

## USD 225 Fowler Schools- Job Descriptions

### **Maintenance**

The job is done for the purpose/s of providing for all maintenance needs at assigned site; ensuring an attractive, and safe environment for staff and visitors; overseeing the preparation and maintenance of facilities for activities and campus events; and ensuring that assignments are completed in a safe, proper and timely manner.

### **Essential Functions**

Performs maintenance items as needed.

Informs Superintendent's office of maintenance items needed from outside vendors.

Maintains grounds (e.g. mowing, pulling/cutting weeds, sprinklers, appearance, etc).

Conducts a variety of training and drills with staff (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.

Consults with administrative personnel for the purpose of planning, prioritizing and scheduling activities and achieving site maintenance objectives.

Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.

Informs site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.

Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, identifying necessary repairs to facilities and/or equipment, etc.

Maintains supplies and equipment for the purpose of ensuring the availability of items required to properly maintain facilities.

Oversees facility maintenance activities for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.

Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.

Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

Responds to inquiries from staff, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.

Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Must be able to lift up to 100 pounds, climb ladders, and have generally good mobility.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Custodian:**

#### The Purpose Statement

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to the Principal

#### Essential Functions:

Assists with site snow removal for the purpose of ensuring access and safety.

Attends unit meetings, in-service training, workshops, etc. (e.g. hazardous materials training; asbestos training; fire extinguisher training, etc.) for the purpose of gathering information required to perform job functions.

Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.

Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.

Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety; reporting issues to appropriate personnel.

Performs summer maintenance (e.g. shampoo carpet, move furniture, etc.) for the purpose of completing and/or facilitating summer construction.

Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.

Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.

Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.

Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

Understands and communicates, both verbally and in writing, using the English language to staff, students, and patrons of the district for the purposes of responding to requests for assistance and working with multiple methods of communication used throughout the district.

Utilizes a computer for the purpose of reading and responding to email at least once a week, participating in online training, submitting work orders, and utilizing other computer-based systems deployed throughout the district.

Must be able to lift a minimum of 50 pounds and have generally good mobility.

#### Other Functions

Performs other related duties as assigned (e.g. third shift work assignment, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

#### **Secretary:**

The job is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff and individuals visiting the school site; providing requested information and/or referral to other parties; and, when time permits, providing general clerical support to site administrators.

This job reports to the Principal

#### Essential Functions

Answers school site telephone system for the purpose of responding to inquiries, transferring calls, and/or taking messages.

Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.

Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.

Maintains building information (e.g. building school guide, staff directories, emergency contacts, etc.) for the purpose of providing reference information.

Oversees the distribution of mail/packages to staff for the purpose of ensuring delivery to appropriate personnel.

Performs general clerical functions (e.g. building class schedules, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.

Processes documents and materials (e.g. announcements, call slips, bus passes, facility use forms, custodial overtime requests, daily bulletin, purchase orders, etc.) for the purpose of disseminating information to appropriate parties.

Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.

Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.

#### Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

### **Paraprofessionals:**

#### Purpose Statement

The job is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings.

This job reports to the Principal / Classroom teacher

#### Essential Functions

Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.

Administers tests, homework, make-up work, etc. (e.g. modify student work to help limit behavior issues while still accomplishing goals, etc.) for the purpose of supporting teachers in the classroom.

Administers immediate general first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.

Assists with appropriate behavioral intervention techniques as directed by the supervising teacher for the purpose of ensuring a safe environment for the student and classroom.

Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.

Communicates with supervising instructional staff, and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.

Escorts students in the building from class to class and to/from buses or cars for the purpose of ensuring the safety of all students and staff.

Implements under the supervision of the assigned teacher, plans designed by IEP team for students with other special conditions for the purpose of presenting and/or reinforcing learning concepts.

Maintains instructional materials and/or manual files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.

Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.

Provides, under the supervision of the assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students success in school.

Records daily, weekly logs for behaviors, academics and prompts for the purpose of ensuring accurate information is kept on each student.

#### Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Food Service Director:**

##### **MAJOR POLICY RESPONSIBILITY:**

The Director of Food Services is accountable for the administration of the fiscal budget; food, supply, and equipment procurement; safety and sanitation standards according to HACCP; personnel, supervision; and menu planning for all food service programs.

##### **ESSENTIAL JOB FUNCTIONS:**

Serve as a consultant to coordinate the food service program with all educational functions of the school district.

Work with the Superintendent in the selection, assignment, orientation, and evaluation of performance for all food service personnel.

Develop and assign work schedules for all employees.

Provide in-service training for all food service personnel.

Conduct regular meetings with all building managers, satellite coordinator, and satellite leads.

Effectively communicate with the schools and the community to keep constituents informed of menu selections and upcoming special events in food service.

Develop and follow a plan of self-improvement which promotes both personal and organizational goals.

Plan and supervise food service and personnel for district special functions when requested.

Review all applications for free and reduced prices lunches and notify of approval or denial. Maintain applicant records and notify individual schools of eligible students.

Operate the food service program in accordance with Federal and State Department guidelines and local Board of Education regulations and policies.

Develop and administer accurate accounting procedures to be maintained in each school for local and Federal reports.

Establish a fiscal budget for the Food Service Department.

Maintain accurate accounting records for all receipts and expenses of the Food Service Department.

Order all foods and supplies. Supervise storage, productions, and serving of food in the individual schools.

Maintain a food service inventory.

**OTHER JOB FUNCTIONS:**

1. Speak to students and adult groups concerning health and good nutrition and to provide an open channel of communication between the students, faculties, and the Food Service Department.
2. Assist in the planning of kitchen facilities for new school constructions or the remodeling of existing buildings within the district.
3. Provide a Food Service Handbook for all food service personnel to explain in detail the policies and procedures of the Food Service Department.
4. Attend meetings as required by the Assistant Superintendent.
5. All other duties as assigned

## **Main Cook:**

### Purpose Statement

The job is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to the Director of Food Services

### Essential Functions

Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.

Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.

Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.

Performs functions of other nutritional services positions, as requested by supervisor, for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Prepares food, beverage and special dietary items according to worksheet instruction and quantity recipe for the purpose of meeting mandated nutritional and projected meal requirements.

Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.

Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.

Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

## Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Cooks:**

### Purpose Statement

The job is done for the purpose/s of providing support to the food service activities at assigned locations with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to the main cook

### Essential Functions

Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.

Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.

Inventories and reports food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.

Performs functions of other nutritional services positions, as requested by supervisor, for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Prepares food and beverage items according to worksheet instruction and quantity recipe for the purpose of meeting mandated nutritional and projected meal requirements.

Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.

Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.

Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

#### Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

### **Board Clerk:**

#### **Purpose Statement**

The job is done for the purpose/s of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel. This position requires a surety bond.

This job reports to Superintendent/BOE

#### **Essential Functions**

Attends Board meetings, public hearings and work sessions for the purpose of recording minutes; coordinating materials distribution and/or supporting the needs of attendees.

Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrators.

Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, legislative day,

emails, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, Board policy revisions, legal contracts, document retention, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a variety of activities on behalf of the assigned administrator (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.

Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

Procures supplies and equipment for the purpose of maintaining availability of required items.

Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.

Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.

Supports Superintendent and School Board for the purpose of providing assistance with their functions and responsibilities.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Supervisor of Transportation:**

### **Purpose Statement**

The purpose of the Transportation Supervisor is to: (1) serve as a liaison between administrators, teachers, parents, patrons, and the district's transportation provider; (2) develop and manage the annual district transportation budget, including state revenue and expenditures; (3) assist the district's transportation provider with the development and implementation of school bus routes; and (4) provide first level support for all student transportation matters.

This job reports to the Superintendent

### **Essential Functions**

#### **District Liaison/Communication**

Acts as liaison between district and transportation provider for the purpose of providing support and information to district administrators, teachers, parents, patrons.

Answers questions via phone and email from administrators, teachers, parents, and patrons for the purpose of addressing student transportation issues.

Displays an ability to handle high volume email and telephone contact with administrators, teachers, parents, and patrons for the purpose of attending to questions and issues in a timely manner.

Attends meetings, evening events, training sessions, or other activities as needed for the purpose of professional development and providing support to schools and families concerning transportation needs.

Communicates clearly and calmly for the purpose of resolving challenging situations in a professional manner using excellent customer service skills.

Develops and deploys systems that enhance the customer experience and ensures safe, reliable bus service for students.

Develops effective relationships with Missouri Department of Elementary and Secondary Education staff and implement state-level practices as described in the Transportation Administrator's Handbook.

Participates in meetings and online trainings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Regularly evaluates and formulates Board student transportation policy and parent/student handbooks for compliance with state law and best practice.

Uses excellent verbal and written communication skills consistently for the purpose of communication in a clear, concise, and professional manner.

### **Budget/Finance ( Superintendent does this with input from TS)**

Audits eligible and ineligible mileage reports provided by the transportation provider that serve as the basis of monthly invoices and district expenditures.

Deploys strategies for cost reductions, cost avoidances and revenue generation within the student transportation budget for the purpose of responsible fiscal management.

Develops and manages the annual district transportation budget, including state revenue and expenditures for the purpose of ensuring fiscally responsible operations.

Processes student transportation invoices in a timely and efficient manner for the purpose of ensuring proper fiscal reimbursement.

### **Efficient and Safe Bus Routes and Bus Stops**

Assists with establishing and monitoring bus routes, including special programs; adjusts routes as necessary during the school year; communicates all bus activities for the purpose of ensuring consistent transportation service throughout the school year.

Investigate alternative methods of student transportation for the purpose of providing service to specific populations of students.

Provides input to the district and transportation team for the purpose of ensuring safety of daily routes during inclement weather.

Provides required documentation on bus routes and eligible miles to the Board of Education and Department of Secondary and Elementary Education for the purpose of compliance with local and state regulations.

Works with transportation provider for the purpose of ensuring safe bus stops within parameters established by the Board of Education, the District, the student transportation provider, and the Director of Operations.

### **Other Functions**

Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Technology Director:**

ESSENTIAL JOB FUNCTIONS:

Oversee and coordinate the efforts of the district's technology department including technical support staff and outsourced technical support.

Prepare and manage the district technology budget.

Chair the District Technology Committee and coordinate the implementation, evaluation & revision of the district's technology plan.

Plan, direct, and coordinate internal information technology security, including technology, software, policies, application security, access control, and corporate data safeguards, and work with the district leadership to design and implement security master plan.

Coordinate with departments, administrators, teachers and staff members to plan and implement technology improvements into the schools.

Serve as the school district liaison with communication and computer vendors.

Create and administer technology user policies for students and staff per district policies and practice.

Manage the maintenance, inventory acquisition and installation of computer equipment throughout the school district.

Manage and coordinate telecommunications for the district.

#### OTHER JOB FUNCTIONS:

1. Keep current with existing and emerging technologies and upgrade skills through professional development.
2. Remain current on developments in technology and advise the Administrative Team of technology innovations in management and instructional systems.
3. Maintain District technology website.
4. Provide professional development to administrators and teachers in the area of specific technologies.
5. Maintain current knowledge on state and federal requirements in the areas of technology.
6. Serve on committees as directed.

#### **Teacher:**

##### **Essential Functions**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop schemes of work and lesson plans in line with curriculum objectives.
- Assess and record students' progress and provide grades and feedback.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.

- Update all necessary records accurately and completely as required by laws, district policies, and school regulations.
- Participate in department, school, and parent meetings.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Prepare the classroom for class activities and ensure a tidy, stimulating environment.
- Utilize various curriculum resources and integrate technology to enhance learning.
- Collaborate with other teachers, parents, and stakeholders and participate in regular meetings.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

**Requirements: Minimum Qualifications**

- Bachelor's Degree in Elementary Education or related field.
- Kansas teacher certification
- Knowledge of teaching best practices and legal educational guidelines partnered with a willingness to follow the school's policies and procedures.
- Excellent communicability and interpersonal skills.
- Well-organized and committed.
- Creative and energetic.
- Strong moral values and discipline.

**Working Conditions and Physical Effort**

- Work is normally performed in a typical interior/classroom work environment.
- No or very limited physical effort required.
- The job is performed under conditions with exposure to risk of injury and/or illness..