employment offer is made).
4. Complete mandated district trainings.

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Maintain a positive learning environment and respond to the individual needs of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Support the value of an education.
7. Support the philosophy and vision of USD 348.

Physical Requirements / Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in noisy and crowded environments.

General Responsibilities:

1. Implement effective lessons in the absence of the regular instructor.
2. Follow lesson plans and special student instructions made by regular instructor.

Substitute Classroom Instructor

Job Description (New 4/2017)

3. Motivate students through effective communication and evaluative feedback.
4. Demonstrate awareness of the needs of students and provide for individual differences.
5. Set high expectations for student achievement and behavior.
6. Establish and maintain a positive climate for learning through appropriate classroom management.
7. See that district policies are observed during all activities.
8. Obtain advance approval of the regular instructor and Building Principal for all activities.
9. Inform administration immediately of any condition which jeopardizes the health, safety, or orderly delivery of educational services.
10. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Other duties as assigned by the Building Principal, or other Administrative Staff.

Superintendent of Schools

Job Description (Revised 4/2017)

Purpose:

The superintendent of schools provides leadership to coordinate and supervise the effective operation of the school district. To accomplish these tasks this individual will work with district personnel, board of education and the community of USD 348.

Responsible to:

Board of Education

Payment rate:

Determined by Board of Education

Qualifications:

1. Master's degree from an accredited college/university with a major in educational administration.
2. Experience in teaching and school administration.
3. Current Kansas State Administration Certificate/License on file in the District Office.
4. Computer and office technology experience.
5. Valid driver's license.
6. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising, and evaluating the effective operation of the school district.
2. Establish an optimum learning environment within the district.
3. Ensure that all school programs and activities conform to federal, state, and district guidelines.
4. Communicate with members of the school district staff and community.
5. Work with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Maintain confidentiality regarding school records and school operations.
8. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, climb, balance and reach.
5. Ability to move, lift, carry, pull or push materials.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to drive in all conditions.

Superintendent of Schools

Job Description (Revised 4/2017)

9. Ability to work indoors and outdoors year-round.
10. Ability to work extended hours.

General Responsibilities:

1. Supervise the general operation of the school district.
2. Administer the policies, rules and regulations of the board of education.
3. Provide leadership, information, and recommendations to assist the board of education in making prudent decisions regarding the operation and management of the schools.
4. Supervise the development and administration of the annual school district budget.
5. Recommend the use of funds for emergency purposes that have not been specifically identified in the budget.
6. Develop a functioning educational philosophy consistent with the values of the community, teachers, school administration and board of education.
7. Communicate with students, community and district personnel.
8. Promote an informed, working relationship between the school district and its patrons.
9. Develop an atmosphere of respect, interest, and enthusiasm within the school district.
10. Recognize and encourage outstanding performance by persons within the school district.
11. Authorize all final employee recommendations to the board of education.
12. Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication, and upgrade instruction.
13. Develop a comprehensive curriculum and program of services in cooperation with staff and administration.
14. Establish a comprehensive program for the evaluation and improvement of the operations of the school district.
15. Comply with legal and regulatory requirements of the various governmental agencies.
16. Keep abreast of new information, innovative ideas and techniques.
17. Perform all duties required by state and federal statutes.
18. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
19. Perform all duties in accordance with district guidelines and policies.
20. Perform duties as assigned by USD 348 Board of Education.

Systems Engineer

Job Description (Revised 4/2017)

Purpose:

The systems engineer will oversee the setup, administration and monitoring of the district wide network, server and other technology related systems. The systems engineer will be responsible for the development of software applications for various environments. The systems engineer will be required to provide technical support for district technology. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

District Technology Director

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree in computer engineering/science from an accredited college/university.
2. One year of experience in network and server administration and one year of technical support. Programming experience is a plus.
3. Experience in using various computers and computer applications/operating systems.
4. Valid driver's license.
5. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Ensure the uptime of network and server systems for day-to-day district operations and troubleshoot in the event of a hardware/software failure.
2. Communicate with members of the school district and community.
3. React to change productively and handle unfamiliar tasks as assigned.
4. Maintain confidentiality regarding school records and school operations.
5. Support the vision and strategic direction of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged times.
3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push 50 pounds.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to work in and around dust, fumes and odors.
9. Ability to travel to all buildings in the district.
10. Ability to work indoors and outdoors year-round.
11. Ability to work extended hours.

Systems Engineer

Job Description (Revised 4/2017)

General Responsibilities:

1. Maintain the proper function of all network and server systems.
2. Administer managed switches, routers and wireless access points.
3. Install and repair network cabling, racks and wall mounted punch-down ports.
4. Set up and administer servers under various server operating systems.
5. Administer and monitor the Internet content filtering for the district.
6. Develop and maintain the district's web pages.
7. Develop and maintain database services including software development for interfacing with the database.
8. Develop software applications that will provide solutions for various problems presented by district administrators and/or the district technology director.
9. Troubleshoot software/hardware related problems for all systems.
10. Promote and support technology integration in the classroom.
11. Research and recommend new technologies and strategies as they apply to the district network and server systems.
12. Provide technical assistance to district personnel.
13. Perform duties as assigned by the Director of Technology or Superintendent.
14. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
15. Perform all duties in accordance with district guidelines and policies.

Teacher Aide

Job Description (New 4/2017)

Purpose:

The Teacher Aide assists the Instructor in providing students with the assistance and emotional support necessary to gain full benefits from the district's education program. To accomplish these tasks, the Library Aide works closely with the staff and administration of USD 348.

Responsible To:

Classroom Instructor and Building Principal

Payment Rate:

According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Experience in using various computers and computer programs.
3. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Assist in facilitating the personal, social, and intellectual development of students.
2. Assist in establishing a positive learning environment, and respond to the individual needs of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Appropriately operate all classroom equipment.
7. Support the value of an education.
8. Support the philosophy and vision of USD 348.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. Must be able to work indoors and outdoors year-round.
5. Must be able to work in noisy and crowded environments.
6. Must be able to climb stairs and use a small stepladder.

General Responsibilities:

1. Assist in the instruction and supervision of students.
2. Observe, record, and report student behavior.
3. Assist students with remedial work.
4. Tutor students as directed.
5. Assist with small group instruction.

Teacher Aide

Job Description (New 4/2017)

6. Monitor student progress.
7. Assist students in games and in the proper use of playground equipment.
8. Use appropriate behavior management techniques to maintain a positive climate for learning.
9. Motivate students through effective communication and evaluative feedback.
10. Set high expectations for student achievement and behavior.
11. Demonstrate effective interpersonal relationships with others.
12. Assist in providing for the special physical needs of students.
13. Escort/transport students to and from various school facilities and areas.
14. Grade papers and assist with record keeping.
15. Take attendance and record absences.
16. Prepare instructional materials and supplies for use.
17. Assist in the maintenance and inventory of materials.
18. Work effectively with students, teachers, parents, community agencies, and other groups.
19. Assist in safeguarding confidential information.
20. Immediately report accidents, assaults, destruction of property, and abusive behavior to the Instructor and Principal.
21. Keep abreast of new information, innovative ideas and techniques.
22. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Other duties as assigned by the Instructor or Administrative Staff

Technology Support Specialist

Job Description (Revised 4/2017)

Purpose:

The technology support specialist facilitates the use and integration of technology in the operations and learning environment of the district. The individual will work with both district personnel and the community of USD 348.

Responsible to:

Director of Technology

Payment rate:

Determined by Superintendent and Board of Education

Qualifications:

1. Bachelor's degree from an accredited college in computer science or technical certification and at least two year's experience in general technology support preferred. Experience and evidence of relevant analytical, problem-solving and interpersonal skills may be substituted.
2. Experience in a variety of hardware, software and network configurations and applications.
3. Valid driver's license.
4. Health and tuberculosis certificate on file in the district office (after employment offer is made).

Essential Functions:

1. Communicate with district staff and community.
2. React to change productively and handle unfamiliar tasks as assigned.
3. Work independently.
4. Appropriately operate all equipment related to job duties.
5. Maintain confidentiality regarding school records and school operations.
6. Support the vision and strategic direction of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work on projects alone for prolonged periods of time.
3. Ability to work in noisy, crowded and stressful environments.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
5. Ability to move, lift, carry, pull or push heavy objects or materials up to 40 pounds.
6. Ability to ascend/descend a minimum of 15 steps.
7. Ability to repetitively use arms and wrists.
8. Ability to work in and around dust, fumes and odors.
9. Ability to travel to all buildings in the district.

General Responsibilities:

1. Install, inventory, maintain and repair computer software and hardware.
2. Provide technical assistance to district staff.
3. Provide training in either group or individual settings.
4. Promote and support technology integration.
5. Research and recommend new technologies and strategies.

Technology Support Specialist

Job Description (Revised 4/2017)

6. Perform duties as assigned by the Director of Technology or Superintendent.
7. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
8. Perform all duties in accordance with district guidelines and policies.

Transportation Driver

Job Description (Revised 4/2017)

Purpose:

The transportation driver provides clean, safe, and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks this individual will work with district personnel and the community of USD 348.

Responsible to:

Transportation Director

Payment rate:

According to classified salary schedule

Qualifications:

1. High school diploma or equivalent.
2. Valid CDL license with required endorsements.
3. Meet all State requirements for transportation drivers, including Defensive Driving, CPR, and First Aid Certification.
4. Complete state-required physical examination for transportation driver (after employment offer is made).
5. Health and Tuberculosis certification on file in the district office (after employment offer is made).

Essential Functions:

1. Provide clean, safe, and reliable transportation to provide students the full advantage of school district programs and activities.
2. Ensure that all activities conform to state school transportation guidelines.
3. Communicate effectively with members of the school district staff and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all vehicles and equipment.
6. Maintain confidentiality regarding school records and school operations.
7. Support the philosophy and mission of USD 348.

Physical Requirements/Environmental Conditions:

1. Ability to sit or stand for prolonged periods of time.
2. Ability to work in a noisy, busy, crowded and stressful environment.
3. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
4. Ability to move, lift, carry, pull, or push heavy objects or materials up to 25 pounds.
5. Ability to ascend/descend a minimum of 15 steps.
6. Ability to work in and around dust, fumes, and odors.
7. Ability to drive in all conditions.
8. Ability to travel overnight for long periods of time.
9. Ability to work indoors and outdoors year-round.

Transportation Driver

Job Description (Revised 4/2017)

General Responsibilities:

1. Abide by all Kansas school transportation regulations.
2. Provide safe and orderly transportation to and from school and school-related activities.
3. Adhere to assigned schedules.
4. Transport only authorized students.
5. Discharge students only at authorized stops.
6. Maintain student discipline.
7. Abide by all traffic laws.
8. Inspect bus prior to each route or activity trip, and file inspection forms with the Transportation Director.
9. Maintain bus in clean condition, and inform the Transportation Director whenever a bus is received in unsatisfactory condition.
10. Immediately notify the Transportation Director of lateness or emergency mechanical failure.
11. Inform the Transportation Director of routine maintenance and repair required.
12. Report all accidents and file required accident reports with the Transportation Director.
13. Keep abreast of new information, innovative ideas and techniques.
14. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
15. Perform all duties in accordance with district guidelines and policies.
16. Perform duties as assigned by the Transportation Director or Administrative Staff.