

COOK/BAKER

Class Code: 7241

CLASS TITLE: COOK/BAKER

BASIC FUNCTION:

Prepare, cook, bake and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

REPRESENTATIVE DUTIES:

- Prepare and bake rolls, biscuits, breads, cakes, cookies and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables and other main dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.
- Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.
- Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
- Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.
- Train and provide work direction to others.
- Record amounts of food sold and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Prepare and bake food for special events as needed; assist at banquets or special events as required.
- Assist in other food service areas as needed; collect money and make correct change.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking and serving food.
- Methods of preparing and serving food in large quantities.

COOK/BAKER

KNOWLEDGE AND ABILITIES (CONTINUED):

- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials and supplies.
- Standard kitchen equipment, utensils and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.

ABILITY TO:

- Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Lift, bend, reach and stand.
- Follow, adjust and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in cooking and baking food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food personnel as prescribed in 702 KAR 6:045.

COOK/BAKER

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

FOOD SERVICE ASSISTANT I

Class Code: 7234

CLASS TITLE: FOOD SERVICE ASSISTANT I

BASIC FUNCTION:

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS:

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Prepare food service facilities for the serving of food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures.
- Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment.
- Heat, portion and serve food to students and staff according to established procedures.
- Count money and prepare moneyboxes or cash registers with appropriate amount and denominations of change.
- Sell a variety of foods and beverages and make proper change; collect tickets and money for meals and beverages sold and make appropriate change.
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.
- Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment as necessary.
- Perform related duties as assigned.

FOOD SERVICE ASSISTANT I

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard kitchen equipment, utensils and measurements.
- Basic math and cashiering skills.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.

ABILITY TO:

- Serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Learn, apply and explain policies, procedures, rules and regulations.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ on _____.

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Employee Signature

Date

SCHOOL FOOD SERVICE DIRECTOR I

Class Code: 7466

CLASS TITLE: SCHOOL FOOD SERVICE DIRECTOR I

BASIC FUNCTION:

Oversee the functioning of a small district-wide food service program, ensuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, safety and record-keeping; select, supervise and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTIC:

School food service (SFS) Director I incumbents oversee a small (5 schools or less) district-wide food service program. SFS Director II incumbents oversee a medium (6-20 schools) district-wide food service program. SFS Director III incumbents oversee a large (more than 20 schools) district-wide food service program.

REPRESENTATIVE DUTIES:

- Oversee a district-wide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Plans the master menu(s), assuring compliance with regulations and requirements; assure nutrition and dietary balance.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Oversee the preparation of the food service program operating budget; control and limit expenditures; analyze financial and operating statements.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
- Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.

SCHOOL FOOD SERVICE DIRECTOR I

REPRESENTATIVE DUTIES (CONTINUED):

- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.
- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
- Plan, schedule and coordinate special events that utilize cafeteria facilities; compute costs of labor, supplies and food; assign personnel and order foodstuffs.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

ABILITY TO:

- Plan, coordinate and manage a district food service program.
- Assure compliance with district, state and federal requirements relating to food service.
- Plan and supervise master menu planning.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedule and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

SCHOOL FOOD SERVICE DIRECTOR I

EDUCATION AND EXPERIENCE:

Graduate of a college or university with an associate degree in Food Service Management, Food Service Administration, Nutrition Care Management, Culinary Arts, Business Administration or Business Management, including at least 12 semester hours of course work in nutrition, quantity food preparation, facilities management, computer literacy and institutional management or an associate degree in one of the above-mentioned areas and three years experience as a school cafeteria manager or manager of a commercial, military or residential food service establishment.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

Approved by the Lee County Board of Education On: _____, 20____.

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Employee Signature

Date

FAMILY RESOURCE CENTER COORDINATOR V

Class Code: 7489

CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR V

BASIC FUNCTION:

Provide leadership to coordination of a major project, program or activity routinely affecting more than one major organizational unit or department; involves difficult or complex decisions on frequently changing problems which often affect the entire District with short-term impact and sometimes long-term impact; contact outside the unit requires exercise of tact, persuasiveness and judgment to reach agreement; independence of action is stressed.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series applies to professional-level, supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction or administrative). The levels of Coordinator are distinguished by the overall impact on the district, complexity of the activity supervised, the nature of contacts outside the unit and the independence of action required. There are six levels of the series identified according to these criteria.

REPRESENTATIVE DUTIES:

- Provide leadership to coordination of a project, program or activity and evaluate staff as assigned involved in a major District activity involving complex decisions which affect the entire District.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.

FAMILY RESOURCE CENTER COORDINATOR V

KNOWLEDGE AND ABILITIES (CONTINUED):

- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

ABILITY TO:

- Provide leadership to a major District activity involving complex decisions and extensive professional outside contact and considerable independence of action.
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree and four years successful experience in area of assignment.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ on _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

COMPUTER OPERATIONS MANAGER

Class Code: 7506

CLASS TITLE: COMPUTER OPERATIONS MANAGER

BASIC FUNCTION:

Plan, organize, direct and schedule computer operations, data control and data entry; coordinate unit operations with department head in determining hardware needs and development plans to meet District objectives and needs; assist in long- and short-range planning for the information services department.

REPRESENTATIVE DUTIES:

- Plan, organize, schedule and supervise work of computer operations, data entry and data control sections; coordinate unit operations with department head in determining hardware needs and development plans to meet District objectives and needs.
- Allocate technical and operational resources to meet District and school goals.
- Assist in long- and short-range planning for the information services department; assist in determining future needs in personnel, equipment and supplies for the operations section.
- Direct the technical software environment to assure adequate and continued operational support in a mainframe environment; provide structure to assure adequate hardware and software capabilities in a production environment.
- Provide consultation in the design and implementation of new or modified systems; develop, modify and maintain procedures and controls to assure the accuracy of a variety of data.
- Prepare annual and monthly production schedules, establishing cut-off dates for input data, computer utilization schedules and report output dates; establish priorities and controls and flow of data to data entry, data control and the computer; confer with user departments to schedule special runs, to modify production schedules and resolve input/output problems.
- Prepare new jobs for production by setting up job control language job streams, moving development programs to production work space, setting up report distribution instructions, and setting up run instructions.
- Coordinate with vendor to maintain system, both hardware and software, to assure accessibility by terminal users; schedules preventive and corrective maintenance; review attempted accesses to the system to assure security.
- Plan, coordinate and schedule the use of computer facilities; prepare and maintain hardware use records and provide for maintenance and repair as required.
- Respond to emergency calls as necessary regarding computer system failures or environmental system problems.
- Order and maintain supplies used in data entry, computer operations and telecommunications.
- Prepare periodic production schedules establishing cut-off dates for input data, computer utilization schedules and report output dates.

COMPUTER OPERATIONS MANAGER

REPRESENTATIVE DUTIES (CONTINUED):

- Communicate with vendors to resolve hardware and software problems; communicate with users to assure accuracy and timeliness of data needs and to resolve hardware or software problems.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Data processing terminology and procedures related to data entry and control.
- Computer programming including testing and debugging, flow charts, job control, data set preparation and manipulation and software utilities.
- Database construction and use.
- Computer operating systems software and its relationship to applications programs.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, direct and schedule computer operations, data control and data entry.
- Coordinate unit operations with department head in determining hardware needs and development plans to meet District objectives and needs.
- Assist in long- and short-range planning for the information services department.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with administrators, instructors, students and employees.
- Learn new computer techniques and programs from documentation and oral descriptions.
- Plan and organize work.
- Work under strict time lines.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in computer science or related field and four years increasingly responsible computer operations experience.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ on _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

ACCOUNT CLERK II

Class Code: 7164

CLASS TITLE: ACCOUNT CLERK II

BASIC FUNCTION:

Perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

DISTINGUISHING CHARACTERISTICS:

Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
- Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Input financial and statistical information into an automated accounting system.
- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal.
- Perform related duties as assigned.

ACCOUNT CLERK II

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Data processing applications to accounting functions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.

ABILITY TO:

- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.
- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform statistical typing accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in maintaining automated financial and statistical records.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ on _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

SECRETARY TO THE SUPERINTENDENT

Class Code: 7761

CLASS TITLE: SECRETARY TO THE SUPERINTENDENT

BASIC FUNCTION:

Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff.

REPRESENTATIVE DUTIES:

- Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.
- Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.
- Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations or law.
- Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.
- Conduct initial interviews on the phone or in person with students, teachers and parents; answer questions, refer to appropriate staff member and schedule appointment with the Superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.
- Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.
- Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.
- Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.
- Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members.
- Attend and participate in a variety of administrative meetings.

SECRETARY TO THE SUPERINTENDENT

REPRESENTATIVE DUTIES (CONTINUED):

- Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings.
- Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Consult with District personnel and others concerning specific issues and situations.
- Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines and equipment as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and procedures utilized in an administrative office.
- District organization, operations, policies and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
- Attend Board of Education meetings and take minutes.
- Prepare minutes for meetings of the Board of Education.
- Compile and prepare agendas for management and other meetings.
- Read, interpret, explain and follow rules, regulations, policies and procedures.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and oversee the work of office staff.
- Compose effective correspondence independently.
- Operate a variety of office equipment including computer terminal.
- Establish and maintain cooperative and effective working relationships with others.
- Type at an acceptable rate of speed.

SECRETARY TO THE SUPERINTENDENT

KNOWLEDGE AND ABILITIES (CONTINUED):

- Take and transcribe dictation at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.

Approved by the Lee County Board of Education On: _____, 20_____.

Received by the employee _____ **on** _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

ATTENDANCE DATA TECHNICIAN

Class Code: 7863

CLASS TITLE: ATTENDANCE DATA TECHNICIAN

BASIC FUNCTION:

Coordinate the Dual Integrated Map Encoding (DIME) system; file corrections with Management Information Services (MIS); audit student membership; provide and maintain information; prepare maps and assist with the historical information of schools.

REPRESENTATIVE DUTIES:

- Audit student membership to verify correct school attendance by students.
- Maintain the DIME file and coordinate corrections with MIS.
- Operate computer terminal for boundary changes, population reports and student membership projections.
- Provide information to schools and parents regarding school assignments in coordination with appropriate personnel.
- Assist with maintaining historical information regarding the school boundary lines and statistical data.
- Assist with preparation and composition of charts and documents.
- Assist with map preparation of the school board districts and school attendance areas as required.
- Assist with the preparation of annual projections of student membership.
- Assist school personnel and others in the use of DIME file and map reading information.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Track and block information on census maps.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Operation of a computer terminal and data entry techniques.

ABILITY TO:

- Read track and block information and census maps.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Add, subtract, multiply and divide quickly and accurately.

ATTENDANCE DATA TECHNICIAN

KNOWLEDGE AND ABILITIES (CONTINUED):

- Maintain records and prepare reports.
- Plan and organize work.
- Operate a computer terminal to enter data, maintain records and generate reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years general clerical experience involving the use of automated systems.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

ACCOUNTING MANAGER

Class Code: 7161

CLASS TITLE: ACCOUNTING MANAGER

BASIC FUNCTION:

Plan, coordinate and supervise the daily operations of two or more accounting units such as payroll, accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in a timely and professional manner in compliance with State rules and regulations.

REPRESENTATIVE DUTIES:

- Supervise two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions; coordinate activities with the payroll function.
- Supervise accounting professional and clerical support personnel and plan and implement training for various field accounting functions and district office personnel.
- Plan and coordinate daily operations in the units supervised; plan and prepare work flow charts; approve vacation requests; establish time lines to assure timely reporting of District activities.
- Coordinate activities between accounting department and the field; respond to questions and issues from the field including attendance, budget or other accounting issues.
- Develop department budget; project and analyze future budgets; advise department heads and principals on budget transfers and approve budget transfers; maintain budget records.
- Review accounting methods and procedures; recommend changes to accounting systems, automated or manual, and implement change as directed.
- Prepare a variety of accounting, attendance and other reports and maintain a variety of complex records; assess requirements for reports and assign sections for preparation to staff; prepare graphics and charts as necessary.
- Represent the Department in a variety of monthly committee meetings; represent the District to regional or State meetings as assigned regarding account resolutions or procedural issues.
- Regulate compliance with State requirements and other related directives for accounting functions; check daily input and output of accounting data to assure accuracy; coordinate activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles; reconcile general ledger accounts to assure accuracy.
- Prepare and present in-service workshop on the attendance and finance matters for District employees.
- Perform related duties as assigned.

ACCOUNTING MANAGER

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of accounting including auditing, budgeting and computerized accounting reports.
- Principles and practices of supervision and training.
- Generally Accepted Accounting Principles applicable to educational accounting.
- Record-keeping techniques.
- Oral and written communication skills.
- Principles and procedures of State requirements and other applicable regulations.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Technical aspects of field of specialty.

ABILITY TO:

- Perform professional level accounting including statistical and financial analysis auditing.
- Communicate effectively both orally and in writing.
- Maintain records, prepare reports and prepare clear and concise financial and accounting analysis reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Train, supervise and evaluate personnel.
- Meet schedules and time lines.
- Plan and organize work.
- Assign and review the work of others.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level course work in accounting, finance, or business administration and three years increasingly responsible professional accounting experience including one year experience in a lead or supervisory capacity.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

ACCOUNT CLERK III

Class Code: 7163

CLASS TITLE: ACCOUNT CLERK III

BASIC FUNCTION:

Perform complex and advanced clerical accounting duties related to the preparation of such matters as financial statements or District payroll; assign, review and lead the work of other account clerks as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised. Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions.

REPRESENTATIVE DUTIES:

- Perform complex and advanced-level clerical accounting duties in support of District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.
- Process payroll and related records for an assigned major payroll; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances, usage and payoffs; distribute related lists and notices as needed.
- Assign, review and lead the work of other account clerks as assigned; answer and provide assistance with more technical questions and procedures.
- Respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information; answer phones.
- Perform financial record keeping for District food service operations; maintain computerized records of accounts receivable, payable and cash sales.
- Provide work direction, guidance and training to other accounting clerical personnel as assigned.
- Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; prepare and issue warrants as needed.
- Prepare and maintain a variety of files, records, documents and lists relating to food service, certificated and classified payroll or other assigned area; prepare special reports as assigned.

ACCOUNT CLERK III

REPRESENTATIVE DUTIES (CONTINUED):

- Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
- Calculate and prepare annual salary and benefit projections for current-year cost projections; provide salary and benefit data in the budget development process.
- Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
- Process the payroll-related sections of various employment verification forms; verify employment by phone in accordance with related laws and District policies and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Advanced clerical accounting principles and techniques involved in financial record keeping, monitoring and control.
- Preparation, maintenance, verification and processing of payroll records.
- Estimating, projecting and extending financial and statistical data.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.
- Basic math.
- Principles of training and providing work direction.

ABILITY TO:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Prepare, verify, process and control an assigned major payroll.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.

ACCOUNT CLERK III

ABILITY TO (CONTINUED):

- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems.

Approved by the Lee County Board of Education On: _____, 20_____.

Received by the employee _____ **on** _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

SCHOOL SECRETARY I - ELEMENTARY

Class Code: 7775

CLASS TITLE: SCHOOL SECRETARY I - ELEMENTARY

BASIC FUNCTION:

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in routine administrative tasks and coordinate school office activities; perform public relations and communications services for the Principal.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - Elementary incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Elementary incumbents perform a variety of clerical and secretarial duties in a large elementary school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate a variety of office activities to assist the Principal with administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities.
- Serve as secretary to the Principal; compose routine correspondence independently; prepare, type and distribute communications and minutes of meetings; schedule appointments and meetings as requested; receive, open and route mail.
- Train and provide work direction to clerical personnel and student workers as assigned; monitor workflow and adjust duties to complete assignments in a timely manner as assigned.
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and serve as a coordinator of events.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
- Administer first aid to ill and injured students; contact the nurse, parents or public safety agencies as appropriate.
- Register, release or transfer students; complete enrollment information and database.
- Operate a variety of business equipment including typewriter, calculator, copiers, computer equipment and other school office machines.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Provide clerical assistance to faculty and staff as needed.
- Orient new and substitute teachers; provide directions, keys and instructional materials.
- Perform related duties as assigned.

SCHOOL SECRETARY I

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic first aid techniques.
- Operation of standard office machines including computer equipment.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.
- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Administer first aid to ill or injured students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

SCHOOL SECRETARY I

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

ADMINISTRATIVE SECRETARY II

Class Code: 7765

CLASS TITLE: ADMINISTRATIVE SECRETARY II

BASIC FUNCTION:

Perform a wide variety of specialized and responsible secretarial and administrative support duties for a high-level administrator; organize and coordinate office activities and communications to assist with assigned functional areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

Administrative Secretary II incumbents perform specialized and responsible secretarial and administrative support duties for a high-level Cabinet administrator. Administrative Secretary I incumbents perform specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator.

REPRESENTATIVE DUTIES:

- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to a Deputy Superintendent or other high-level Cabinet administrator; interpret and apply rules and regulations as appropriate; perform duties to assist with administrative detail as appropriate.
- Coordinate communication between the Deputy Superintendent and District administrators, personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Schedule meetings, conferences and appointments for the Deputy Superintendent; maintain the Deputy's calendar; arrange travel accommodations as necessary.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.
- Coordinate and compile Board Agenda materials.

ADMINISTRATIVE SECRETARY II

REPRESENTATIVE DUTIES (CONTINUED):

- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
- Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions.
- Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.
- Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.
- Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

ABILITY TO:

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.

ADMINISTRATIVE SECRETARY II

KNOWLEDGE AND ABILITIES (CONTINUED):

- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Operate a variety of office equipment including computer terminals, calculator, typewriter, copiers and dictation equipment.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible secretarial experience involving the use of word processing and record-keeping software.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification require the ability to take and transcribe dictation.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

SCHOOL SECRETARY I - MIDDLE

Class Code: 7774

CLASS TITLE: SCHOOL SECRETARY I - MIDDLE

BASIC FUNCTION:

Perform a wide variety of secretarial and clerical duties to assist the Principal of a small to medium-sized middle school with routine administrative tasks and coordinate school office activities; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - Middle School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - Middle School incumbents perform a variety of clerical and secretarial duties in a large middle school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Coordinate office activities and communications with school activities, events and time lines and assist the Principal with routine administrative matters.
- Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and bulletins as directed.
- Coordinate the Principal's office, acting as receptionist, and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
- Train and provide work direction to clerical personnel, students and others as assigned.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data.
- Collect and account for money collected in conjunction with student body funds, lost or damaged books and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.

SCHOOL SECRETARY I - MIDDLE

REPRESENTATIVE DUTIES (CONTINUED):

- Process the certificated and classified payroll including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.
- Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
- Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.
- Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
- Utilize a mimeograph machine for forms, certificates, passes, slips and a variety of other items.
- Perform First Aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Letter and report writing skills.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- First Aid practices.

ABILITY TO:

- Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
- Learn, interpret, apply and explain school and District policies, rules and objectives.
- Understand and perform duties within scope of authority.

SCHOOL SECRETARY I - MIDDLE

KNOWLEDGE AND ABILITIES (CONTINUED):

- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand and interpret rules and written direction and apply to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Operate a variety of office machines including computer equipment.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of varied and increasingly responsible clerical or secretarial experience.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT I

Class Code: 7320

CLASS TITLE: INSTRUCTIONAL ASSISTANT I

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individual or small groups; monitors and report student progress.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting. Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.

INSTRUCTIONAL ASSISTANT I

REPRESENTATIVE DUTIES (CONTINUED):

- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students' behavior according to approved policies and procedures.
- Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and some experience in working with children in an organized setting.

INSTRUCTIONAL ASSISTANT I

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

SCHOOL SECRETARY I - HIGH SCHOOL

Class Code: 7773

CLASS TITLE: SCHOOL SECRETARY I - HIGH SCHOOL

BASIC FUNCTION:

Organize, coordinate, schedule and perform office functions at a comprehensive high school; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

DISTINGUISHING CHARACTERISTICS:

School Secretary I - High School incumbents perform a variety of clerical and secretarial duties in a small to medium-sized school. School Secretary II - High School incumbents perform a variety of clerical and secretarial duties in a large high school with a larger number of faculty, student body enrollment and educational programs.

REPRESENTATIVE DUTIES:

- Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a small to medium-sized high school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.
- Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
- Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information as appropriate.
- Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials.
- Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.

SCHOOL SECRETARY I - HIGH SCHOOL

REPRESENTATIVE DUTIES (CONTINUED):

- Initiate budget preparation; work with Department Chairpersons in preparing individual budgets to meet needs; prepare forms and assist the Principal in preparing and monitoring budget.
- Process purchase orders; assist Department Chairpersons with adjustments and with making transfers; review computer printout and balance accounts to assure accuracy.
- Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations.
- Maintain daily teacher attendance log and records of substitute teachers.
- Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route mail.
- Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; maintain budget; work with and assist personnel assigned to the event.
- Train and provide work direction to clerical personnel, student assistants and others as assigned.
- Operate a variety of business and office machines including typewriter, calculator, computer, copiers, and communications equipment.
- Order a wide variety of equipment, materials, supplies and special items requested by faculty; assure receipt and proper distribution.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Budget preparation and control.
- Operation of standard office machines.

SCHOOL SECRETARY I - HIGH SCHOOL

KNOWLEDGE AND ABILITIES (CONTINUED):

- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Letter and report writing skills.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.
- Perform public relations and communications services for the Principal.
- Maintain accurate financial and statistical records.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type at an acceptable rate of speed.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including typewriter, calculator and copiers.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records, verify data and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

SCHOOL SECRETARY I - HIGH SCHOOL

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

SCHOOL NURSE

Class Code: 7263

CLASS TITLE: SCHOOL NURSE

BASIC FUNCTION:

Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

REPRESENTATIVE DUTIES:

- Administer first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems; provide CPR and first aid to school employees as needed.
- Conduct height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.
- Refer students to appropriate personnel, resources or clinics and follow-up as necessary.
- Maintain health records and medical logs; update immunization and student records as needed; prepare and submit periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.
- Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines.
- Communicate with various community health agencies and civic organization to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
- Conduct training for students, parents and school staff as required.
- Provide information and make recommendations to principals, substitutes, teachers and parents regarding health issues of students and school health program needs, develop programs to meet school health needs.
- Make home visits as required; authorize re-admission to school.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
- Participate in screening for health defects and sanitary conditions in schools.
- Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
- Perform related duties as assigned.

SCHOOL NURSE

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Contagious diseases.

ABILITY TO:

- Administer first aid according to established procedures.
- Conduct variety of health screenings.
- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation as a Licensed Practical Nurse or Registered Nurse and one year comprehensive nursing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

MICROCOMPUTER SPECIALIST

Class Code: 7534

CLASS TITLE: MICROCOMPUTER SPECIALIST

BASIC FUNCTION:

Install microcomputer hardware and software; train users in functions and operations of microcomputers; provide continuing on-site and telephone support for users.

REPRESENTATIVE DUTIES:

- Provide on-site and telephone support for users of microcomputer hardware and software.
- Install microcomputer hardware systems and software including upgrades and enhancements.
- Conduct training for use of microcomputer hardware and software with individuals, small groups and classrooms.
- Conduct problem-solving research.
- Coordinate and conduct user group meetings; record and distribute meeting minutes.
- Test new software programs and update existing programs prior to installation.
- Evaluate needs of user departments and recommend hardware and software solutions.
- Maintain password security for authorized access to computers and local area networks.
- Maintain data base files of users and hardware and software inventory.
- Maintain secure backup of master software files; maintain periodic backup of user software and data.
- Maintain standard District-wide master files.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of microcomputers and related peripheral computer equipment.
- Operation of numerous software applications related to District projects and activities.
- Installation of computer hardware, peripherals and software.
- Proper methods of storing equipment, materials and supplies.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.

MICROCOMPUTER SPECIALIST

KNOWLEDGE AND ABILITIES (CONTINUED):

- Technical aspects of field of specialty.
- Public speaking techniques.
- Oral and written communication skills.

ABILITY TO:

- Install microcomputer hardware and software.
- Plan, develop and coordinate training programs in the use of microcomputers, scanners, printers and other peripheral equipment.
- Develop and present training programs for operation of computer hardware and software applications.
- Provide assistance and technical knowledge of various software applications.
- Develop and present training programs.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law supplemented by course work in microcomputers and software applications and three years increasingly responsible microcomputer and software operations and installation experience.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

BUS DRIVER

Class Code: 7941

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, State and federal policies, procedures and guidelines.
- Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus to bus and bus to base communication.

BUS DRIVER

REPRESENTATIVE DUTIES (CONTINUED):

- Perform first aid according to established guidelines and procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices.
- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
- First aid practices.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.

BUS DRIVER

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

PREVENTIVE MAINTENANCE TECHNICIAN-HVAC

Class Code: 7437

CLASS TITLE: PREVENTIVE MAINTENANCE TECHNICIAN-HVAC

BASIC FUNCTION:

Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.

REPRESENTATIVE DUTIES:

- Perform preventive maintenance to HVAC and refrigeration equipment; clean and adjust pilots.
- Inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
- Perform preventive maintenance and drive mechanisms to roll filters.
- Lubricate, service and clean exhaust fans.
- Operate a variety of hand and power tools, welders and test equipment utilized in the trade.
- Prepare and maintain routine records related to work performed.
- Rebuild, replace or repair bearings, valves, controls, gaskets and other equipment as necessary.
- Diagnose mechanical and electrical problems; repair or replace defective parts in units, equipment and controls.
- Purge and charge gas coolant to new and old refrigeration and air conditioning installations; test for gas leaks and repair as needed.
- Perform skilled electrical maintenance work in the repair, installation and alteration of electrical equipment and wiring systems as needed.
- Assist other skilled maintenance personnel in cooperative assignments as needed.
- Complete and maintain accurate work orders, including labor and materials used.
- Perform related duties as assigned.

PREVENTIVE MAINTENANCE TECHNICIAN-HVAC

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard practices of the HVAC and refrigeration trade.
- Theory of HVAC and refrigeration systems.
- Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
- Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC and refrigeration.
- Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
- Welding and soldering techniques.
- Health and safety regulations.

ABILITY TO:

- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
- Read and work from blueprints, shop drawings and sketches.
- Diagram defects.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible journey-level experience in the HVAC and refrigeration trade.

PREVENTIVE MAINTENANCE TECHNICIAN-HVAC

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Approved by the Lee County Board of Education On: _____, 20_____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

CUSTODIAN

Class Code: 7609

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot clean and shampoo carpets; glue and perform carpet stretching and repairs as assigned.
- Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; monitor gym events to assure orderly behavior and to protect the building from damage; clean tables, chairs and floors after lunch periods as assigned.
- Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows.
- Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
- Wash windows and walls; clean chalkboards, trays and erasers and empty pencil sharpeners; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
- Clean venetian blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed.
- Order supplies according to established guidelines and procedures.
- Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards.
- Pack, unpack, load, receive and store books, supplies, materials and other items.

CUSTODIAN

REPRESENTATIVE DUTIES (CONTINUED):

- Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
- Shovel, plow and sand walk and steps as directed.
- Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues.
- Participate in major summer cleaning projects as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.

ABILITY TO:

- Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials, equipment and methods according to pre-determined standards.
- Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Learn appropriate safety precautions and procedures.
- Maintain tools and equipment signed in clean working order and provide proper security.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively with others.
- Inspect and assure the security of facilities during assigned shift.
- Communicate effectively both orally and in writing.
- Walk, bend, lift, push and stand for extended periods of time.

CUSTODIAN

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

VEHICLE MAINTENANCE ASSISTANT

Class Code: 7913

CLASS TITLE: VEHICLE MAINTENANCE ASSISTANT

BASIC FUNCTION:

Perform unskilled to semi-skilled maintenance, preventative maintenance and general repairs to District vehicles as assigned as needed.

REPRESENTATIVE DUTIES:

- Perform basic vehicle maintenance duties for District vehicles as directed; assist with transmission service, pack wheel bearings, change oil, filters and tires as necessary.
- Repair and replace wheels, tires, hubs and rims.
- Assist with storing repair parts, supplies, tools, equipment and materials.
- Process work orders for parts used on District vehicles as assigned.
- Assure quality and completion of work assigned.
- Attend required training classes and seminars.
- Assist in starting vehicles.
- Assure proper use of tools, equipment, standard maintenance and safety practices.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic mechanical repairs required to maintain District vehicles in proper operating condition.
- Maintenance and operation hazards of District vehicles and safety precautions for related vehicles.
- Record-keeping techniques.
- Oral and written communication skills.
- Health and safety regulations.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.

ABILITY TO:

- Understand and follow oral and written directions.

VEHICLE MAINTENANCE ASSISTANT

ABILITY TO (CONTINUED):

- Work cooperatively with others.
- Maintain routine records.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.
- Operate, service and make minor repairs on equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year general vehicle servicing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

CLERK

Class Code: 7784

CLASS TITLE: CLERK

BASIC FUNCTION:

Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.

REPRESENTATIVE DUTIES:

- Operate various office equipment to perform duties, such as a copy machine.
- Prepare letters, memoranda, bulletins, reports, schedules, lists, forms or other materials as assigned.
- Perform other clerical duties for the assigned supervisor and other staff members as directed.
- Maintain a variety of logs, records and files related to assigned office.
- Distribute various forms and provide information and assistance to students, parents, the public and staff regarding their completion in an accurate and timely manner.
- Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed.
- Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments and meetings; maintain various schedules and calendars.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

CLERK

ABILITY TO:

- Perform a variety of clerical duties involving filing and maintaining records or reports in support of a school or District function.
- Understand and follow oral and written directions.
- Operate office equipment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

LEAD MAINTENANCE WORKER

Class Code: 7446

CLASS TITLE: LEAD MAINTENANCE WORKER

BASIC FUNCTION:

Schedule and lead the work of a maintenance crew; perform semi-skilled to skilled work in one or more of the maintenance trades.

REPRESENTATIVE DUTIES:

- Lead, plan, assign, inspect and participate in maintenance and repair work of school facilities; train assigned employees.
- Coordinate and direct the work of skilled and semi-skilled trades people in one or more craft areas; distribute parts and materials as needed; order parts and materials.
- Inspect work in progress to see that proper maintenance methods are being followed and standards maintained; assure safety of the workers and safety precautions are observed in and around the work site.
- Implement work schedules and inspect completed work; renew work orders for time and material requirements.
- Respond to emergency call-ins as required.
- Perform skilled work in a variety of maintenance trades as needed.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment, methods and materials used in unskilled to semi-skilled maintenance in at least one of the building maintenance and construction trades.
- Operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Basic record-keeping techniques.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Basic shop math.

LEAD MAINTENANCE WORKER

ABILITY TO:

- Perform semi-skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
- Operate basic maintenance tools and equipment.
- Assist skilled personnel in the maintenance and repair of buildings and facilities.
- Use common cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.
- Plan and lead the work of a maintenance crew, and perform semi-skilled work in one or more of the maintenance trades.
- Lay out, schedule and oversee a diversified maintenance work program.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience assisting in one or more of the building trades.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

VEHICLE MECHANIC II

Class Code: 7915

CLASS TITLE: VEHICLE MECHANIC II

BASIC FUNCTION:

Perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment; perform body repairs, gas or diesel engine overhauls, transmission overhauls and electrical systems repairs as needed.

DISTINGUISHING CHARACTERISTICS:

Vehicle Mechanic II incumbents independently perform body repairs, gas or diesel engine overhauls and repairs and repair and overhaul electrical systems and transmission overhauls. Vehicle Mechanic I incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance.

REPRESENTATIVE DUTIES:

- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; tune engines including injectors and generators; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Perform major mechanical repairs; overhaul transmissions, differentials and universal joints; repair, adjust and line brakes; rebuild and replace air and hydraulic brake system components; perform front-end alignment and repair.
- Perform mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform to established standards for passenger vehicles; complete related maintenance records.
- Inspect and diagnose mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Read and interpret schematics and diagrams; diagnose and repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.

VEHICLE MECHANIC II

REPRESENTATIVE DUTIES (CONTINUED):

- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
- Conduct periodical mechanical safety checks on buses as mandated by law; test vehicles for compliance with exhaust emissions standards.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Process work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
- Maintain work area, equipment and tools in a safe, clean and orderly condition.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of gasoline and diesel-powered internal combustion engines.
- Methods, tools, equipment and materials used in diagnosis, repair and maintenance of motorized equipment.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.

ABILITY TO:

- Perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment.
- Analyze combustible engine failure by using electronic test equipment.
- Pass required certification, comprehension and aptitude exams.
- Diagnose and repair mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- Make major and minor repairs.
- Read and use mechanical diagrams, repair manuals and parts catalogues.
- Maintain routine records.
- Plan and organize work.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Observe legal and defensive driving practices.

VEHICLE MECHANIC II

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky commercial driver's license; course work toward ASE Certification.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

BUS MONITOR

Class Code: 7942

CLASS TITLE: BUS MONITOR

BASIC FUNCTION:

Assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

REPRESENTATIVE DUTIES:

- Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintain current knowledge of Emergency Evacuation procedures.
- Assist handicapped children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Attend in-service meetings and training courses as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe practices concerning school bus transportation.
- Basic record-keeping techniques.
- Applicable sections of the KAR and other applicable laws.
- Health and safety regulations.

BUS MONITOR

ABILITY TO:

- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ **On** _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

LUNCHROOM MONITOR

Class Code: 7213

7213

CLASS TITLE: LUNCHROOM MONITOR

BASIC FUNCTION:

Monitor students and assure proper conduct in the lunchroom; maintain cleanliness of food service facilities.

REPRESENTATIVE DUTIES:

- Monitor students and assure proper conduct in the lunchroom.
- Organize students into orderly lines for the purchase of food.
- Organize students for orderly disposal of food waste, trays and utensils.
- Report physical confrontations or incidences to appropriate personnel as needed; resolve minor problems as needed.
- Maintain cleanliness of food service facilities; arrange furniture as required.
- Receive and respond to suggestions for improvement of food service student activities.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic food service operations.
- Proper student conduct and discipline.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Supervise students and assure proper conduct in the lunchroom.
- Maintain cleanliness of food service facilities.
- Learn District policies and procedures related to assigned activities.
- Work cooperatively with others.
- Arrange furniture.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LUNCHROOM MONITOR

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

MAINTENANCE WORKER I

Class Code: 7448

CLASS TITLE: MAINTENANCE WORKER I

BASIC FUNCTION:

Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; assist journey-level trades personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I incumbents perform routine and unskilled to semi-skilled maintenance and repair to buildings and equipment, assist maintenance personnel with maintenance projects and work alone on less difficult projects or assignments. Maintenance Worker II incumbents perform a majority of duties at the semi-skilled to skilled level in one or more of the building maintenance trades, use independent judgment in making decisions based on training, knowledge and experience and assist Maintenance Technicians with complex and major work projects.

REPRESENTATIVE DUTIES:

- Assist in performing unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating and air conditioning.
- Assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.
- Assist locksmith to install, adjust, repair and replace locks and door hardware; inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.
- Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.
- Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.

MAINTENANCE WORKER I

REPRESENTATIVE DUTIES (CONTINUED):

- Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls.
- Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators and other small appliances.
- Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
- Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair and construction with brick and block.
- Strip, wax and buff floors; wash windows; clean carpeted areas; sweep and wash sidewalks and classrooms; dust rooms and furniture and perform a variety of related custodial duties.
- Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.
- Operate a wide variety of tools and equipment including motor vehicles, forklift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.
- Assist with other duties such as tree removal, assembling and moving furniture and setting up chairs for events on and off campus.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment, methods and materials used in semi-skilled to skilled maintenance in at least one of the building maintenance and construction trades.
- Operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Basic record-keeping techniques.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.

ABILITY TO:

- Perform semi-skilled to skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
- Operate basic maintenance tools and equipment.

MAINTENANCE WORKER I

KNOWLEDGE AND ABILITIES (CONTINUED):

- Assist skilled personnel in the maintenance and repair of buildings and facilities.
- Use common cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year building and mechanical maintenance or operations experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class are required to possess a valid Kentucky driver's license.

Approved by the Lee County Board of Education On: _____, 20_____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date

JOB DESCRIPTION

MANAGER OF TRANSPORTATION VEHICLES MAINTENANCE

CLASS CODE: L90914

CLASS TITLE: MANAGER OF TRANSPORTATION VEHICLES MAINTENANCE

BASIC FUNCTION:

Directs and supervises the maintenance and repair of School Bus Fleet and support vehicles owned and operated by the Lee County Public Schools.

REPRESENTATIVE DUTIES:

- Supervise the vehicle maintenance and repair program at the Lee County School Bus Garage
- Assist the Transportation Director in bid preparation for parts and supplies.
- Advise the Director on the acquisition of needed facilities, equipment and tools necessary for the proper maintenance of board-owned vehicles.
- Cooperate with the State Department of Education in maintaining school bus specifications and see that all vehicles meet state regulations.
- Assist the Director in determining vehicle replacement.
- Remains abreast of trends and technical changes as they develop in the automotive industry.
- Stay abreast of current parts and supply prices, availability and an awareness of economical purchasing.
- Work with Vehicle Mechanic II to see that good vehicle maintenance records are kept and vehicles are maintained in safe operation condition.
- Assist the Transportation Director in planning and scheduling training sessions to keep mechanic informed and trained in the repair of school buses and other support vehicles and equipment.
- Develop and maintain a perpetual and annual inventory of vehicles, equipment, radios, video cameras, computers, printers, and other special purpose equipment.
- Schedule and perform required monthly school bus inspections and submit required reports.
- Perform other duties as assigned by the Director of Transportation.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic mechanical repairs required to maintain District vehicles in proper operating condition.

MANAGER OF TRANSPORTATION VEHICLES MAINTENANCE

KNOWLEDGE OF CONTINUED:

- Maintenance and operation hazards of District vehicles and safety precautions for related vehicles.
- Record-keeping techniques.
- Oral and written communication skills.
- Health and safety regulations.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.

ABILITY TO:

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Maintain routine records.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.
- Operate, service and make minor repairs on equipment.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and evidence of specialized training related to truck or automotive maintenance and business management.

MANAGER OF TRANSPORTATION VEHICLES MAINTENANCE

LICENSES AND OTHER REQUIREMENTS:

Preference given to evidence of experience that demonstrates the potential for success and planning, organizing, and supervising the total vehicle maintenance program.

Valid Kentucky driver's license; must also have a Commercial Drivers License (CDL) with school bus endorsement.

Approved by the Lee County Board of Education On: _____, 20____.

Received by the employee _____ On _____.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Employee Signature

Date