

## **Section 1**

### **Administration Organization**

This section of the report contains data that would be needed to make decisions regarding administrative personnel in the district. Some of the information in this section was gathered from the district's financial records and some was obtained from the Kansas Association of School Boards.

The first two page chart breaks down USD 348 personnel by their assignment, contracted days per year, their salary, their salary plus benefits and payroll taxes, and their daily rate. Benefits include health insurance, life insurance, and for some employees a cell phone stipend. Payroll taxes include the district's share of social security, medicare, and unemployment.

The next charts are based on comparisons of our district to other similar sized districts in Kansas. The committee chose to compare the ten districts below and ten districts above our district's Full Time Equivalency (FTE) enrollment. The next chart shows the number of principals, each district's FTE, principal per student ratio, and the number of school buildings each district supports.

The following charts compare salaries for superintendents, principals, assistant principals, directors, board clerks/treasurers, and secretaries.

It should be noted that the information included in the KASB reports is only as good as the information that was sent from each school district.

You will also find the job description of these employees in this section.

<b>Department</b>	<b>Assignment</b>	<b>Days per Year</b>	<b>Salary Only</b>	<b>Salary + Benefits + Payroll tax</b>	<b>Daily Rate</b>
District Administration	Superintendent	238	109,382	135,387	569
	Accts Payable/Board Treasurer	238	38,655	46,211	194
	Admin Asst/Board Clerk	238	37,926	45,426	191
	Director of Financial Operations	238	57,200	65,901	277
			<b>243,163</b>	<b>292,925</b>	
District Technology	Technology Director	238	68,502	78,874	331
	Technology Support Coordinator	238	59,488	69,166	291
	Systems Engineer	238	55,378	63,939	269
	Technology Assistant	210	31,500	34,462	164
			<b>214,868</b>	<b>246,441</b>	
District Maintenance	Director of Buildings & Grounds	250	41,507	49,800	199
	Maintenance / Groundskeeper	250	28,704	34,867	139
	Maintenance / Groundskeeper	250	23,712	29,835	119
	Maintenance / Groundskeeper	206	18,787	24,483	119
			<b>112,710</b>	<b>138,985</b>	
District Transportation	Director of Transportation	238	33,000	40,638	171
	Transportation Mechanic	250	31,824	38,054	152
	Transportation Drivers	170	176,081	194,165	1,142
			<b>240,905</b>	<b>272,857</b>	
District Activities	Athletic Director	200	40,000	48,177	241
District Food Service	Director of Food Service / PAT	115	24,920	27,376	238
	Food Service Staff	170	178,894	195,561	1,150
			<b>203,814</b>	<b>222,937</b>	
District Nurse	District Nurse	186	42,825	50,665	272
Elementary Psychologist	Elementary Psychologist	186	51,876	70,788	381
Daily Rate Comparison:	Teacher - top pay	186	56,775	65,689	353
	Teacher - mid pay	186	45,000	53,007	285
	Teacher - first year starting pay	188	32,500	39,545	210

Based on 09/10 contracts and work agreements

Benefits = district paid health and life insurance premiums; cell phone stipend, if applicable

Payroll tax = district portion of social security and medicare; unemployment

<b>Building</b>	<b>Assignment</b>	<b>Days per Year</b>	<b>Salary Only</b>	<b>Salary + Benefits + Payroll tax</b>	<b>Daily Rate</b>	<b>Number of Students</b>
High School	Principal	238	81,120	93,253	392	416
High School	Assistant Principal	238	72,862	84,359	354	
High School	Secretary	210	20,680	25,425	121	
High School	Secretary	250	33,384	39,735	159	
High School	Attendance Secretary	210	26,964	32,193	153	
High School	Counselor Secretary	210	20,409	22,000	105	
			<b>255,419</b>	<b>296,965</b>		
Junior High School	Principal	238	82,536	94,828	398	336
Junior High School	Assistant Principal	194	40,000	56,067	289	
Junior High School	Secretary	238	26,696	33,332	140	
Junior High School	Secretary	210	25,423	27,401	130	
Junior High School	Secretary	210	22,598	24,358	116	
			<b>200,093</b>	<b>239,044</b>		
Intermediate Center	Principal	238	62,500	72,349	304	223
Intermediate Center	Secretary	210	14,124	17,294	82	
Intermediate Center	Secretary	210	10,316	11,130	53	
			<b>86,940</b>	<b>100,773</b>		
Primary Center	Principal	238	70,044	80,634	339	268
Primary Center	Secretary	210	23,883	28,875	138	
			<b>93,927</b>	<b>109,509</b>		
Marion Springs	Principal -split	238	34,140	39,262	165	105
Marion Springs	Secretary	210	28,248	34,253	163	
			<b>62,388</b>	<b>73,515</b>		
Vinland	Principal-split	238	34,140	39,262	165	82
Vinland	Secretary	210	28,248	30,443	145	
			<b>62,388</b>	<b>69,705</b>		
Daily Rate Comparison:	Teacher - top pay	186	56,775	65,689	353	
	Teacher - mid pay	186	45,000	53,007	285	
	Teacher - starting pay	188	32,500	39,545	210	

Based on 09/10 contracts and work agreements

Benefits = district paid health and life insurance premiums; cell phone stipend, if applicable

Payroll tax = district portion of social security and medicare; unemployment

<b>PRINCIPAL TO STUDENT RATIO</b>				
<b>District</b>	<b>Number of Principals</b>	<b>FTE</b>	<b>Ratio</b>	<b>Number of Buildings</b>
Columbus	6	1101	184	5
Garnett	7	1102	157	6
Pratt	6	1104	184	6
Kaw Valley	7	1113	159	5
Osawatomie	6	1128	188	4
Nickerson	5	1139	228	4
Parsons	7	1218	174	6
Clearwater	5	1271	254	5
Iola	9	1289	143	6
Wamego	5	1305	261	4
Baldwin	7	1314	188	6
Clay Center	6	1340	223	6
Eudora	6	1453	242	4
Abilene	7	1534	219	6
Ulysses	7	1588	227	5
Labette Cty	7	1597	228	6
Piper	7	1629	233	3
Circle	8	1629	204	5
Atchison	9	1646	183	5
Louisburg	6	1676	279	5
Wellington	7	1656	237	6
Averages	6.67		209.29	5.14



**Board Clerk/Treasurer Salary Comparison**

USD	USD Name	2009-10 FTE Enr	Salary	Salary + Fringe	Position	Contract Months	Other Duties	Years Job	Degree
493	Columbus	1,101.5	\$42,080	\$44,139	Board Clerk	12	Payroll Clerk/Bookkeeper	14	
493	Columbus	1,101.5	\$7,146	\$7,146	Treasurer	12		20	
365	Garnett	1,102.4	\$39,466	\$45,610	Board Clerk	12	Payroll Clerk/Bookkeeper	2	
365	Garnett	1,102.4	\$5,811	\$5,811	Treasurer	12	Outside USD Employment	25	
382	Pratt	1,104.4	\$38,656	\$38,656	Board Clerk	12	Payroll Clerk/Bookkeeper	9	Bachelors
382	Pratt	1,104.4	\$1,500	\$1,500	Treasurer	12	Outside USD Employment	3	
321	Kaw Valley	1,113.4	\$53,694	\$53,694	Board Clerk	12	Payroll Clerk/Bookkeeper	11	
321	Kaw Valley	1,113.4	\$45,950	\$49,790	Treasurer	12		10	
367	Osawatomi	1,128.0	\$58,117	\$62,400	Board Clerk	12	Business Manager	9	
367	Osawatomi	1,128.0	\$2,710	\$2,710	Treasurer	12	Outside USD Employment	10	
309	Nickerson	1,139.0	\$40,000	\$44,680	Board Clerk	12		1	
309	Nickerson	1,139.0	\$27,456	\$32,136	Treasurer	12		11	
503	Parsons	1,218.7	\$33,384	\$33,384	Board Clerk	12		26	
503	Parsons	1,218.7	\$53,000	\$58,136	Treasurer	12	Business Manager	6	Bachelors
264	Clearwater	1,271.4	\$59,925	\$64,065	Board Clerk	12	Business Manager	12	
264	Clearwater	1,271.4	\$35,984	\$40,244	Treasurer	12	Central Office Clerical	25	
257	Iola	1,289.2	\$26,666	\$26,666	Board Clerk	12		1	
257	Iola	1,289.2	\$27,186	\$27,186	Treasurer	12	Payroll Clerk/Bookkeeper	18	
320	Wamego	1,305.0	\$41,636	\$41,636	Board Clerk	12		17	
320	Wamego	1,305.0	\$32,017	\$32,017	Treasurer	12		7	
348	Baldwin Cit	1,314.9	\$32,926	\$37,498	Board Clerk	12	Superintendent's Secretar	4	
348	Baldwin Cit	1,314.9	\$38,655	\$38,655	Treasurer	12	Payroll Clerk/Bookkeeper	18	Bachelors
379	Clay Cente	1,340.5	\$28,000	\$28,000	Board Clerk	12	Superintendent's Secretar	2	
379	Clay Cente	1,340.5	\$7,200	\$7,200	Treasurer	12	Outside USD Employment	10	
491	Eudora	1,453.7	\$55,155	\$55,155	Board Clerk	12	Payroll Clerk/Bookkeeper	19	
491	Eudora	1,453.7	\$55,155	\$58,455	Treasurer	12	Payroll Clerk/Bookkeeper	12	
435	Abilene	1,534.6	\$48,850	\$52,912	Board Clerk	12	Business Manager	13	
435	Abilene	1,534.6	\$29,724	\$31,654	Treasurer	12		11	
214	Ulysses	1,588.2	\$97,535	\$108,165	Board Clerk	12	Assistant Superintendent	5	Masters
214	Ulysses	1,588.2	\$57,016	\$64,419	Treasurer	12	Director of Business	10	Bachelors
506	Labette Co	1,597.4	\$45,838	\$47,386	Board Clerk	12	Central Office Clerical	13	
506	Labette Co	1,597.4	\$30,935	\$32,483	Treasurer	12	Central Office Clerical	13	
203	Piper-Kans	1,629.0	\$103,000	\$107,170	Board Clerk	12	Assistant Superintendent	7	Doctorate
203	Piper-Kans	1,629.0	\$36,960	\$36,960	Treasurer	12	Building Secretary	4	
375	Circle	1,629.7	\$22,713	\$22,713	Board Clerk	12		10	Bachelors
375	Circle	1,629.7	\$40,500	\$40,500	Treasurer	12		19	
409	Atchison	1,646.4	\$45,817	\$50,695	Board Clerk	12	Superintendent's Secretar	16	
409	Atchison	1,646.4	\$40,720	\$45,598	Treasurer	12	Payroll Clerk/Bookkeeper	13	
353	Wellington	1,656.0	\$49,980	\$53,460	Board Clerk	12	Business Manager	13	Bachelors
353	Wellington	1,656.0	\$0	\$0	Treasurer	12	Outside USD Employment	2	Masters
416	Louisburg	1,676.0	\$47,500	\$51,520	Board Clerk	12	Superintendent's Secretar	12	
416	Louisburg	1,676.0	\$40,518	\$44,538	Treasurer	12		2	
Average			\$38,740	\$41,113					

**Director Salary Comparisons**

USD	USDName	2009-10 FTE Enr	Salary	Salary + Fringe	Primary Job Title	Secondary Job Title	Contract Months	Years in this job	Total Years Certified	Highest Degree Earned
333	Concordia	1,062.4	\$66,200	\$71,414	Asst. Dir. of Spec Ed./Spec Services	No Other Duties	12	2	21	Masters
333	Concordia	1,062.4	\$81,448	\$86,662	Asst., Assoc. or Deputy Supt.	Middle School Principal	12	8	17	Masters
333	Concordia	1,062.4	\$27,282	\$36,421	Director of Food Service	Supervisor of Food Service	11	3	0	Associates
333	Concordia	1,062.4	\$38,203	\$43,417	Director of Physical Plant	No Other Duties	9	12	0	
333	Concordia	1,062.4	\$79,483	\$88,622	Director of Spec Education/Spec Services	Elementary Principal	12	3	30	Specist
333	Concordia	1,062.4	\$55,661	\$64,800	Supervisor of Buildings and Grounds	No Other Duties	12	24	0	Specist
333	Concordia	1,062.4	\$37,435	\$42,649	Supervisor of Custodial Services	No Other Duties	12	10	38	
333	Concordia	1,062.4	\$51,033	\$56,247	Technology Director/Coordinator	No Other Duties	10	7	0	Associates
493	Columbus	1,101.5	\$59,671	\$64,243	Technology Director/Coordinator	No Other Duties	12	3	20	Masters
365	Garnett	1,102.4	\$32,701	\$38,845	Office Manager	"Other" support person	12	13	0	
382	Pratt	1,104.4	\$79,888	\$85,786	Asst., Assoc. or Deputy Supt.	Asst. Supt. for Instruction/Curr.	12	3	26	Masters
321	Kaw Valley	1,113.4	\$77,218	\$81,058	Coordinator of a Spec ed. service	Director of Federal Programs	12	15	31	Masters
321	Kaw Valley	1,113.4	\$49,488	\$53,328	Director of Food Service	No Other Duties	10	22	0	Bachelors
321	Kaw Valley	1,113.4	\$44,026	\$44,026	Supervisor of Maintenance	No Other Duties	12	16	0	
367	Osawatomie	1,128.0	\$82,321	\$82,321	Director of Curr./Education	Director of Federal Programs	12	3	25	Masters
309	Nickerson	1,139.0	\$75,000	\$79,680	Asst. Supt. for Instruction/Curr.	No Other Duties	11	1	30	Masters
309	Nickerson	1,139.0	\$15,000	\$19,680	Director of Food Service	Supervisor of Food Service	10	8	0	Associates
309	Nickerson	1,139.0	\$53,450	\$58,130	Director of Transportation	No Other Duties	12	13	0	
309	Nickerson	1,139.0	\$56,232	\$60,912	Supervisor of Buildings and Grounds	Supervisor of Custodial Services	12	14	0	
503	Parsons	1,218.7	\$52,000	\$52,000	Director of Buildings and Grounds	Director of Maintenance	12	2	0	Associates
503	Parsons	1,218.7	\$43,200	\$48,336	Director of Food Service	No Other Duties	11	12	0	Bachelors
264	Clearwater	1,271.4	\$83,000	\$87,584	Asst., Assoc. or Deputy Supt.	No Other Duties	12	3	21	Masters
264	Clearwater	1,271.4	\$38,000	\$38,000	Director of Food Service	No Other Duties	10.5	2	0	Bachelors
264	Clearwater	1,271.4	\$43,500	\$43,500	Director of Maintenance	Director of Buildings and Grounds	12	3	0	
264	Clearwater	1,271.4	\$69,790	\$74,374	Technology Director/Coordinator	No Other Duties	12	6	10	Masters
320	Wamego	1,305.0	\$74,189	\$77,398	Director of Curr./Education	No Other Duties	11	5	20	Doctorate
320	Wamego	1,305.0	\$30,000	\$33,209	Director of Food Service	No Other Duties	10.75	1	0	Bachelors
320	Wamego	1,305.0	\$35,432	\$38,641	Director of Health/Nursing	No Other Duties	10	4	0	Bachelors
320	Wamego	1,305.0	\$85,946	\$89,155	Director of Spec Education/Spec Services	No Other Duties	12	6	20	Specist
320	Wamego	1,305.0	\$45,235	\$48,444	Psychologist	No Other Duties	10	4	4	Specist
320	Wamego	1,305.0	\$51,550	\$54,759	Psychologist	No Other Duties	10	6	0	Specist
320	Wamego	1,305.0	\$50,989	\$54,198	Psychologist	No Other Duties	10	3	7	Specist
320	Wamego	1,305.0	\$37,101	\$40,310	School Social Worker	No Other Duties	10	1	1	Masters
320	Wamego	1,305.0	\$48,280	\$51,489	School Social Worker	No Other Duties	10	14	0	Specist

320	Wamego	1,305.0	\$40,588	\$43,797	Supervisor of Custodial Services	No Other Duties	12	1	32	
320	Wamego	1,305.0	\$28,346	\$31,555	Supervisor of Personnel	Deputy Clerk of the Board	12	7	7	
320	Wamego	1,305.0	\$30,000	\$33,209	Supervisor of Transportation	No Other Duties	12	1	1	
320	Wamego	1,305.0	\$55,486	\$55,486	Technology Director/Coordinator	No Other Duties	9.5	14	27	Masters
348	Baldwin City	1,314.9	\$40,000	\$45,280	Director of Athletics	No Other Duties	10	4	13	Masters
348	Baldwin City	1,314.9	\$57,680	\$62,252	Director of Finance	KPERS Designated Agent	12	3	0	Bachelors
348	Baldwin City	1,314.9	\$24,448	\$24,448	Director of Food Service	"Other Coordinator"	12	2	2	Bachelors
348	Baldwin City	1,314.9	\$42,000	\$42,000	Supervisor of Maintenance	Supervisor of Buildings and Grounds	12	7	0	Bachelors
348	Baldwin City	1,314.9	\$68,500	\$73,072	Technology Director/Coordinator	No Other Duties	12	1	32	Bachelors
379	Clay Center	1,340.5	\$33,000	\$38,568	Administrative Assistant	Deputy Clerk	12	20	0	Associates
379	Clay Center	1,340.5	\$78,000	\$93,259	Asst., Assoc. or Deputy Supt.	No Other Duties	12	1	25	Masters
379	Clay Center	1,340.5	\$45,000	\$50,568	Business Manager	KPERS Designated Agent	12	2	0	Bachelors
379	Clay Center	1,340.5	\$38,493	\$44,061	Director of Maintenance	No Other Duties	12	1	0	
379	Clay Center	1,340.5	\$81,500	\$90,000	Director of Spec Education/Spec Services	No Other Duties	12	1	29	Masters
379	Clay Center	1,340.5	\$43,436	\$49,028	Director of Transportation	No Other Duties	12	4	0	
379	Clay Center	1,340.5	\$61,270	\$66,838	Technology Director/Coordinator	No Other Duties	12	3	15	Masters
491	Eudora	1,453.7	\$58,851	\$62,151	Director of Buildings and Grounds	Director of Transportation	12	5	0	
491	Eudora	1,453.7	\$57,855	\$61,155	Director of Communications/PR	No Other Duties	12	4	0	Bachelors
491	Eudora	1,453.7	\$47,433	\$50,733	Director of Food Service	No Other Duties	12	9	0	
491	Eudora	1,453.7	\$64,864	\$68,164	Director of Professional Development	Director of Curr./Education	11	2	22	Masters
491	Eudora	1,453.7	\$64,474	\$67,774	Technology Director/Coordinator	No Other Duties	12	5	0	
435	Abilene	1,534.6	\$74,920	\$77,157	Director of Curr./Education	Technology Director/Coordinator	11	9	25	Doctorate
506	Labette County	1,597.4	\$68,688	\$70,236	Technology Director/Coordinator	No Other Duties	11	12	30	Bachelors
375	Circle	1,629.7	\$85,199	\$93,083	Asst., Assoc. or Deputy Supt.	Asst. Supt. for Personnel	11	4	26	Doctorate
409	Atchison	1,646.4	\$60,000	\$68,833	Business Manager	No Other Duties	12	1	0	Bachelors
409	Atchison	1,646.4	\$73,933	\$82,769	Director of Curr./Education	Director of Federal Programs	12	3	10	Masters
409	Atchison	1,646.4	\$40,865	\$49,223	Director of Food Service	No Other Duties	12	2	0	
409	Atchison	1,646.4	\$63,973	\$68,851	Director of Maintenance	Director of Transportation	12	13	0	Associates
409	Atchison	1,646.4	\$79,133	\$87,989	Director of Spec Education/Spec Services	No Other Duties	12	3	25	Doctorate
409	Atchison	1,646.4	\$70,648	\$79,006	Technology Director/Coordinator	No Other Duties	12	13	18	Masters
353	Wellington	1,656.0	\$80,350	\$80,350	Exec. Asst. to the Superintendent	Dir of Spec Ed/Spec Services	12	6	34	Doctorate
416	Louisburg	1,676.0	\$87,125	\$91,736	Asst., Assoc. or Deputy Supt.	Asst. Supt. for Instruction/Curr.	12	1	0	Doctorate
394	Rose Hill	1,718.1	\$82,709	\$88,071	Asst., Assoc. or Deputy Supt.	Director of Professional Development	12	6	22	Masters
394	Rose Hill	1,718.1	\$66,872	\$71,325	Director of Buildings and Grounds	No Other Duties	12	12	0	Associates
394	Rose Hill	1,718.1	\$43,230	\$47,530	Director of Food Service	No Other Duties	12	10	0	Bachelors
394	Rose Hill	1,718.1	\$39,370	\$43,645	Director of Transportation	No Other Duties	12	3	0	
394	Rose Hill	1,718.1	\$52,645	\$56,910	School Social Worker	No Other Duties	10	18	0	Masters

394	Rose Hill	1,718.1	\$76,402	\$80,916	Technology Director/Coordinator	No Other Duties	12	17	30	Bachelors
413	Chanute	1,802.6	\$71,750	\$76,930	Asst. Supt. for Instruction/Curr.	No Other Duties	10.5	3	28	Doctorate
413	Chanute	1,802.6	\$96,145	\$101,325	Asst., Assoc. or Deputy Supt.	No Other Duties	12	4	31	Specist
Average			\$57,096	\$61,607						

**Principal Salary Comparisons**

USD	USD Name	2009-10 FTE Enr	Salary	Salary+ Fringe	Contract Months	Type of Building	BLDG Enr	Teachers	Paras	Years in This Job	Ttl Yrs as a Prin	Total Years Cert	Full Time Princ	Also Teach	Degree	Addl Hours
493	Columbus	1,101.5	\$72,744	\$77,316	10	Elementary School	258	20.5	23.0	2	24	37	Yes	No	Masters	32
493	Columbus	1,101.5	\$90,435	\$95,007	10	Senior High	360	40.0	11.0	13	13	23	Yes	No	Masters	0
493	Columbus	1,101.5	\$82,080	\$82,080	10	Middle School-Jr High	413	40.0	2.0	8	8	20	Yes	No	Doc	0
493	Columbus	1,101.5	\$72,744	\$75,444	10	Elementary School	143	11.0	2.0	11	11	18	Yes	No	Masters	0
365	Garnett	1,102.4	\$56,829	\$62,973	11	Elementary School	133	16.0	4.0	2	2	6	Yes	No	Masters	0
365	Garnett	1,102.4	\$60,600	\$66,744	10	Elementary School	319	31.0	8.0	2	2	30	Yes	No	Masters	31
365	Garnett	1,102.4	\$84,680	\$90,824	11	Jr High/High School	460	41.0	7.0	3	3	37	Yes	No	Masters	6
365	Garnett	1,102.4	\$54,000	\$60,144	10	Elementary School	70	5.0	2.0	11	11	31	No	Yes	Masters	36
382	Pratt	1,104.4	\$63,000	\$68,000	10	Elementary School	270	20.0	20.0	3	3	20	Yes	No	Masters	5
382	Pratt	1,104.4	\$68,000	\$77,264	10	Elementary School	200	18.0	14.0	2	2	23	Yes	No	Masters	12
382	Pratt	1,104.4	\$74,000	\$74,000	11	Middle School-Jr High	247	26.0	8.0	5	15	27	Yes	No	Masters	30
382	Pratt	1,104.4	\$81,150	\$88,150	11	Senior High	330	27.5	9.0	3	13	17	Yes	No	Masters	24
321	Kaw Valley	1,113.4	\$73,192	\$77,032	11	Jr High/High School	228	22.0	7.0	4	10	16	Yes	No	Masters	0
321	Kaw Valley	1,113.4	\$64,949	\$68,789	11	Elementary School	398	18.0	14.0	6	6	31	Yes	No	Masters	21
321	Kaw Valley	1,113.4	\$73,767	\$77,607	11	Elementary School	287	18.0	14.0	15	22	36	Yes	No	Masters	45
321	Kaw Valley	1,113.4	\$71,060	\$74,900	11	Jr High/High School	291	23.0	5.0	3	3	30	Yes	No	Masters	0
367	Osawatomie	1,128.0	\$81,273	\$85,556	11	Middle School-Jr High	275	25.0	5.0	5	14	30	Yes	No	Masters	0
367	Osawatomie	1,128.0	\$88,921	\$95,017	11	Senior High	362	30.0	4.0	11	11	22	Yes	No	Masters	0
367	Osawatomie	1,128.0	\$70,722	\$75,005	11	Elementary School	414	46.0	15.0	6	6	16	Yes	No	Masters	0
367	Osawatomie	1,128.0	\$63,089	\$67,372	11	Elementary School	156	14.0	8.0	4	4	17	Yes	No	Masters	0
309	Nickerson	1,139.0	\$66,500	\$71,180	11	Middle School-Jr High	165	15.0	1.5	3	3	16	Yes	No	Masters	0
309	Nickerson	1,139.0	\$65,832	\$70,512	11	Elementary School	403	60.0	6.0	3	3	13	Yes	No	Masters	2
309	Nickerson	1,139.0	\$82,000	\$86,680	11	Senior High	320	32.0	1.0	12	12	36	Yes	No	Masters	0
309	Nickerson	1,139.0	\$75,000	\$79,680	11	Elementary School	341	22.0	5.0	16	21	30	Yes	No	Masters	0
503	Parsons	1,218.7	\$80,700	\$80,700	11	Senior High	408	45.0	8.0	3	6	16	Yes	No	Masters	0
503	Parsons	1,218.7	\$62,750	\$68,486	11	Elementary School	177	24.0	22.0	6	6	21	Yes	No	Masters	4
503	Parsons	1,218.7	\$60,750	\$66,486	11	Elementary School	232	24.0	15.0	2	4	8	Yes	No	Masters	0
503	Parsons	1,218.7	\$72,750	\$78,750	11	Middle School-Jr High	265	24.0	8.0	5	5	19	Yes	No	Masters	36
264	Clearwater	1,271.4	\$85,925	\$90,509	11	Senior High	430	29.8	4.0	2	10	18	Yes	No	Masters	6
264	Clearwater	1,271.4	\$88,025	\$92,165	11	Middle School-Jr High	195	16.0	3.0	12	22	38	Yes	No	Masters	10
264	Clearwater	1,271.4	\$68,500	\$72,640	11	Elementary School	258	22.0	8.0	2	10	16	Yes	No	Masters	12

264	Clearwater	1,271.4	\$78,425	\$83,597	11	Elementary School	367	19.0	4.0	5	5	27	Yes	No	Masters	120
257	Iola	1,289.2	\$83,550	\$83,550	12	Senior High	440	36.0	8.0	3	3	24	Yes	No	Masters	15
257	Iola	1,289.2	\$57,200	\$57,200	11	Elementary School	130	18.0	9.0	2	2	16	Yes	No	Masters	0
257	Iola	1,289.2	\$59,160	\$63,760	10	Elementary School	253	23.0	18.0	3	3	11	Yes	No	Masters	0
257	Iola	1,289.2	\$60,126	\$64,740	10	Elementary School	230	22.0	14.0	8	35	37	Yes	No	Masters	50
320	Wamego	1,305.0	\$69,622	\$72,831	11	Middle School-Jr High	309	30.4	9.0	4	8	26	Yes	No	Masters	0
320	Wamego	1,305.0	\$82,067	\$85,276	11	Senior High	435	40.3	10.5	10	18	26	Yes	No	Masters	24
320	Wamego	1,305.0	\$71,378	\$74,587	11	Elementary School	310	26.0	11.0	11	15	18	Yes	No	Masters	0
320	Wamego	1,305.0	\$61,000	\$64,209	11	Elementary School	310	22.0	14.0	1	1	26	Yes	No	Masters	0
348	Baldwin City	1,314.9	\$81,279	\$81,759	12	Elementary School	184	13.5	5.0	22	22	27	Yes	No	Doc	6
348	Baldwin City	1,314.9	\$80,000	\$80,450	12	Senior High	440	39.0	5.0	4	10	18	Yes	No	Masters	9
348	Baldwin City	1,314.9	\$62,500	\$62,950	12	Elementary School	220	18.0	8.0	1	1	15	Yes	No	Masters	0
348	Baldwin City	1,314.9	\$82,536	\$82,576	12	Middle School-Jr High	335	27.0	7.0	16	20	32	Yes	No	Masters	0
379	Clay Center	1,340.5	\$50,500	\$59,000	10	Elementary School	167	11.0	6.0	1	1	7	No	No	Masters	0
379	Clay Center	1,340.5	\$63,845	\$72,345	10	Elementary School	377	28.9	0.0	11	11	23	Yes	No	Masters	3
379	Clay Center	1,340.5	\$62,900	\$71,400	11	Middle School-Jr High	239	30.0	12.0	3	3	17	Yes	No	Masters	6
379	Clay Center	1,340.5	\$75,000	\$83,500	11	Senior High	334	35.0	4.0	1	12	27	Yes	No	Masters	36
379	Clay Center	1,340.5	\$67,000	\$75,500	11	K-12	317	26.0	12.0	3	28	32	Yes	No	Masters	12
491	Eudora	1,453.7	\$86,042	\$89,342	11	Senior High	446	27.2	0.9	9	10	36	Yes	No	Masters	6
491	Eudora	1,453.7	\$78,355	\$78,355	11	Elementary School	159	7.8	1.4	9	17	31	Yes	No	Masters	10
491	Eudora	1,453.7	\$75,717	\$79,017	11	Elementary School	574	43.7	3.1	6	9	25	Yes	No	Masters	5
491	Eudora	1,453.7	\$71,702	\$75,002	11	Middle School-Jr High	314	24.9	0.4	4	4	19	Yes	No	Masters	18
435	Abilene	1,534.6	\$62,100	\$66,469	11	Elementary School	221	15.0	8.0	7	7	27	Yes	No	Masters	90
435	Abilene	1,534.6	\$64,070	\$68,439	11	Elementary School	210	15.0	8.0	10	10	30	Yes	No	Masters	30
435	Abilene	1,534.6	\$69,020	\$73,389	11	Elementary School	221	13.0	7.0	11	13	19	Yes	No	Masters	12
435	Abilene	1,534.6	\$83,430	\$87,832	11	Jr High/High School	365	35.0	10.0	11	14	23	Yes	No	Masters	24
435	Abilene	1,534.6	\$87,290	\$91,692	11	Senior High	500	41.0	12.0	6	15	30	Yes	No	Doc	0
214	Ulysses	1,588.2	\$81,696	\$92,326	11	Middle School-Jr High	371	33.0	10.0	16	16	22	Yes	No	Masters	18
214	Ulysses	1,588.2	\$72,518	\$83,148	10	Elementary School	382	26.0	20.0	10	10	19	Yes	No	Masters	0
214	Ulysses	1,588.2	\$58,765	\$62,142	11	Other	28	3.0	2.0	2	2	19	No	Yes	Masters	45
214	Ulysses	1,588.2	\$91,830	\$102,460	11	Senior High	400	39.0	7.0	11	24	33	Yes	No	Masters	36
214	Ulysses	1,588.2	\$65,093	\$72,496	10	Elementary School	513	40.0	30.0	24	24	36	Yes	No	Masters	15
506	Labette Cty	1,597.4	\$64,900	\$69,940	11	K-8(or9)	177	13.0	5.5	4	9	15	Yes	No	Masters	0
506	Labette Cty	1,597.4	\$79,900	\$84,940	11	K-8(or9)	402	22.1	7.3	1	6	27	Yes	No	Spec	0
506	Labette Cty	1,597.4	\$69,700	\$71,278	11	K-8(or9)	231	15.2	7.2	17	17	36	Yes	No	Spec	0
506	Labette Cty	1,597.4	\$85,000	\$90,040	11	Senior High	560	44.5	7.3	3	5	26	Yes	No	Spec	0





**Secretary Salary Comparison**

USD	USD Name	2008-09 FTE Enr	Bldg Secry # of:	Bldg Secry Start \$/ Hr	Bldg Secry-Avg \$/Hr	Bldg Secry-Annual Hours	Bldg Secry-Avg Annual \$	Bldg Secry-Bd Pd Fringe	Bldg other clerical -# of:	Bldg other clerical Start\$/Hr	Bldg other clerical -Avg \$/Hr	Bldg other clerical Annual Hours	Bldg other clerical-Avg Annual \$	Bldg other clerical-Bd Pd Fringe	Ctrl Office Secry -# of:	Ctrl Office Secry-Starting \$/Hr	Ctrl Office Secry Avg \$/Hr	Ctrl Office Secry-Annual Hours	Ctrl Office Secry-Avg Annual \$	Ctrl Office Secry Bd Pd Fringe	Ctrl Office Other clerical # of:	Ctrl Office other clerical Starting \$/Hr	Ctrl Office other clerical-Avg\$/Hr	Ctrl Office other clerical-Annual Hours	Ctrl Office other clerical-Avg Annual \$	Ctrl Office other clerical-Bd Pd Fringe	Total District Clerical	USD Name
382	Pratt	1,085.4	5	\$8.76	\$10.49	1,793	\$18,945	\$5,608	2	\$8.17	\$12.21	1,638	\$20,750	\$5,608	1	\$10.69	\$12.34	2,080	\$25,667	\$5,608	1	\$10.69	\$12.50	2,080	\$26,000	\$9,090	9	Pratt
365	Garnett	1,107.2	8	\$10.00	\$11.74	1,600	\$18,784	\$3,600	6	\$10.00	\$10.59	1,440	\$15,249	\$6,300	1	\$10.00	\$15.49	2,080	\$32,219	\$6,300	0	\$0.00	\$0.00	0	\$0	\$0	15	Garnett
367	Osawatomie	1,109.0	6	\$9.00	\$15.61	1,523	\$24,081	\$4,712	0	\$0.00	\$0.00	0	\$0	\$0	1	\$9.50	\$16.50	1,950	\$32,175	\$4,258	1	\$10.50	\$20.98	1,950	\$40,911	\$6,072	8	Osawatomie
321	Kaw Valley	1,112.0	9	\$9.35	\$11.72	1,680	\$19,797	\$3,840	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	9	Kaw Valley
434	Santa Fe Tra	1,115.2	4	\$10.40	\$11.62	1,592	\$18,815	\$3,000	5	\$9.00	\$11.18	1,532	\$17,211	\$3,000	3	\$11.60	\$13.80	2,088	\$28,807	\$3,000	0	\$0.00	\$0.00	0	\$0	\$0	12	Santa Fe Trail
309	Nickerson	1,132.4	7	\$7.50	\$11.52	1,720	\$19,814	\$4,726	0	\$0.00	\$0.00	0	\$0	\$0	1	\$8.00	\$13.20	2,096	\$27,667	\$4,726	1	\$7.50	\$12.85	2,096	\$26,934	\$4,726	9	Nickerson
493	Columbus	1,137.6	5	\$13.73	\$14.61	1,853	\$27,096	\$4,200	4	\$13.23	\$14.11	1,774	\$25,062	\$4,200	2	\$0.00	\$15.38	2,088	\$32,113	\$4,200	1	\$0.00	\$17.03	2,088	\$35,545	\$2,059	12	Columbus
264	Clearwater	1,277.2	11	\$10.35	\$13.69	1,650	\$22,589	\$0	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	2	\$10.50	\$15.65	1,960	\$30,674	\$3,720	13	Clearwater
320	Wamego	1,292.0	4	\$10.00	\$14.03	1,553	\$21,788	\$3,363	4	\$8.69	\$10.11	1,553	\$15,700	\$3,363	1	\$0.00	\$10.38	2,016	\$20,926	\$3,363	1	\$0.00	\$14.06	2,016	\$28,345	\$3,363	10	Wamego
503	Parsons	1,331.4	7	\$10.00	\$11.67	1,848	\$21,566	\$4,464	2	\$10.00	\$10.90	1,470	\$16,023	\$4,464	2	\$10.00	\$16.50	1,924	\$31,746	\$4,464	1	\$10.00	\$15.45	1,924	\$29,726	\$4,464	12	Parsons
348	Baldwin City	1,333.4	14	\$10.42	\$14.89	210	\$21,954	\$4,000	0	\$0.00	\$0.00	0	\$21,954	\$4,000	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	14	Baldwin City
379	Clay Center	1,337.4	13	\$8.35	\$10.51	2,080	\$0	\$4,920	1	\$8.35	\$10.51	1,440	\$17,173	\$3,696	1	\$8.35	\$10.51	2,080	\$0	\$4,920	2	\$8.35	\$10.51	1,040	\$0	\$0	16	Clay Center
257	Iola	1,379.0	9	\$9.05	\$9.96	1,645	\$16,448	\$4,616	5	\$9.05	\$11.93	1,532	\$18,707	\$4,616	2	\$9.05	\$9.33	2,080	\$19,396	\$4,616	0	\$0.00	\$0.00	0	\$0	\$0	16	Iola
491	Eudora	1,396.3	9	\$12.85	\$15.54	1,708	\$26,542	\$3,120	1	\$16.10	\$16.10	1,808	\$29,109	\$3,120	1	\$16.10	\$17.70	2,080	\$36,816	\$3,120	0	\$0.00	\$0.00	0	\$0	\$0	11	Eudora
435	Abilene	1,495.5	7	\$8.74	\$11.73	1,534	\$17,994	\$1,930	2	\$8.74	\$11.73	1,305	\$15,308	\$1,930	1	\$10.30	\$11.54	2,080	\$24,003	\$1,930	1	\$10.60	\$14.50	2,080	\$30,160	\$1,930	11	Abilene
409	Atchison	1,562.5	10	\$10.05	\$12.05	2,080	\$23,581	\$4,650	1	\$10.05	\$11.05	2,080	\$22,984	\$4,650	2	\$12.00	\$15.63	2,080	\$32,505	\$4,650	2	\$12.00	\$19.64	2,080	\$40,851	\$4,650	15	Atchison
214	Ulysses	1,564.0	14	\$10.50	\$10.14	1,640	\$17,502	\$0	0	\$0.00	\$0.00	0	\$0	\$0	4	\$10.50	\$12.29	2,080	\$25,315	\$3,283	1	\$10.50	\$13.65	2,080	\$28,127	\$3,283	19	Ulysses
506	Labette Cty	1,572.1	13	\$10.39	\$13.12	1,591	\$19,619	\$1,768	0	\$0.00	\$0.00	0	\$0	\$0	1	\$0.00	\$15.39	2,080	\$32,011	\$1,548	1	\$0.00	\$17.67	2,080	\$36,754	\$5,040	15	Labette Cty
203	Piper	1,581.5	7	\$10.50	\$13.93	1,736	\$25,003	\$4,170	0	\$0.00	\$0.00	0	\$0	\$0	3	\$16.26	\$16.95	2,080	\$35,256	\$4,170	0	\$0.00	\$0.00	0	\$0	\$0	10	Piper
375	Circle	1,593.8	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	0	\$0.00	\$0.00	0	\$0	\$0	0	Circle
353	Wellington	1,635.9	7	\$8.45	\$13.08	2,080	\$27,206	\$3,480	4	\$7.45	\$11.01	1,500	\$16,515	\$3,480	3	\$8.45	\$13.49	2,080	\$28,059	\$3,480	5	\$8.45	\$12.51	2,080	\$26,020	\$3,480	19	Wellington
Average		1340.51	8.02	\$9.45	\$11.98	1577	\$19,482	\$3,341	1.76	\$6.73	\$6.73	908.19	\$11,988	\$2,497	1.43	\$7.18	\$11.26	1,669	\$22,128	\$3,221	0.93	\$4.72	\$9.38	1216.86	\$18,097	\$2,470	12.14	

# **Building Principal**

## Job Description

**Purpose:** The Principal of a school provides leadership to coordinate and supervise the effective operation of the school building. To accomplish these tasks, the Principal works closely with the community, staff, administration, and Board of Education of USD 348.

**Responsible to:** Superintendent

**Payment rate:** Determined by the Board of Education

**Length of position:** 12 months

### **Qualifications:**

1. Experience in teaching and school administration..
2. Masters degree from an accredited college/university with a major in educational administration.
3. Current Kansas State Administration Certificate on file in the District Office
4. Health Certificate on file in the District Office (after employment offer is made).
5. Desire to continue career improvement

### **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 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.

### **Physical Requirements/Environmental Conditions:**

1. Must work in noisy and crowded environments.
2. Must drive snowy streets/roads in winter.

## **General Responsibilities:**

1. Provide direction for the school
2. Provide for management of instruction.
3. Effectively implement evaluation strategies oriented toward improvement of instruction.
4. Provide leadership for positive educational change.
5. Demonstrate effective skills in the recruitment, selection and assignment of school personnel.
6. Promote on-going staff development.
7. Communicate standards of expected performance
8. Provide leadership for appropriate curriculum and organization of personnel to staff the curriculum.
9. Provide for effective and efficient day-by-day operation of the school.
10. Ensure that the school plans and facilities are conducive to a positive learning environment
11. Ensure the efficient management of building-level fiscal resources.
12. Promote and maintain a positive school climate.
13. Establish and maintain effective discipline in the school
14. Demonstrate effective communication skills.
15. Demonstrate effective problem-solving and decision-making skills and empowerment of staff.
16. Demonstrate effective organizational skills.
17. Demonstrate positive interpersonal relationships with students.
18. Demonstrate positive interpersonal relationships with staff.
19. Demonstrate positive interpersonal relationships with all members of the administrative team.
20. Demonstrate positive interpersonal relationships with parents/community.
21. Implement the policies and procedures of the district.
22. Participate in professional growth activities.
23. Attend Board of Education meetings and study sessions as necessary to assist in presenting and interpreting information relative to educational programs.
24. Perform other duties and assignments requested by the Superintendent of Schools and required by district policies and regulations.

## ***Additional duties not listed in current job description:***

### ***Building Principals:***

#### ***BESPC:***

- ***Supervise breakfast, lunch, and dismissal.***
- ***Serve as .35 FTE (14 hours/week) custodian.***
- ***Administer Parents as Teachers grant.***
- ***Administer 4 Year Old At-Risk grant.***
- ***Administer Pre-K Pilot grant.***
- ***Administer Pre-K Success By 6 grant.***
- ***Provide first aid to ill/injured students in absence of nurse.***

- *Assist with vision screenings.*

## *BESIC*

- *Perform/cover duties or responsibilities when staffing is reduced:*
  - Custodial duties*
  - Secretarial/office support*
  - Nursing/injury assistance*
  - Technology support*
- *Perform/cover duties or responsibilities when staff members are shared between buildings*
  - Counselor/social worker*
  - School Psychologist*
- *Supervise students before and after teacher duty day*
- *Supervise students during lunch periods*
- *Attend meetings as appropriate:*
  - CARE Team*
  - IEP*
  - PTO*
  - District committees*
  - P/T conferences*
- *Serve as truancy officer for school*
- *Schedule building for community/non-school use*
  - Arrange for building access*
  - Manage keys/access to building*
- *Test Coordinator for building*
  - Test security*
  - Monitor testing practices*
  - Schedule computerized assessments*
  - Monitor/proctor assessments*
  - Provide access to scores/results/reports*
- *Monitor/assign technology and maintenance requests*
- *Seek out sources of revenue*
  - Fundraisers*
  - Grant writing*
  - Donations*

# **Building Secretary**

Job Description (Revised 2/2008)

**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 experience.
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.

# **Building Secretary**

Job Description (Revised 2/2008)

## **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.

## **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. Assist with library coverage and book processing
3. Perform bookkeeping duties as assigned.
4. Assist with lunch and recess coverage.
5. Cross-train to perform duties of other secretarial position(s) in building.

# **Building Secretary**

Job Description (Revised 2/2008)

6. Assist with obtaining substitutes, recording staff absences, and submitting staff reports to the building administrator.

***Other duties not listed on job description:***

***MSES:***

- *Nurses duties - 4 1/2 days a week*
- *Ordering All building supplies*
- *Assist with maintenance duties*
- *Mentor building security - mainly front door*
- *Schedule all building rentals*
- *Record attendances for all students in PowerSchool and health document*
- *Assist with technology equipment*
- *Assist with Marion Springs Elementary website*
- *Food Service clerk*

***BESPC:***

- *Collecting monthly All Day Kindergarten enrollment fees.*
- *Responsible for nursing duties 4 days a week*
- *Assist with maintenance and janitorial*
- *Assist staff with technology needs: cameras, printers, copiers*
- *Responsible for ordering all supplies for building*
- *Record all student attendance in Powerschool and nurse's health document*
- *Responsible for monitoring security system for our building (mainly front door)*

***BJHS:***

- *Operate front door security system*
- *Maintain discipline, tardy & lunch logs and enter in PowerSchool*
- *Bus Duty*
- *Assist with State Assessment & MAPS testing*
- *Nurse duties 4 days a week*
- *Enter Homework daily in PowerSchool and collect homework for absent students*
- *Hourly Attendance and Health entered in PowerSchool (Dana)*
- *Student Records (Patty)*
- *Order supplies and bookkeeping (Cheryl)*
- *Web-site (Patty)*
- *Prepare Master Schedule and schedule students in PowerSchool (Patty)*

# **Building Secretary**

Job Description (Revised 2/2008)

## *VES*

- *Nursing Duties for 4 1/2 days per week.*
- *Order all building supplies.*
- *Assist with custodial duties.*
- *Monitor building security, mainly the front door entrance.*
- *Schedule all building rentals and responsible for creating and handing out key cards.*
- *Recording all attendance in power school as well as the health document report.*
- *Assist with technology equipment.*
- *Responsible as Food Service Clerk.*

## *BESIC*

- *Nurse duties are four out of five working days in a week.*
- *Order pop from Coca Cola, obtain bottled water.*
- *Fill Machine with pop and water.*
- *Process Grocery Store Receipts for totals and mail in.*
- *Clean refrigerators in work room, and cooking center.*
- *Empty trash in the office area, conf. room, work room, nurses office, bath rooms.*
- *Design and complete yearbook through Lifetouch online.*
- *Record Attendance, call for incomplete information, print reports.*
- *Process incoming and departing student records.*
- *Design, produce and print programs for Music and Band programs.*
- *Buzz Book production.*
- *Assist PTO with procedures for projects.*

## *BHS:*

- *Ordering building supplies*
- *Nursing duties four days a week*
- *Health report*
- *Monitor building security, doorbell, visitor badges*
- *Record hourly attendance for all students in PowerSchool*
- *Assist with BHS website & Bulldog Hotline*
- *ASD discipline referral system, Kansas State Discipline System*
- *Locus book inventory system*
- *Locus enrollment system*

# **Building Secretary**

Job Description (Revised 2/2008)

- *Student records*
- *Vending machines, ordering, billing and filling of machines*
- *Dawg House school store*
- *School Reach messaging system*
- *Truancy and diversion programs including contact with Douglas County District Attorney*
- *Attendance audit (attendance reports)*
- *Extensive bookkeeping responsibilities for 100+ activity accounts*
- *Collect student fees; textbook, class tuition, sports, yearbook, parking*
- *Help coordinate/assist Academic banquet*
- *Graduation; diplomas, caps and gowns*
- *Community service coordinator*
- *Help coordinate/assist Career day*
- *Help coordinate/assist Awards assembly*
- *Scholarships*
- *Transcripts*
- *District newsletter*
- *Drivers Education; collect fees, state report*
- *Liaison for Herff Jones, Balfour, Lifetouch*
- *Design and print programs for choir, band, athletic events, graduation*
-

# Curriculum Secretary

Job Description (Revised 2/2008)

**Purpose:**

The curriculum secretary provides 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:**

Curriculum Director and Superintendent

**Payment rate:**

According to classified salary schedule

**Qualifications:**

1. High school diploma or equivalent.
2. Experience as a secretary.
3. Demonstrated typing and filing skills.
4. Computer and office technology experience.
5. 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. 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 as required.
5. Demonstrate effective telephone skills.
6. Maintain confidentiality regarding school records and school operations.
7. Support the philosophy and mission of USD 348.

# Curriculum Secretary

Job Description (Revised 2/2008)

## **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 perform duties 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 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.

## **General Responsibilities:**

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
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 filing system.
6. Schedule appointments, make travel arrangements, and assemble material for meetings.
7. Assist in coordinating district testing (state, standardized, and local assessments).
8. Assist in planning meeting agendas, and assist in preparing meeting summaries.
9. Take accurate minutes at committee meetings as needed.
10. Make arrangements for certified staff members to participate in in-services.
11. Maintain a current schedule of PDC (professional development council) activities and post a calendar of activities in each building.
12. Maintain a current file of IPDP(individual professional development points) and in-service points for each certified staff member.
13. Prepare in- service transcripts for certified staff.
14. Maintain a current record of in-service evaluations.
15. Maintain a staff curriculum library and supervise the checkout of materials.
16. Prepare requisitions of curriculum materials, verify quantities received and distribute to staff.
17. Maintain inventory of Curriculum Office.
18. Keep abreast of new information, innovative ideas and techniques.
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 duties as assigned by the curriculum director or superintendent.

# **Director of Maintenance and Grounds**

Job Description (Revised 2/2008)

## **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. Minimum of 3 years experience as a supervisor of maintenance and custodial personnel in an institutional buildings and grounds operation.
4. Communication and organizational skills.
5. Experience with Macintosh and PC computers, computerized HVAC systems and controls, and maintenance management software.
6. Knowledge of chemical hazards.
7. Knowledge of OSHA standards.
8. Computer and office technology experience.
9. Health and tuberculosis certificate on file in the district office (after employment offer is made).

## **Essential Functions:**

10. Coordinate and supervise the maintenance and custodial needs of school buildings and grounds to ensure full and productive use of district facilities.
11. Recommend for employment, supervise and evaluate district custodial personnel.
12. Communicate with members of the school district and community.
13. React to change productively and handle other tasks as assigned.
14. Operate all equipment and machinery as necessary.
15. 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.
16. Be "on call" seven days per week. Maintain confidentiality regarding school records and school operations.
17. Support the philosophy and mission of USD 348.

# **Director of Maintenance and Grounds**

Job Description (Revised 2/2008)

## **Physical Requirements/Environmental Conditions:**

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

# Director of Maintenance and Grounds

Job Description (Revised 2/2008)

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 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.

Other job duties not listed in job description:

- *Perform custodial duties in the absence of custodians throughout the district*
- *Perform custodial duties on a daily basis*
- *Perform minor maintenance throughout the district due to decrease in custodial staff (custodians were performing duties prior to layoffs)*
- *Evaluate weather, coordinate with Superintendent and maintenance staff, and assist in snow and ice removal throughout the district including parking lots, driveways, sidewalks, entryways and doorways as needed.*

# **Director of Technology**

Job Description (Revised 2/2008)

## **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. Bachelors degree from an accredited college/university and a current Kansas State Teaching Certificate/License.
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. Operate all equipment and machinery related to specific job duties.
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.
8. Ability to work on projects alone for prolonged times.
9. Ability to work in a noisy, crowded and stressful environment.
10. Requires traveling to all buildings in the district.
11. Ability to move, lift, carry, pull or push objects or materials up to 50 pounds.
12. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
13. Ability to work in and around dust, fumes and odors.
14. Ability to use arms and wrists repetitively.
15. Ability to ascend/descend a minimum of 15 steps.

# Director of Technology

Job Description (Revised 2/2008)

## General Responsibilities:

1. Supervise the purchase, maintenance, repair, and upgrade of computer hardware and software, peripherals, networking hardware and software.
2. Serve as chair for the district Technology Committee.
3. Supervise network administrators for various computer networks throughout the district.
4. Work with Curriculum Director to coordinate technology in-services.
5. Maintain district hardware and software inventories.
6. Develop and implement the district technology plan.
7. Supervise the district student information systems.
  - a. maintenance and upgrade
  - b. training
  - c. assist in creating a master schedule
8. Maintain and provide assistance in the use of district computer programs.
9. Supervise, implement and provide training for Internet applications.
10. Supervise and maintain phone systems.
11. Supervise, implement and provide training for technology integration in all district applications.
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 Superintendent.

## *Other duties not listed on job description:*

- *Supervise and maintain district databases.*
- *Supervise, implement and provide training for Distance Learning/video conferencing.*

# **Director of Transportation**

Job Description (Revised 2/2008)

## **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.

# Director of Transportation

Job Description (Revised 2/2008)

## 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.
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.

# **Director of Transportation**

Job Description (Revised 2/2008)

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 2/2008)

**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 2/2008)

## **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. Work directly with the booster clubs on projects pertaining to school activities.
13. Obtain rosters from visiting school athletic teams and provide program information to activities secretary.
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 superintendent.

## ***Other duties not listed on job description:***

- *Keep course offerings updated with NCAA clearinghouse*

# **District Technology Support Coordinator**

Job Description (Revised 2/2008)

## **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 secure a current Kansas State Teaching Certificate.
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.
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 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, busy, crowded and stressful environment.
4. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.

# District Technology Support Coordinator

Job Description (Revised 2/2008)

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.

## **General Responsibilities:**

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

## ***Other duties not listed in job description:***

- 1. Meet with, explain and assist Patrons who join our professional development group*
- 2. Enter college hours as professional development points on certified transcripts*
- 3. Produce official professional development transcripts*

**District Technology Support Coordinator**  
Job Description (Revised 2/2008)

4. *Conference/Travel request paperwork*
5. *Enter all professional development points for certified staff and patrons*
6. *College Request Form G -paperwork*
7. *Enter professional development points for teachers from previous district (transfer)*
8. *Enter professional development points used for movement on the salary scale*
9. *Maintain PDC records for each school year for all certified staff and patrons*
10. *Plan, schedule, organize the Fall Technology In-Service held each August & present*
11. *Coordinate with the Curriculum Director part of the New Teacher In-Service each fall and present.*
12. *Enter new staff in our various databases and same for retiring/terminating employee*
13. *Keep users updated in Kan-Ed and United Streaming, etc.*
14. *Enter staff in our networked copiers all across the district*
15. *Assists in the set up of new computers for district staff*
16. *Help answer the phone at the District Office*
17. *Stay current and updated on PDC matters thru the State Dept.*
18. *Present annual training to PDC members*
19. *Update USD 348 website*
20. *Deputy Clerk*
21. *Serve as PDC Chair and hold monthly meetings working closely with the Curriculum Director*

# **District Office Administrative Assistant**

Job Description (Revised 2/2008)

**Purpose:**

The district office administrative assistant provides 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:**

Superintendent

**Payment rate:**

Determined by Superintendent and Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Minimum 3 (three) years 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 experience.
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 district.
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 as required.
5. Maintain confidentiality regarding school records and school operations.
6. Support the philosophy and mission of USD 348.

# **District Office Administrative Assistant**

Job Description (Revised 2/2008)

## **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 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. Perform secretarial duties for the superintendent.
9. Ability to operate various office equipment and computer systems.
10. Keep abreast of new information, innovative ideas and techniques.
- 11.
12. Address concerns from staff to superintendent in a confidential and professional manner.
13. Assist with maintenance and supplies for office equipment.
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 Superintendent.

# District Office Administrative Assistant

Job Description (Revised 2/2008)

*Other job duties not listed on job description:*

- *Health Insurance Benefits*
- *Section 125*
- *403b plan*
- *Cobra administration*
- *Workman's Comp administration*
- *Enter employee information for payroll in Data Team*
- *1/3 member of Web Design Team - maintains/updates website, provide training*
- *Enter employee information in Power School*
- *Assist with occasional custodial duties*
- *See Curriculum Secretary job description*

# **Director of Food Service**

Job Description (Revised 2/2008)

## **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. High school diploma or equivalent.
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 2/2008)

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

## **General Responsibilities:**

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

## ***Other job duties not listed in job description:***

- *Submit monthly numbers to KSDE for state and federal reimbursements.*
- *Work in close collaboration with vendors to ensure the best possible buying outcome for the district, while meeting federal and state buying regulations.*

# Director of Food Service

Job Description (Revised 2/2008)

- *Keep up-to-date on national & local food recalls and inspect any potentially hazardous foods.*
- *Basic (I say basic b/c technology does help us a lot too...but lots of times, it's something simple, so I'll just run over and fix it) computer trouble shooting for food service software*
- *Maintain & manage food service warehouse inventory*
- *Answer parent questions regarding free/reduced statuses and status changes*
- *Calculate & maintain proper meals/labor hour in each kitchen*
- *Analyze spending trends with respect to food costs, labor costs, and equipment costs in order to minimize waste*
- *Analyze buying trends from students, both within district and in other districts in order to keep current on popular items in order to increase sales.*
- *Work with administration to allow for schools to maintain individuality in areas of food service while still adhering to state and federal guidelines for food service & cafeteria area*
- *Provide nutritional breakdowns for families with children who have special nutritional needs (such as diabetes, celiacs disease, allergies & intolerance)*
- *Negotiate item costs with vendors*
- *Bid through co-op 2x per year*
- *Bid milk on an annual basis*
- *Bid other items as necessary*
- *When possible, provide cost-effective solutions to student's special dietary needs.*
- *Research & keep up-to-date on trends regarding special diet alternatives*

# Maintenance and Grounds Worker

Job Description (9/2008)

## **Purpose:**

The maintenance and grounds worker maintains 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:**

Director of Maintenance and Grounds

## **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.
5. Knowledge of chemical hazards.
6. Knowledge of OSHA standards.
7. Health and tuberculosis certificate on file in the district office (after employment offer is made).

## **Essential Functions:**

1. Perform the maintenance 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. 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.
1. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
2. Ability to work indoors and outdoors year-round.
3. Ability to work in a noisy, crowded and stressful environment.
4. Ability to work in and around dust, fumes, and odors
5. Ability to ascend/descend a minimum of 15 steps.

## **General Responsibilities:**

# **Maintenance and Grounds Worker**

## **Job Description (9/2008)**

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. Maintain school buildings and grounds in top condition.
5. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance, repair, and construction projects.
6. Verify all purchases and payment within the buildings and grounds department.
7. Develop expertise with all buildings' systems, i.e., HVAC, plumbing, electrical, etc.
8. Work with architects, contractors, public officials, and other personnel in repair, renovation, and new construction within the school district.
9. Aid in establishing both short and long range planning for maintenance and care of operating systems, equipment, buildings and grounds.
10. Planning shall include, but not be limited to: budget, purchase and replacement of supplies and equipment, remodeling, construction, painting, redecorating, and landscaping.
11. Stay up to date on the regulations and policies of the board, and state and federal governments utilizing workshops and resources available.
12. Be responsible for all official maintenance and grounds reports that may be required.
13. Work with Kansas Department of Health and Environment to maintain lagoon permits in USD 348.
14. Mow and trim as needed.
15. Operate all equipment and machinery as necessary.
16. Facilitate the following of district policies for buildings and grounds usage during all activities.
17. Communicate and work cooperatively and collaboratively with all members of the school, district and community.
18. React to change productively and handle other tasks as assigned.
19. Perform requested maintenance for each district facility as assigned.
20. Maintain a written and updated check-off schedule of these regular maintenance items for each building administrator.
21. 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.
22. Cooperatively work with the Director of Transportation to maintain safe vehicle and bus driveways and parking areas, including snow removal, resealing, etc.
23. Work with the Director of Transportation to maintain tractors, mowers and all maintenance vehicles for the district.
24. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
25. Perform all duties in accordance with district guidelines and policies.
26. Perform other duties as assigned by the Superintendent.

# **Maintenance and Grounds Worker**

Job Description (9/2008)

*Other job duties not listed in job description:*

- *Perform custodial duties in the absence of custodians throughout the district*
- *Perform custodial duties on a daily basis*
- *Perform minor maintenance throughout the district due to decrease in custodial staff (custodians were performing duties prior to layoffs)*
- *Assist in snow and ice removal throughout the district including parking lots, driveways, sidewalks,(entryways and doorways which were being done by custodians prior to layoffs)*

# **Superintendent of Schools**

Job Description (Revised 2/2008)

## **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. Masters 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.

# Curriculum Director

## Job Description

**Purpose:** The Curriculum Director promotes curriculum, professional development, and assessment in order to improve student learning. To accomplish these tasks the Curriculum Director will work closely with the staff and administration of USD 348.

**Responsible to:** Superintendent of Schools

**Payment rate:** Determined by Superintendent and Board of Education

**Length of position:** 12 months

### Qualifications:

1. Masters degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in the District Office.
3. Health and Inoculation Certificate on file in the District Office (after employment offer is made).
4. Desire to continue career improvement.

### Essential Functions:

1. Direct, coordinate and evaluate the K-12 curriculum.
2. Coordinate and/or assist with district professional development activities.
3. Direct, coordinate and evaluate K-12 assessment.
4. Communicate effectively with members of the school district staff and community.

### Physical Requirements/Environmental Conditions:

1. Must work in sometimes noisy and crowded environments.
2. Must travel to all six-district schools.

### General Responsibilities:

1. Administer and direct curriculum, instruction, and assessment.
2. Develop and implement a continuous district wide (K-12) plan for curriculum evaluation and planning.
3. Monitor latest research trends and developments in curriculum and instruction and disseminate such information to appropriate staff.
4. Assist staff when there is a need to interpret curriculum programs.
5. Monitor the district's instructional program, to include classroom visits.

6. Work with building principals to ensure appropriate implementation of the district's curriculum.
7. Administer, develop, and update the manuals and/or guides regarding curriculum and instruction.
8. Direct the curriculum study committees and coordinate their activities.
9. Conduct a continuous program of evaluating instructional materials and coordinate their adoption.
10. Recommend instructional materials to the Superintendent and Board of Education.
11. Maintain an awareness of the curriculum budget.
12. Coordinate and/or assist with QPA/NCA school improvement activities at each school.
13. Organize and collaboratively plan district-wide professional development activities.
14. Serve on the district Professional Development Council and ensure smooth functioning of the district Professional Development Plan.
15. Coordinate, monitor, and evaluate local, state, and national assessments for the purpose of improving student learning.
16. Provide timely updates to teaching staff, administration, and Board of Education.
17. Complete and submit all necessary local, state, and federal reports and forms.
18. Implement an education program consistent with the goals and educational philosophy adopted by the Board of Education.
19. Perform other duties and assignments requested by the Superintendent or required by district policies or regulations.

# Maintenance/Grounds Keeper

Job Description (Revised 2/2008)

**Purpose:**

The maintenance/grounds keeper 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.

# Maintenance/Grounds Keeper

Job Description (Revised 2/2008)

## 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.
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.

## ***Other job duties not listed in job description:***

- *Perform custodial duties in the absence of custodians throughout the district*
- *Perform custodial duties on a daily basis*
- *Perform minor maintenance throughout the district due to decrease in custodial staff (custodians were performing duties prior to layoffs)*
- *Assist in snow and ice removal throughout the district including parking lots, driveways, sidewalks,(entryways and doorways which were being done by custodians prior to layoffs)*

# Superintendent of Schools

Job Description (Revised 2/2008)

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. 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.

# Superintendent of Schools

Job Description (Revised 2/2008)

Other job duties not listed in job description:

- *Curriculum Director - see job description*
- *overseeing district facility improvements*
- *bond projects*

# **Systems Engineer**

Job Description (Revised 2/2008)

**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 all members of the school district and community.
3. React to change productively and handle other tasks as assigned.
4. Maintain confidentiality regarding school records and school operations.
5. 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 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.

# Systems Engineer

## Job Description (Revised 2/2008)

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.

### **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.
16. Perform other duties as assigned by the Superintendent.

### ***Additional duties not included in current job description:***

- *Maintain the district's VoIP phone system, including modifications to the dial-plan, provisioning and providing support for issues related to the phone system.*
- *Provide support for the district's electronic door access and video security systems.*
- *Act as the technical point of contact for 3rd party support related to service contracts and/or general support for the district's technology/security systems.*
- *Maintain and provide support for the district's Google Apps domain services including E-Mail, Docs and Calendar services.*

# Technology Support Specialist

Job Description (Revised 2/2008)

## **Purpose:**

The technology support specialist supports the use 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 and Board of Education

## **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 one year's experience in general technology support.
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 members of the school district staff and community.
2. React to change productively and handle other tasks as assigned.
3. Ability to work independently on projects.
4. Operate all equipment and machinery related to specific job duties.
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 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.

# Technology Support Specialist

Job Description (Revised 2/2008)

## 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 one-to-one settings for staff.
4. Develop, create and modify specialized computer databases and associated interfaces and documentation.
5. Promote and support technology integration in the classroom.
6. Research and recommend new technologies and strategies.
7. Coordinate with the Curriculum Director to facilitate state curricular standards mapping.
8. Assist in the maintenance and customization of the student information system.
9. Work closely with the student information system and administrators to generate and submit state reports.
10. Perform duties as assigned by the Director of Technology.
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.
13. Perform other duties as assigned by the Superintendent.

## *Other duties not listed in current job description:*

- *Maintain student and staff contact groups for each school and for the district for use by the auto dialer program (currently SchoolReach)*
- *Measurement of Academic Progress (MAP) Technical Coordinator*