

Accounts Payable Specialist

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work processing and entering accounts payable and receivable data for the department and staff, creating and maintaining applicable records, reports or data files, taking and responding to stakeholder inquiries, maintaining school board records and reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Business Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Processes accounts payable (AP) and receivable (AR) data.
- Completes AP and AR for activity accounts.
- Receives and responds to in person, telephone or email inquiries or data requests from stakeholder groups.
- Serves as the contact manager of online programs and software for purchasing cards, online payments or applitrack.
- Develops and distributes the district calendar; updates the website.
- Acts as the school board and election clerk.
- Acts as a notary public.

Knowledge, Skills and Abilities

Thorough knowledge of accounting terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing systems; thorough skill in the use of a variety of office machines and computer equipment; ability to understand and follow oral and written directions; ability to follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and moderate experience working in accounts receivable or payable, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, speaking or hearing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

- Notary public within six (6) months of hire.
- Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/12

Activities Director/Junior High Dean

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional work coordinating the disciplinary processes at the junior high, collaborating with district stakeholders, organizing and administering the district activities budget, staffing and programming, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Monitors the discipline and academic process for students.
- Communicates with parents with students involved in the academic process.
- Leads and facilitates stakeholder group meetings.
- Acts as the civil rights officer for the district.
- Supervises and coordinates activities programs.
- Schedules workers for activities and assignments; hires and terminates coaches.
- Supervises contests.
- Acts as a liaison for activities stakeholder groups.
- Promotes activities available through the district.
- Develops and administers the department budget.
- Orders supplies and equipment for the department.
- Oversees activity accounts; collects activities fees and insurance forms or waivers.
- Coordinates the end of year awards programs.

Knowledge, Skills and Abilities

Thorough knowledge of school administration principles, practices and procedures; thorough knowledge of the general laws and administrative policies governing student service programs; thorough knowledge of athletic programs and related rules and regulations; thorough knowledge of the principles and practices of planning, programming and operations; ability to develop and present ideas effectively, both orally and in written form; ability to plan and supervise the work of others; ability to operate standard office equipment and related hardware and software; ability to interpret programming guidelines and to implement into daily business operations; ability to write and coordinate the facilitation of a budget; ability to operate standard sporting and activities equipment and tools; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates and students.

Education and Experience

Master's degree in education administration, sports management, or related field and considerable experience working as an activities director or administrator with some prior head coaching experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, sitting, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word;

hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Administrative Assistant

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work for department, building staff and operations, coordinating the collection and assembly of data and information for the department or building, performing administrative duties, and related work as apparent or assigned. Work is performed under the limited supervision of the department director and Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as the office receptionist.

Performs basic administrative support tasks including answering phones, screening and forwarding calls and mail, addressing inquiries, processing invoices, scheduling appointments and meetings, typing and taking dictation, gathering information and entering information, preparing reports, creating and maintaining electronic and paper files, ordering and maintaining supplies and completing data entry.

Manages records and reports related to department objectives using existing procedures or devising new methods as necessary.

Edits, coordinates and prepares reports, speeches or other printed materials according to well established standards or readily available sources.

Develops and revises work procedures, methods and necessary forms.

May be assigned specific tasks related to department or building function.

Knowledge, Skills and Abilities

General knowledge of office management techniques and equipment; general knowledge of business English, spelling and arithmetic; comprehensive skill organizing work flow and coordinating activities; general skill operating standard office equipment and related hardware and software; general skill operating standard accounting software; ability to analyze and interpret policies and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to communicate effectively, both orally and in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with staff and the general public.

Education and Experience

High school diploma or GED and moderate experience working in an administrative support role, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.

Building and Grounds Director

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work directing, planning, implementing and supervising facilities construction, maintenance and support services including building, grounds and facilities maintenance, purchasing and contracted services, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Hires, trains, supervises, evaluates and directs custodial personnel; assigns tasks based on daily needs of facility users.

Performs cleaning, repair and or preventative maintenance work; troubleshoots and analyzes building system failures; remodels buildings for reuse or repurposed space.

Maintains the inventory listing of parts and supplies.

Creates and maintains records of service.

Prepares and administers the department budget, long range maintenance program and capital budget.

Works with outside contractors to complete service needs outside staff capabilities.

Reviews and approves department invoices.

Evaluates costs of service or materials.

Sets up and maintains sporting fields and equipment.

Acts as the district safety and health coordinator.

Informs the Superintendent of major events or charges related to the department.

Knowledge, Skills and Abilities

Comprehensive knowledge of the practices, procedures and regulations relating to facilities maintenance and construction; thorough knowledge of engineering, architecture, building and construction progressions; thorough knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of health and safety compliance issues and overseeing implementation of the district health and safety compliance plans; ability to operate standard office equipment and related hardware and software; ability to develop and present ideas effectively, orally and in written form; ability to plan, schedule and supervise the work of subordinates; ability to develop and administer a budget; ability to establish and maintain effective working relationships with staff, contractors and the general public.

Education and Experience

Associates/Technical degree with coursework in in a major trade, or related field and extensive experience working in building and grounds with some supervisory responsibility, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work frequently using hands to finger, handle or feel and occasionally requires standing, walking, sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small

defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensed in a major trade.

Second class C boilers license.

First class C boilers license preferred.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Business Manager

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning and implementing budget, finance, purchasing, payroll, accounts payable and receivable and related programs, overseeing budgetary and financial records and file preparation and maintenance, preparing and submitting various records, reports or presentations related to district financial data, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Departmental supervision is exercised over all personnel in the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages, develops and maintains the district's annual operating budget.

Manages and maintains UFARS revenue and expenditure codes and financial reporting.

Oversees the district's business operations including requested or required financial reporting, payroll, AP/AR and cash flow analysis.

Prepares for and completes the financial audit.

Manages the food service and educational benefits programs.

Develops and coordinates the levy.

Coordinates, prepares and administers state and federal grant programs.

Directs financial planning activities including short and long term forecasting.

Implements and monitors internal operational control procedures.

Facilitates and plans board finance meetings.

Knowledge, Skills and Abilities

Comprehensive knowledge of school administration and finance principles, practices and procedures; comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; thorough skill operating standard office equipment and related hardware and software; thorough skill operating standard accounting software; thorough skill operating standard human resources and personnel data systems; ability to supervise staff; ability to develop and present ideas effectively, orally and in written form; ability to generate reports from a variety of data sources; ability to establish and maintain effective working relationships with staff, elected officials and the general public.

Education and Experience

Bachelor's degree in accounting, or related field and considerable experience working in governmental accounting with some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Chemical Health Specialist

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative and human support work facilitating meetings related to student mental or chemical health, social or emotional needs within the district, providing resources to the community, staff, students and families, working with the student support teams, acting as a liaison with other service providers to provide continuum of care to students, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Facilitates regularly scheduled or crisis meetings with students to assess and work through mental health, chemical health, social and/or emotional concerns.

Facilitates group mediations and family meetings.

Acts as a liaison between parents, teachers and other care staff; takes and responds to immediate or ongoing information requests related to student progress.

Provides case consultation related to student concerns.

Attends various meetings as a representative of the department.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of counseling and crisis mediation; general knowledge of community agencies available to serve and assist students; general knowledge of district policies; general knowledge of casework methods and procedures; ability to operate standard office equipment and related hardware and software; ability to conduct meetings and sessions effectively and to analyze attitudes and problems objectively; ability to counsel students and parents on sensitive problems and to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain related records, files and reports; ability to establish and maintain effective relationships with students, care teams, parents and staff.

Education and Experience

Bachelor's degree with coursework in human services, or related field, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensure in degree program preferred.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Community Education Director

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, organizing and supervising community education facilities, activities, programs, staff and events, enforcing rules, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all personnel in the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assigns, directs and reviews department staff work; handles hiring, transferring, suspending, disciplining, and terminating department staff; evaluates staff performance; coaches and/or counsels staff.

Creates, oversees and maintains department budget.

Manages community education facilities and programs outside the school day including decision making, policy interpretations and other issues.

Participates on various community committees.

Approves payroll information, bills, etc.

Attends various meetings, seminars, conferences, etc.

Acts as a liaison between different stakeholder groups.

Knowledge, Skills and Abilities

Thorough knowledge of a community education department operations; thorough knowledge of the program areas in community; thorough knowledge in creating and monitoring a department budget; thorough knowledge of state and federal funding for community education; thorough knowledge of community programs and related rules and regulations; thorough knowledge of the principles and practices of facility planning, programming and operations; ability to maintain order in a public facility; ability to operate standard office equipment and related hardware and software; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with participants, associates and the general public.

Education and Experience

Bachelor's degree with coursework in recreation programming, education, or related field and considerable experience working in community education with some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensed community education director.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Counselor

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work advising, assisting and counseling students, helping them successfully complete high school and preparing them for life after graduation, and related work as apparent or assigned. Work is performed under the general direction of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to individual student needs with counseling, consultation and referral services.

Counsels students individually and in groups for specifically identified needs as endorsed by recognized guidance curriculum.

Assist the Principal in setting teacher schedules in response to student needs and desires; consults with teachers to help them become more effective in dealing with student needs.

Monitors student academic progress and communicates with parents and other stakeholders on current achievements.

Coordinates and administers various testing programs; interprets test results for students, parents and administrators. Initiates, assembles and maintains accurate cumulative records and transcripts for students and protects their confidentiality.

Helps students develop skills in career decision-making including analyzing relationships between their own interests, abilities, values and the working world.

Works with students to develop a plan for their post-secondary education by looking at their intended majors and school preferences and provides students with information on financing their intended program.

Communicates guidance department plans to students, staff, families and the community; meets with administrators to discuss school policies and plans.

Knowledge, Skills and Abilities

Thorough knowledge of school guidance counseling principles, practices and procedures; general knowledge of community agencies available to serve and assist students; general knowledge of casework methods and procedures; ability to conduct interviews and guidance sessions effectively and to analyze attitudes and problems objectively; ability to counsel students and parents on sensitive problems and to communicate ideas clearly and concisely, orally and in writing; ability to operate standard office equipment and related hardware and software; ability to interpret district, state and federal rules, regulations and guidelines; ability to establish and maintain effective relationships with students, parents, staff and administration.

Education and Experience

Master's degree in school counseling, or related field and moderate experience teaching, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensed school counselor.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Curriculum and Assessment Coordinator

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning and coordinating the execution of curriculum, coordinating testing programs and special projects, coordinating professional staff development and training, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Special Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Organizes and supervises the development of curriculum.

Directs and monitors the recommendations for adoption of textbooks.

Plans, provides assistance to and conducts new teacher in-service training; directs and executes staff development and in-service training programs.

Assigns specialists to observe and provide demonstration lessons and feedback to new and non-tenured teachers.

Meets with principal to develop and provide ideas; acts as a resource support for school improvement plans.

Serves on various committees.

Coordinates the mentor/mentee program.

Interprets state assessment requirements and guidelines.

Orders and distributes state assessments.

Sets up testing schedules.

Supports staff as they interpret test results.

Completes the state AYP plan.

Creates applicable requested or required reports.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of school administration; thorough knowledge of curriculum development and selection of appropriate instructional materials; thorough knowledge of the principles, practices and procedures of school administration; thorough knowledge of testing programs, procedures and techniques; thorough knowledge of staff development programs, techniques and procedures; ability to develop and present ideas effectively, orally and in written form; ability to operate standard office equipment and related hardware and software; ability to disseminate state testing procedures and guidelines; ability to recommend training or development opportunities; ability to establish and maintain effective working relationships with other staff, subordinates, supervisors, the School Board and general public.

Education and Experience

Master's degree with coursework in education administration, or related field and considerable experience teaching in a classroom with some experience planning curriculum and instruction, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Custodian

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate manual work in the care and cleaning of buildings and property, cleaning and maintaining school building interiors, and related work as apparent or assigned. Work is performed under the limited supervision of the Building and Grounds Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Sweeps, strips, buffs, waxes or dust mops assigned areas; cleans carpet.

Empties trash receptacles; removes trash from buildings.

Scrubs and cleans restrooms including mirrors, wash basins, urinals, toilets, commodes, etc.; replenishes tissue, towel and soap dispensers.

Dusts furniture, walls, windowsills and other woodwork; cleans windows.

Sanitizes and cleans drinking fountains.

Cleanses spills and sanitizes areas following incidents involving bodily injuries.

Cleans lockers, walls and other areas; removes graffiti. Changes light bulbs and ballasts.

Sets up and removes bleachers, chairs, etc. for various functions and/or events.

Opens and secures building.

Performs systematic cleaning of facilities. Performs snow removal activities.

Knowledge, Skills and Abilities

General knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to read; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and minimal experience cleaning, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting, frequently requires walking and repetitive motions and occasionally requires sitting, speaking or hearing, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

ECFE Parent Educator

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work teaching and facilitating parent education classes, promoting parent education concepts, and related work as apparent or assigned. Work is performed under the general direction of the ECFE Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Prepares adult lesson plans.

Co-plans with teachers.

Visits with parents.

Coordinates communication between stakeholder groups; acts as a resource for parents.

Assists with activities and programs.

Assists with preparation and clean up from programs.

Prepares snacks.

Knowledge, Skills and Abilities

Thorough knowledge of education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of community education rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to operate standard office and classroom materials, equipment and related hardware and software; ability to generate related reports and records; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Bachelor's degree with coursework in education, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms, frequently requires standing and occasionally requires walking, sitting, climbing or balancing, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/first aid within two (2) years.

Early childhood education license.

Parent educator license.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Health Assistant

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support work admitting, assessing and treating students with health needs, maintaining health information, dispensing medication to students and staff, and related work as apparent or assigned. Work is performed under the moderate supervision of the School Nurse.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Providing care for children with symptoms of illness or injury.
- Administers emergency medications; secures doctor orders for medications.
- Documents services rendered.
- Assesses immunization records to ensure completeness; completes and submits applicable immunization reports.
- Completes health screenings and related documentation.
- Monitors attendance records.
- Presents health education curriculum.
- Notifies parents of assessment results, immunizations or related health information.

Knowledge, Skills and Abilities

General knowledge of the common medical practices, procedures and techniques associated with a standard physical examination; general knowledge of the preliminary diagnosis of medical problems and the administration of medications related to treatment and first aid; ability to administer medications and apply therapeutic treatments as required and delegated by the School Nurse; ability to follow technical oral and written instructions in exact detail; ability to operate standard office equipment and related hardware and software; ability to operate standard health office equipment and related tools and equipment; ability to maintain accurate records; ability to establish and maintain effective working relationships with associates, students and the general public.

Education and Experience

High school diploma or GED and minimal experience in a related position, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, sitting, reaching with hands and arms and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/first aide certification.

Licensed practical or registered nurse preferred.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Information Technology Specialist

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work providing technical support, installing and repairing hardware and software, maintaining files, troubleshooting hardware and software issues, and related work as apparent or assigned. Work is performed under the limited supervision of the Technology Director. Continuous supervision is exercised over Paraprofessional.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Troubleshoots, repairs and maintains district hardware, software, networking equipment and office equipment.

Maintains records of services rendered.

Installs, maintains, upgrades and documents computer hardware and software.

Trains staff on district technologies and policies related to technology usage; provides individual training as needed.

Keeps records related to inventory and materials.

Schedules computer lab appointments for usage.

Updates and maintains lab checkout calendars.

Researches and implements new technologies to assist with enriched classroom learning under the director.

Conducts iOS deployments and updates; trains staff; keeps applicable inventory records.

Cleans and updates technology devices.

Reformats, renames and distributes new or updated assets for usage.

Knowledge, Skills and Abilities

Thorough knowledge of the operation, uses and capabilities of electronic data processing and peripheral equipment; thorough knowledge of hardware and software procedures, techniques and programming language; thorough knowledge of systems analysis and networking; ability to understand and carry out written and oral instructions; ability to analyze software programs and make minor adjustments; ability to write clear and concise reports; ability to communicate effectively, both orally and in writing; ability to learn new technologies as they pertain to district needs; ability to keep related records, reports and files; ability to establish and maintain effective working relationships with officials, consultants, vendors, department heads and associates.

Education and Experience

Associates/Technical degree with coursework in information technology, computer hardware and software, or related field and minimal experience troubleshooting, working at a helpdesk, providing end user support, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking and climbing or balancing and occasionally requires standing, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Licensed School Nurse

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs intermediate professional work ensuring student and staff health, assessing, treating and intervening actual and potential health issues, and related work as apparent or assigned. Work is performed under the limited supervision of the Special Services Director. Continuous supervision is exercised over Health Assistant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs health care services to students and staff in school system; develops health policies and procedures.

Performs medical assessments of each student and staff sent to the school health clinic.

Makes observations and assesses condition; implements health care plan for each student examined; counsels student, parents and/or teachers about problems observed.

Administers medications and first aid.

Screens and tests students.

Counsels students about immediate health concerns.

Refers students for medical care as needed; performs specialized medical procedures; manages emergency care and accidents.

Maintains visit and care logs, maintains treatment records and performs follow up tasks; prepares and maintains student and clinic records.

Provides health education materials and information to students, staff, parents and the public.

Assigns, directs, reviews and evaluates the work and performance of the assistants.

Ensures compliance with required immunizations and school physicals.

Maintains clinic cleanliness; ensures that adequate and proper supplies are available.

Monitors the budget; recommends purchases.

Participates and attends meetings as a representative of the department.

Knowledge, Skills and Abilities

Thorough knowledge of the common medical practices, procedures and techniques associated with a standard physical examination and assessments; thorough knowledge of the preliminary diagnosis of medical problems and the administration of medications, treatment and first aid; thorough knowledge of health education principles, practices, and procedures; thorough skill using standard health care equipment and tools; thorough skill using standard office equipment and related hardware and software; thorough skill creating and maintaining applicable files, records and reports; ability to administer medications and apply therapeutic treatments as required; ability to follow technical oral and written instructions in exact detail; ability to maintain accurate records.

Education and Experience

Bachelor's degree in nursing, or related field and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive

information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Public health nurse certification.

Registered nurse license.

Licensed school nurse.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Media/Tech Paraprofessional

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs technical and intermediate administrative support work assisting students and teachers in providing media center services, assists with materials processing and maintenance, assisting with providing technology support and assistance to media center staff, and related work as apparent or assigned. Work is performed under the moderate supervision of the Media Specialist.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Oversees students and assists staff using the media center or taking tests.

Organizes library and media materials.

Troubleshoots and repairs computers and other media related equipment.

Provides assistance to teachers and students using the media center with technology related questions or concerns; assists with training teachers and students on using technology.

Knowledge, Skills and Abilities

General knowledge of the practices, methods and equipment used in a library; general knowledge of audio visual equipment and uses; general knowledge of media center policies, processes and procedures; general knowledge of technologies used in a library setting; general skill using a variety of library audio visual and standard office equipment; ability to learn library tasks and adhere to prescribed routines; ability to perform routine record keeping and clerical tasks; ability to assist with maintaining library materials and equipment; ability to deal effectively with students and teachers; ability to establish and maintain effective working relationships with teachers and students.

Education and Experience

Bachelor's degree with coursework in technology education is preferred or related field and minimal experience working as a paraprofessional, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Highly qualified paraprofessional.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Paraprofessional

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support and administrative support work interacting with students, setting and cleaning up for classes and special activities, preparing snacks, maintaining toys and materials, carrying out special assignments and tasks under the direction of supervisors and classroom leaders, providing clerical support, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Interacts with students, teachers and/or parents by observing, supervising, inquiring, engaging in learning activities and free play, and assisting students with classroom assignments and activities.

Sets up art supplies, books, theme related, toys, sensory materials, etc. for classes; cleans up upon completion.

Prepares snacks; distributes and cleans up; stocks and organizes.

Performs various maintenance duties including cleaning toys, organizing materials and supplies, rearranging learning areas, and updating emergency and safety knowledge.

Prepares room and materials including decorating and organizing.

Communicates with teacher, parents and other staff.

Provides guidance to students working through classroom activities and assignments.

Assists with reviewing and correcting classroom work.

Assists with monitoring student behavior; acts as a behavior model for students.

Knowledge, Skills and Abilities

General knowledge of the practices, methods and techniques used in classroom teaching; general knowledge of classroom subject matter and teaching methods; general skill working with the student group assigned; general skill using standard office equipment and related hardware and software; general skill using standard classroom equipment and technology; ability to learn specialized equipment and software related to student group assigned; ability to deal effectively with students, parents and teachers; ability to establish and maintain effective working relationships with staff, parents, students and associates.

Education and Experience

High school diploma or GED and minimal experience working with the assigned student group, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, sitting, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Highly qualified paraprofessional license.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Payroll/HR Specialist

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical and skilled administrative support work preparing and setting up payroll information, handling employee information, processing payroll and benefits data, reporting payroll information, performing other miscellaneous duties associated with payroll, benefits and employee data, and related work as apparent or assigned. Work is performed under the moderate supervision of the Business Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Reviews and sets up pay and benefit or other deduction codes; reviews and enters pay calendar information; sets up and maintains validation codes; enters employee bank information for direct deposit.

Enters data for new hires; maintains information on existing, substitutes and casual employees; handles employee maintenance and salary changes.

Provides employment verification; completes other forms and information requests.

Collects, organizes and verifies totals for timecards and timesheets; enters and validates timecard entries.

Enters payroll deductions and reimbursement claims; prepares and processes payroll adjustments.

Enters overrides for contract pay and deductions.

Calculates payroll; verifies payroll and reviews totals; creates and prints paychecks; creates direct deposit entries and transmits files to bank.

Generates, prints and distributes payroll reports; creates general ledger file and imports.

Produces and submits files and payments to various accounts and state agencies.

Prepares various requested and required reports.

Maintains employee leave balances and accruals.

Processes new hire paperwork.

Manages the electronic timesheet software; provides data to supervisors as needed.

Provides administration for and processes post-employment COBRA and severance paperwork.

Maintains worker's compensation claims and follow up data.

Acts as the system administrator for Applitrack; posts and updates district position notices.

Knowledge, Skills and Abilities

Thorough knowledge of new employee, current employee and post employee payroll, leave and benefit program administration; general knowledge of accounting and payroll terminology, methods, theory and principles; general knowledge of standard office procedures, practices and equipment; general knowledge of standard payroll or human resources data systems; ability to learn specialized software related to business needs; ability to follow detailed instructions; ability to maintain financial records and prepare financial reports; ability to establish and maintain effective working relationships with staff, various outside agencies and the general public.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience working with payroll or human resources data, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision

requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Pre-School Teacher

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled human support work teaching and monitoring children in the classroom, creating lesson plans, scheduling special activities, and related work as apparent or assigned. Work is performed under the general direction of the Community Education Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Teaches and monitors students.
- Creates lesson plans, schedules, procedures and special activities.
- Prepares for activities including finding materials, books, tracings and cutting; sets classroom up for activities.
- Communicates with other teachers, classroom assistants, special education staff, etc.
- Makes or obtains sensory materials; orders materials needed for classroom activities or programs.
- Develops calendars and newsletters.
- Communicates with parents via conferences, phone, before and after school, etc.
- Participates in meetings, workshops, seminars, etc.

Knowledge, Skills and Abilities

Thorough knowledge of subject(s) taught; thorough knowledge of education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of education rules, regulations and procedures; ability to operate standard office equipment and related hardware and software; ability to operate standard classroom equipment and tools; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students and parents.

Education and Experience

Bachelor's degree in education, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently standing, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires walking, climbing or balancing, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- CPR/first aid certification.
- Pre-K, early childhood or elementary education teaching license.
- Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Principal

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional work developing and maintaining an effective educational program consistent with state and federal guidelines and the philosophy, policies and goals of the School Board, communicating with staff, parents, administrators and supervisors, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Building supervision is exercised over all personnel within the building.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, organizes and directs school programming, leadership and implementation of board policy.

Supervises and manages professional, paraprofessional, administrative and non-professional personnel assigned to the school.

Assigns, directs and reviews the work of subordinate staff; provides recommendations for hiring, suspending and disciplining staff; rewards, transfers and coaches staff as needed; develops staff schedules.

Establishes and maintains an effective learning climate; provides for the efficient conduct of school instruction and business.

Maintains student conduct standards and enforces discipline, as necessary, according to School Board policy and the due process rights of students.

Issues detentions and suspensions as needed to maintain discipline; awards students appropriately for good school performance.

Initiates, designs and implements programs to meet specific school needs.

Implements Board policies and regulations and ensures observance by the school's staff and students; interprets and enforces school policies and regulations.

Makes recommendations concerning the school's administration and instruction.

Coordinates and works with the central administrative staff on school issues.

Prepares or supervises the preparation of reports, records, lists and other required information.

Schedules classes within established guidelines to meet student needs.

Assists in developing, revising and evaluating curriculum.

Maintains and controls the various local funds generated by student activities.

Oversees record maintenance on student progress and attendance.

Evaluates and counsels staff members regarding individual and group performance.

Assists with coordinating daily school activities.

Attends meetings, workshops and staff development sessions as needed; meets with the School Board.

Serves as a substitute teacher as needed.

May act as the Title I Director.

Knowledge, Skills and Abilities

Comprehensive knowledge of school administration practices, methods and techniques; comprehensive knowledge of supervising various facets of a school; thorough knowledge of prescribed School Board policies and procedures; thorough knowledge of programs available within and partnered with the district; thorough skill operating standard office equipment and related hardware and software; thorough skill communicating orally and in writing; ability to supervise and direct the work of others; ability to learn specialized software related to district needs; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.

Education and Experience

Master's degree in education administration, teaching and learning, or related field and considerable experience teaching, in an education administration role, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Education administration license.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Psychologist

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work evaluating and diagnosing students, conducting consultations, assessing and interpreting intellectual, social and/or emotional development, and related work as apparent or assigned. Work is performed under the limited supervision of the Special Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Participates in planning and implementing special education assessments and re-assessments determining if student are eligible for special education services.

Ensures that students receiving services are eligible under state guidelines.

Provides consultation to other team members; directs student assessment; interprets findings; writes reports.

Attends care team meetings.

Consults with regular and special education personnel on programming for students with disabilities; ensures compliance with state and federal guidelines.

Participates in pre-referral activities.

Provides training and assistance to initiatives including crisis interventions.

Attends workshops; develops and provides training; keeps abreast of current literature and studies.

Knowledge, Skills and Abilities

Thorough knowledge of the practices, methods and techniques used in the education process for diagnostic and evaluative procedures; thorough knowledge of federal and state mandate and local procedures and regulations relating to education program evaluations and consultations; thorough skill communicating orally and in writing; thorough skill using standard psychological evaluations and assessments; thorough skill using standard office equipment and related hardware and software; ability to maintain effective working relationships with associates, parents, children with disabilities, administrators, community agencies and the general public.

Education and Experience

Master's degree in psychology, or related field and moderate experience providing assessments, consultations, interventions, counseling, psychology services, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPI nonviolent crisis intervention certification.

Minnesota school psychology license.

National psychology license preferred.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

School Readiness/ECFE Coordinator

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work managing early childhood and family programs, collecting tuition, evaluating curriculum, preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the general direction of the Community Education Director. Departmental oversight is exercised over all personnel in the program.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Coordinates, administers and provides educational leadership for the Early Childhood and Family Education (ECFE) programs.

Creates, manages and tracks program budgets; evaluates budgets and monitors expenditures and revenues.

Sets tuition and fees; processes scholarship applications including tax records; handles overdue accounts.

Orders and maintains program equipment.

Assigns, directs and reviews staff work; handles hiring, rewarding, training, suspending, disciplining and terminating staff; evaluates staff performance; develops schedules; provides coaching and/or counseling to staff as needed.

Monitors day-to-day program functions; evaluates programs.

Handles staffing issues including obtaining substitutes or substituting for teacher.

Develops curriculum for ECFE.

Creates, implements, schedules and evaluates classes.

Handles program communications; responds to staff, parents and students; maintains and updates website.

Creates forms, documents, literature, handbooks and newsletters.

Handles state reporting related to program.

Knowledge, Skills and Abilities

Thorough knowledge of the practices, methods and techniques used in early childhood and family development; thorough knowledge of health, safety and first aid practices; thorough knowledge of practices, methods and techniques used in classroom and family teaching; ability to operate standard office equipment and related hardware and software; ability to disseminate state guidelines and implement into daily business operations; ability to maintain confidential files and information; ability to establish and maintain effective working relationships with associates, parents and students.

Education and Experience

Bachelor's degree with coursework in early childhood education, or related field and considerable experience teaching in early childhood programming, parent education, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens

and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/first aid within two (2) years.

Early childhood education license.

Parent educator license.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Social Worker

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work obtaining and analyzing data to determine sociological needs of students, assuring that children are enrolled in and attend an educational program, preparing and maintaining student and program records, and related work as apparent or assigned. Work is performed under the limited supervision of the Activities Director/JH Dean and Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Works with students in both the special education and general education settings with various issues.
Instructs group and individual therapeutic services.
Instructs prevention programs within classrooms.
Collaborates and consults with the school staff, as well as outside community agencies and organizations.
Works with crisis prevention and interventions.
Records various notes and records.
Coordinates and facilitates various training programs for staff.
Assists with planning special events.

Knowledge, Skills and Abilities

Thorough knowledge of the policies, procedures, methods and techniques used for assessing sociological needs of individual students; thorough knowledge of federal and state mandates and local procedures and regulations relating to social and community support programs; thorough skill communicating orally and in writing; thorough skill using standard office equipment and related hardware and software; ability to establish and maintain effective working relationships with students, parents, teachers, administrators, other school personnel and community agencies.

Education and Experience

Bachelor's degree in social work, or related field and minimal experience, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Social work license.
School social work license.
Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Special Education Teacher

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult professional work preparing and providing training and instruction to children with disabilities, individually and in groups, motivating students to develop skill in assigned subject matters, providing a broad range of teaching services or specific learning program, assisting students to develop skills, attitudes and knowledge needed as a foundation for future learning in accordance with each student's ability, using a variety of teaching and learning methods at various levels to a targeted audience, and related work as apparent or assigned. Work is performed under the general direction of the Principal. Continuous oversight is exercised over staff working in the classroom.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops lesson plans and instructional materials providing effective teaching strategies adhering to the District philosophy and vision.

Translates lesson plans into learning experiences in a classroom environment conducive to learning by employing a variety of appropriate teaching strategies; maximizes time on task.

Creates a classroom environment that responds to the needs of individual learners.

Plans and implements programs designed to meet individual students needs.

Recognizes learning problems and makes referrals as appropriate.

Prepares substitute folder containing appropriate information as required by the principal.

Adheres to health and safety policies.

Communicates with parents in a timely manner; maintains positive and constructive communication with students, staff, parents and community.

Develops reasonable rules of classroom behavior and appropriate techniques.

Shares responsibility during the school day for the supervision of students in areas of the school.

Protects students, equipment, materials and facilities taking necessary and reasonable precautions.

Upholds and enforces board policy, district goals, administrative procedures and school rules and regulations.

Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.

Works cooperatively with parents and other staff members to reinforce the educational program for each child.

Attends workshops, seminars and conferences as well as staff, department, curricular development and committee meetings and staff-development sessions as required.

Encourages and facilitates work of other staff members in a collaborative, supportive environment.

Evaluates accomplishments of students on a regular basis using multiple assessment methods; provides progress and interim reports for feedback.

Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal laws.

Knowledge, Skills and Abilities

Thorough knowledge of the content of the specialty area; thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school district operations, regulations and procedures; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to operate standard office equipment and related hardware and software; ability to learn specialized equipment, hardware or software related to student group needs; ability to establish and maintain effective working relationships with other staff, students and parents.

Education and Experience

Bachelor's degree in teaching, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and reaching with hands and arms and occasionally requires sitting, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Crisis prevention certification.

CPR/first aid certification.

Teaching license.

Applicable district or department training will be provided and must be completed upon hire.

Last Revised: 1/31/2012

Special Services Director

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, organizing and implementing programs, evaluating programs, solving issues and/or problems, communicating with others, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all personnel in the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists in resolving conflicts with staff, parents, support personnel and community agencies.

Administers state and federal programs, grants, aids and other outside funded projects.

Monitors state and federal expenditures; determines allocations; reconciles final closings.

Completes staff percentages for service purchases for electronic data reporting system, Uniform Financial Accounting and Reporting Standards and staff automated reporting for allocations by disabilities for the state tuition billing systems.

Supervises data reporting and state and federal funds for special education expenditures.

Recruits, hires, trains, evaluates and assigns work for department staff; provides assistance to district administration in special education personnel recruitment and supervision.

Provides leadership and supervision in establishing goals and objectives.

Facilitates training and communication ensuring building and program administrators and special education teachers are current and informed on special education services, issues and rules.

Monitors instructional practices and individualized education program development for consistency with state and federal rules.

Designs and implements services for eligible students.

Directs the activities providing data on the number and characteristics of learners receiving special education and related services.

Prepares for and conducts various meetings as needed.

Initiates and responds to questions, concerns or issues received through various communication methods.

Attends various meetings and committees.

Provides ongoing training for district staff in relevant subjects.

Prepares and recommends program additions, modifications and deletions to best meet the needs of the students with disabilities.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of curriculum and program development for special students; comprehensive knowledge of issues related to special education law, finance and due process; comprehensive skill interpreting special education law into daily business practices; thorough skill operating standard office equipment and related hardware and software; ability to generate applicable records and reports; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective relationships with school officials, associates, parents and the general public.

Education and Experience

Master's degree in special education teaching, education administration, or related field and considerable experience working in special education teaching, education administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Director of special education license.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Speech Language Pathologist

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work locating, identifying and serving speech/language impaired students, preparing and maintaining student and program records, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Special Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans and provides therapy to students with a variety of disability areas.

Evaluates and re-evaluates students and creates, completes and organizes paperwork according to student needs or therapy plans.

Schedules and facilitates parent meetings to discuss evaluation results, current level of need and to provide information on disabilities and therapy techniques.

Attends various meetings.

Keeps abreast of current technologies and best practices.

Provides interventions as needed in collaboration with classroom teachers.

Coordinates student transportation.

Composes and distributes reports on student progress.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of speech and language diagnosis and therapy; thorough knowledge of casework methods and procedures; thorough knowledge of district, local, state and federal resources, programs, procedures, laws, rules and regulations related to speech and language diagnosis and therapy; ability to conduct interviews, assessments and diagnosis effectively and analyze needs and problems objectively; ability to operate standard tools of the trade; ability to operate standard office equipment and related hardware and software; ability to learn specialized tools, equipment and software to meet business needs; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with students, similar professionals, parents, staff, administration and the general public.

Education and Experience

Bachelor's degree with coursework in speech language pathology, or related field, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CCC's certification within one (1) year.

Education license.

Applicable district or department training will be provided and must be completed upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 3/20/2012

Superintendent

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex executive work programs, operations, activities and facilities of the District, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the School Board. Organizational supervision is exercised over all personnel in the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Recommends instructional programs and improvements to the School Board.

Performs liaison activities between the community and school district; responds to parents, students, citizens and staff concerns regarding school district issues.

Develops short- and long-term operating and capital plans and instructional goals; develops funding sources and strategies.

Prepares school board agendas and provides recommendations for each item of school business.

Interprets staff proposals to the Board; recommends adjustments of employee policies and salary structures.

Meets with school board, staff, government officials and others to establish goals and objectives; prepares reports, schedules and agendas.

Coordinates school operations, programs and activities with other local agencies as appropriate.

Attends and participates in board meetings and other committee/board meetings and public hearings, advising and providing necessary information regarding the activities operating under the District's authority.

Oversees district's financial operations; prepares, presents and recommends proposed budgets to the Board for approval.

Reviews and revises policies and procedures and recommends improvements and adjustments to the Board.

Establishes and maintains relationships with various agencies and personnel outside the District to promote the District's best interests.

Maintains and improves effective board/superintendent relations; periodically reviews and upgrades performance through joint seminars and training sessions.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of the public schools; comprehensive knowledge of school personnel and administrative practices, procedures and methods; ability to communicate excellently and have interpersonal skills including speaking, writing and listening; ability to collaborate and work with city and county officials, the legislature and other educational service agencies; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to motivate, develop and direct an effective administrative team, maximizing the skills of its members; ability to operate standard office equipment and related hardware and software; ability to establish and maintain effective working relationships with community organizations, parents, teachers, staff, students and associates.

Education and Experience

Master's degree in education administration, or related field and extensive experience in education administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for

expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Teaching license.

Superintendent license.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

Teacher

Dept/Div: District Wide/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult professional work providing a broad range of teaching services or specific learning program, assisting students to develop skills, attitudes and knowledge needed as a foundation for future learning in accordance with each student's ability, using a variety of teaching and learning methods at various levels to a targeted audience, and related work as apparent or assigned. Work is performed under the general direction of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops lesson plans and instructional materials providing effective teaching strategies adhering to the District philosophy and vision.

Translates lesson plans into learning experiences in a classroom environment conducive to learning by employing a variety of appropriate teaching strategies; maximizes time on task.

Creates a classroom environment that responds to the needs of individual learners.

Plans and implements a program of study designed to meet individual students needs.

Recognizes learning problems and makes referrals as appropriate.

Encourages student enthusiasm for the learning process and development of good study habits.

Prepares substitute folder containing appropriate information as required by the principal.

Adheres to health and safety policies.

Communicates with parents in a timely manner; maintains positive and constructive communication with students, staff, parents and community.

Develops reasonable rules of classroom behavior and appropriate techniques.

Shares responsibility during the school day for the supervision of students in areas of the school.

Protects students, equipment, materials and facilities taking necessary and reasonable precautions.

Upholds and enforces board policy, district goals, administrative procedures and school rules and regulations.

Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.

Works cooperatively with parents and other staff members to reinforce the educational program for each child.

Attends workshops, seminars and conferences as well as staff, department, curricular development and committee meetings and staff-development session as required.

Encourages and facilitates work of other staff members in a collaborative, supportive environment.

Evaluates accomplishments of students on a regular basis using multiple assessment methods; provides progress and interim reports for feedback.

Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal laws.

Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.

Works cooperatively with Special Education staff to report student progress and growth, as applicable.

Knowledge, Skills and Abilities

Thorough knowledge of the content of the specialty area; thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school district operations, regulations and procedures; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to operate standard office equipment and related hardware

and software; ability to learn specialized equipment, hardware or software related to student group needs; ability to establish and maintain effective working relationships with other staff, students and parents.

Education and Experience

Bachelor's degree in teaching, education, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and reaching with hands and arms and occasionally requires sitting, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Teaching license.

Applicable district or department training will be provided and must be completed upon hire.

Special training or education may be required depending on assignment area.

Last Revised: 1/31/2012

Information Technology Director

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional and difficult advanced technical work planning and coordinating technology implementation in the District, designing networks, providing technical support and training to users, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all personnel in the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, supervises and coordinates technology implementation for the District.
Establishes district's technology standards; researches industry trends and applies to district needs.
Recommends policies and procedures for the acquisition and use of technology-related equipment and software.
Leads and participates in various teams and committees related to information technology.
Evaluates and recommends systems meeting various department's needs within the District.
Designs and implements networks for the District; provides technical specifications installing networks; oversees network installation.
Provides help desk services for district staff; provides software support for district staff; sets up training programs.
Provides installation, repair and maintenance of district hardware, software and peripheral equipment.
Acts as the district webmaster.

Knowledge, Skills and Abilities

Comprehensive knowledge of all phases of systems analysis, programming and computer operations in an on line and batch processing environment; comprehensive knowledge of the functions, and operations of the district and department; thorough skill creating maintenance and replacement plans for district technology and technological assets; thorough skill teaching and explaining technology based information to non technology staff; ability to determine departmental and system wide needs and to formulate an effective program to meet these needs; ability to write clear and concise reports; ability to plan for, learn and implement new technology based on district needs; ability to plan and supervise the work of professional and technical personnel; ability to supervise help desk response tasks; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with elected officials, staff, vendors, consultants and the general public.

Education and Experience

Master's degree in education technology, or related field and extensive experience working in an education setting with network infrastructure, providing advanced troubleshooting or help desk functions with some supervisory responsibility, acting as an assistant director, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing, sitting and speaking or hearing and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to EMF/EMR waves work occasionally requires exposure to outdoor weather conditions,

exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable district or department training will be provided and must be completed upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

