

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: School/Guidance Counselor

Department:

Location:

Reports to: Principal

FLSA Class: Exempt

Revised Date: 08/13/24

SUMMARY

The School/Guidance Counselor's primary role is working with students. In addition, the counselor serves as a consultant, resource person, guidance specialist, researcher, and educator. These roles support the function of counseling of students and allow the counselor to serve as the students' advocate.

DUTIES

1. Provides developmental guidance both directly and indirectly to all students on a regular basis.
2. Provides counseling to students individually and in small groups.
3. Assists in the identification, diagnosis, and remediation of individual students with specialized needs, and attends conferences when properly notified by the special needs teacher and when necessary.
4. Assists with maintaining accurate, complete, and correct cumulative records as required by law, district policy, and administrative regulation.
5. Assists administration in implementing all policies and rules governing student life and conduct; and maintains order in area(s) supervised in a fair and just manner.
6. Provides teachers with appropriate student personnel information including interpretation of standardized test scores when it is necessary in dealing with students with a unique background or problem.
7. Helps students learn how to approach life situations involving coping skills/problem solving.
8. Assists in the organization, administration, and interpretation of district evaluation and screening programs and individual results.
9. Consults with parents, staff, administration, and community agencies regarding all facets of student development and various district programs and procedures.
10. Provides orientation services for students, parents, and staff.
11. Monitors and assists in the delivery of a comprehensive program of educational and career planning geared to the student's need.
12. Promotes the guidance department and District through contact with the public and use of the media.
13. Demonstrates effective planning and organization in execution of job functions.
14. Keeps current with changes in counseling strategies and attempt to incorporate positive change in the delivery of counseling services.
15. Advises students and families related to academics, career planning and graduation.
16. Keeps abreast of all high school graduation requirements, including special requirements such as community service, and communicate the information to the principal.
17. Assists students and parents with the course selection according to state credit and graduation requirements and student needs and interests.

18. Works with administration to obtain school records from the student's previous school (where applicable) and forwarding student records when appropriate.
19. Remains available to students and parents, for education and relationship building-related purposes, for events outside the instructional day including but not limited to: orientations, open houses, concerts, and promotion activities, where their participation is necessary for the success of the event. This will not exceed three (3) events per school year.
20. Enforce school regulations and policies in a professional manner.
21. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
22. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
23. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
24. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. Hold an Illinois Professional Education License with a School Counselor Endorsement; additional training desirable, but not required.
2. Proficiency in counseling and in other functions that may be needed as supplements to examinations.
3. Ability to guard, maintain, and preserve confidential information.
4. Strong organizational skills, detail-oriented with the ability to prioritize multiple tasks.
5. Must be familiar with the use of Google Suite and other online platforms.
6. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
7. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
8. Enforce school regulations and policies in a professional manner.
9. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators and the general public.

SCHEDULING

Working hours will be 7:40 a.m. to 3:20 p.m. The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Administrative Assistant

Location: School Offices

Reports to: Principal

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

This position is responsible for providing administrative support to the Principal to assure smooth and efficient operation of the office.

DUTIES

1. Maintains a log of visitors to the school.
2. Maintains student records as shall be required and transfers all students' permanent records to next year.
3. Processes all changes and adjustments in student schedules as directed by the principal.
4. Maintains and counts monies for food services where required.
5. Maintains schedule of appointments and makes arrangements for conferences and interviews.
6. Collects, organizes, and checks purchase orders for supplies and books for next school year.
7. Checks student attendance. and when applicable informs the administration and other pertinent staff.
8. Keeps record of student absences and verifies the absence with legal guardian.
9. Types and maintains daily announcements.
10. Operates office equipment.
11. Answers telephones and gives information to callers, take messages, or transfer calls to appropriate individuals.
12. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate person according to their needs.
13. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
14. Reviews inventory of supplies, orders as necessary, and re-stocks the supply closet when items are received.
15. Locates and attaches appropriate files to incoming correspondence requiring replies.
16. Completes forms in accordance with school district procedures.
17. Makes copies of correspondence and other printed material.
18. Reviews work done by others to check for correct spelling and grammar, ensures that district format policies are followed, and recommends revisions.
19. Composes, types, and distributes meeting notes, routine correspondence, and reports.
20. Tends to sick or injured students and prepares any accident or illness forms required.
21. Makes changes in the bell system as directed by the building principal.
22. Enforces administration policies and rules governing students.
23. Contact and schedule district wide subs when needed.
24. Maintain building level activity accounts.
25. Help maintain school and district media and communication platforms.

26. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
27. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
28. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
29. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. A minimum of 1-3 years experience in an office administration or related position.
3. Must be able to type accurately, proficiently, and professionally.
4. Knowledge of Google Suite.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators, parents and the general public.
8. Enforce school regulations and policies in a professional manner.
9. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
10. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position will vary based on the assigned shift. The schedule is subject to change with district demands. Overtime is required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Assistant Principal

Department: Administration

Reports to: Principal

FLSA Class: Exempt

Revised Date: 08/13/24

SUMMARY

Assist the Principal(s) in providing the leadership necessary to assure an educational environment which is a safe, attractive, pleasant and productive place in which to work and learn. And support the certified staff as they seek to meet the needs of each student.

DUTIES

1. Assist the principal in the overall administration of the school.
2. Serve as principal in the absence of the principal.
3. Assist in addressing student behavior throughout the school and addressing special issues as necessary.
4. Develop and implement student behavior intervention programs.
5. Assist in the preparation of reports, registration/orientation of students and evaluation of staff.
Participate in the school and district-based staff development programs.
6. Facilitate communication between school staff, students, parents and the community.
7. Participate in district level meetings, programs and staff development planning activities.
8. Supervise and evaluate assigned certified and non-certified staff members. Recruit, select and orient all new personnel.
9. Enforce student handbook and assign consequences for handbook infractions.
10. Assist the principal with professional development.
11. Prepare reports for district or other personnel as needed.
12. Supervise extracurricular events.
13. Attend IEP meeting assigned by case managers.
14. Conduct campus safety checks in conjunction with local law enforcement agency.
15. Work with local agencies on student issues, including supervising DCFS interviews involving students.
16. Prepare data/reports for other district personnel.
17. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
18. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
19. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
20. Perform other such duties and assume other such responsibilities as the principal assigns.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Professional Educator License (PEL) with the Principal Endorsement.
2. Four yrs. previous experience in an educational setting, preferably in a teaching role.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Enforce school regulations and policies in a professional manner.
5. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
6. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

7. Ability to understand and follow basic oral and written instructions.
8. Strong organizational, time management and conflict resolution skills are necessary.

SCHEDULING

Regular working hours are 7:30 a.m. to 4:00 p.m. Monday through Friday. Schedule may vary based on school district needs.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Bus Aide
Department: Transportation
Reports to: Director of Transportation
FLSA Class: Non-Exempt
Revised Date: 08/13/24

SUMMARY

This position is responsible for assisting in providing safe transportation of students to and from the district's curriculum and extracurricular programs.

DUTIES

1. Assists special education and/or physically handicapped children during transport to and from school.
2. Assists the bus driver in maintaining good student conduct on the bus.
3. Operates wheelchair lift, pushing wheel chairs, and fastening wheel chairs in seat belt anchors.
4. Assists children in and out of seats.
5. Assists children buckling and unbuckling seat belts.
6. Assures that students get on and off the bus in an orderly fashion. Physically assists pupils inside or outside immediate vicinity of the bus.
7. Is familiar with the authorized basic emergency treatment in the event a child has a mild or major seizure.
8. Understands the needs of the nonverbal as they have great difficulty in communicating their needs.
9. Demonstrates an awareness of the special needs of the preschool-level child.
10. Provides written records of violations of the student code to the transportation supervisor.
11. Collects and turns over to the school secretary those personal items left on the bus by students.
12. Observes and corrects safety hazards of equipment and children on the bus.
13. Deals with behavior problems of children on the bus as appropriate.
14. Learns the run and assists substitute drivers with directions.
15. Assists with keeping the interior of the bus clean.
16. Maintains knowledge of first-aid procedures.
17. Attends required safety training and annual in-service training as required.
18. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
19. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
20. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
21. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Ability to understand and follow basic oral and written instructions.
3. Enforce school regulations and policies in a professional manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Must be able to lift and carry up to 40 lbs.
6. Requires employee to have the ability to push/pull up to 15 lbs.
7. Enforce school regulations and policies in a professional manner.
8. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
9. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position vary by assigned route. The schedule is subject to change with district demands. Overtime is required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Paraprofessional

Department:

Location:

Reports to: Principal

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

This position is responsible for assisting the teacher in achieving objectives by working with the class, small groups or individual students to help them achieve the skill levels of the class as a whole.

DUTIES

1. Discusses assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations as needed.
3. Presents subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Tutors and assists children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervises students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
6. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
7. Conducts demonstrations to teach skills as directed by the classroom teacher.
8. Distributes teaching materials such as textbooks, workbooks, papers, and pencils to students.
9. Distributes tests and homework assignments, and collects them when they are completed.
10. Enforces administration policies and rules governing students.
11. Grades homework and tests, and computes and records results, using answer sheets or electronic marking devices.
12. Completes required reports in a timely manner.
13. Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
14. Works with students with multiple physical, mental, and developmental disabilities.
15. Is familiar with and uses adaptive equipment including: communication equipment, wheel chairs, adaptive feeding tools, etc.
16. Assists students with self-care, hygiene, and feeding as necessary.
17. May be required to perform tasks that students are not able to do, i.e. taking notes, handling materials, holding books, etc.
18. May work with/handle resistive and/or combative students.
19. Complete district assigned professional development to support students with disabilities.
20. Serves as the chief source of information to help any substitute teacher assigned in the absence of the regular teacher.
21. Enforces administration policies and rules governing students.
22. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.

23. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
24. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
25. Assists the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment and performs other paraprofessional duties as may be assigned by the classroom teacher, administration, or the Board of Education.
26. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. Must hold a valid IL paraprofessional license.
2. Associate's degree or higher from a regionally accredited institution of higher education; completed 60 semester hours of college credit at a regionally accredited institution of higher education; HS Diploma or GED and a score of 460 or higher on the ETS Parapro; or HS Diploma or GED and passing scores on the ACT Workkeys.
3. Must be at least 19 years of age.
4. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators, parents, and the general public.
5. Enforce school regulations and policies in a professional manner.
6. Must be able to lift and carry up to 50 lbs.
7. Requires employee to have the ability to push/pull up to 10 lbs.
8. Must be detail oriented.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
11. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position are from 7:45 a.m. to 3:15 p.m, with a 30 minute unpaid lunch break. The schedule is subject to change with district demands. Overtime may be required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Principal
Department: Administration
Reports to: Superintendent
FLSA Class: Exempt
Revised Date: 08/13/24

SUMMARY

This position's primary responsibility is the improvement of instruction through curriculum and staff development. This position is also responsible for acting as the educational leader and responsible for managing the policies, regulations, and procedures of the school.

DUTIES

1. Establishes and maintains an effective learning climate.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the Superintendent informed of the school's activities and problems.
4. Supervises the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required for the school's administration.
6. Observes the personal appearance, professionalism, and time on task of all employees in the school building.
7. Works with administrative staff on issues that arise, such as transportation, special services, etc.
8. Responsible for the implementation and observance of all Board policies and regulations by the school's staff and students.
9. Maintains active relationships with students and parents.
10. Budgets school time to provide for the efficient conduct of school instruction and business.
11. Develops clearly understood procedures and provide regular drills for emergencies and disasters.
12. Establishes procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
13. Establishes and maintains an effective inventory system for all school supplies, materials and equipment.
14. Establishes guidelines and maintains high standards for proper student conduct and maintaining student discipline.
15. Attends required committee meetings, special events for student achievement, school sponsored activities, functions, and athletic events.

16. Communicates with the Superintendent and Board of Education regularly about the needs, successes and general operation of the school.
17. Establishes procedures for safe storing and integrity of all public and confidential school records.
18. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
19. Supervises the kitchen, custodial, and paraprofessional staff for the building to ensure standards are being maintained and students have a clean safe environment in which they attend school.
20. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in school
21. Establishes schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
22. Sets the academic tone and actively work with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives.
23. Hires, evaluates, trains, assigns, and helps improve the skills of teachers and other staff.
24. Evaluates and counsels all staff members regarding their individual and group performance.
25. Conducts staff meetings to keep staff members informed of policy changes, new programs, etc.
26. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
27. Makes arrangements for special conferences between parents and teachers.
28. Assists in the in-service orientation and training of teachers.
29. Supervises and evaluates the schools' extracurricular program.
30. Cooperates with college and university officials regarding teacher training and preparation.
31. Responds to all written and oral requests for information.
32. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
33. Acts as a liaison between the school and the community.
34. Approves the master teaching schedule and any special assignments.
35. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
36. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
37. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
38. Performs any other duties as assigned by the Superintendent.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Illinois Professional Educator License (PEL) with a Principal Administrative Endorsement.

2. 4 yrs. previous experience in an educational setting, preferably in a teaching role.
3. Knowledge of Business Office Programs, including word processing, spreadsheets, slides, etc.
4. Ability to understand and follow basic oral and written instructions.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
7. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

Hours for this position are defined by the superintendent and BOE.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Superintendent
Department: Administration
Reports to: Board of Education
FLSA Class: Exempt
Revised Date: 08/13/24

SUMMARY

This position is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities.

DUTIES

1. Oversee the total school operations (building, curriculum, budget, extra-curricular programs, staffing, non-professional personnel, student behavior). This is to be construed as having to do with substantive matters rather than day-to-day operations. The Superintendent sees that there are no inconsistencies in building rules and regulations, overlapping scheduled activities, duplicated scholastic efforts, etc. The Superintendent is the coordinator of District-wide functions.
2. Administering, or causing to be administered, all rules, regulations, and policies of the Board of Education
3. Directing personnel without exceeding the scope of established Board policies.
4. Preparing of or having prepared regular and special reports to the Board of matters pertaining to school finance, administration, curriculum, personnel and public relations.
5. Recommending to the Board the selection or causing to be selected and recommending for adoption all textbooks and education materials and courses of study.
6. Keeping close watch to see that none of the terms of the contract with the teacher's association are violated.
7. Developing or causing to be developed a school curriculum and education program that meets the legal requirements and conforms to Board policies.
8. Recommending to the Board a levy, school budget, and operating the schools within the adopted levy and budget limits.
9. Recommending all personnel to the Board for employment.
10. Acting as a mediator in settling intra-school differences.
11. Seeing that proper and adequate records are kept in all departments, such as finance, student accounting, property, policies, etc.
12. Recommending a school calendar for the ensuing year for Board approval.
13. Assigning of teachers to their positions and making such transfers from one position to another as well as promote the interests the school after consultation with the administrative staff.
14. Setting up a schedule for district-wide in-service training of both professional and nonprofessional employees.
15. Devising a system of evaluating annually administrators, teachers, and nonprofessional employees.

This form was provided as a service to Ridgeview CUSD #19. This form or excerpts thereof may not be reprinted or distributed without the written permission of Bushue HR, Inc. Copyright 2023, Bushue HR, Inc. All rights reserved.

16. Developing a sound and on-going public relations program, involving the media, civic organizations and other community groups. The Superintendent shall involve the administrators, teachers, students, and Board members in the presentation of the school to its public.
17. Preparing and submitting all reports requested by the state agencies, which have jurisdiction over schools.
18. Keeping abreast of current trends in education.
19. Keeping alert to sources of funds, which will benefit the upgrading curricular offerings at all times.
20. Striving to upgrade the curricular offerings and the instructional and nonprofessional staff.
21. Attend all meetings of the Board except when his own election, efficiency, or salary is being considered.
22. Prepare the annual budget and submit it to the Board of Education no later than the regular meeting in August for their approval.
23. Recommend people seeking employment for vacancies within the Unit.
24. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
25. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
26. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
27. Perform any other duties as assigned by the Board of Education.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Professional Educator License (PEL) with a Superintendent Endorsement.
2. At least two years experience as an administrator or supervisor in public schools, the State Board of Education, education service regions, or in certain approved non-public schools.
3. 2 - 4 yrs. previous experience in an educational setting, preferably in a teaching role. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
5. Ability to understand and follow basic oral and written instructions.
6. Enforce school regulations and policies in a professional manner.
7. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
8. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

Hours for this position are defined by the BOE.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Teacher

Department:

Location:

Reports to: Principal

FLSA Class: Exempt

Revised Date: 08/13/24

SUMMARY

This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

DUTIES

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated, including remote instruction.
3. Plans a program of study, employing a variety of instructional techniques and instructional media, that meets the individual needs, interests, and abilities of the students.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Assists the administration in implementing all policies and rules and enforces policies and rules governing students.
7. Encourages students to set and maintain standards of classroom behavior.
8. Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects to communicate these objectives to students.
9. Provides guidance and leadership for paraprofessionals assigned in their classroom.
10. Assists in diagnosing the learning disabilities of students, with the assistance of district specialists.
11. Evaluates academic and social growth of students, keeps appropriate records and prepares progress reports.
12. Communicates on a regular basis with students and parents regarding progress in class.
13. Communicates positive achievements on a regular basis with all stakeholders.
14. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
15. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
16. Remains available to students and parents, for education and relationship building-related purposes, for events outside the instructional day including but not limited to: orientations, open houses, concerts, and promotion activities, where their participation is necessary for the success of the event. This will not exceed three (3) events per school year.
17. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
18. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
19. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. Hold an IL Professional Educator License (PEL) for the particular position as required by the State.
2. Must be familiar with the use of Google Suite and other online platforms.
3. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators, parents and the general public.
4. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
5. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
6. Enforce school regulations and policies in a professional manner.

SCHEDULING

Working hours will be 7:40 a.m. to 3:20 p.m. The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Bus Driver

Department: Transportation

Location:

Reports to: Transportation Director

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

This position is responsible for the safe operation of a school bus transporting students or passengers to specified destinations based on established schedules. Performs all duties relative to the safe operation of a school bus.

DUTIES

1. Drives gasoline or diesel powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
2. Makes routine checks and inspections of buses and bus equipment for proper operation, safety, and maintenance to include, but not limited to, checking the condition of a vehicle's windshield wipers, lights, oil, fuel, water, seats, and safety equipment.
3. Observes and follows all federal, state, and local regulations for operation of school bus.
4. Drives assigned route as provided and will provide information and feedback to administration on deviation from assigned route.
5. Report immediately any instances of violations of federal, state, and local regulations for the operation of a school bus they perform.
6. Follows school district policies and guidelines regarding student management, discipline, and bus operations.
7. Complies with traffic regulations in order to operate vehicles in a safe and courteous manner.
8. Follows safety rules for railroad crossings and as students are boarding and exiting buses and as they cross streets near bus stops.
9. Picks up and drops off students at regularly scheduled locations, following strict time schedules.
10. Reads maps and follows written and verbal geographic directions.
11. Keeps bus interiors clean for passengers to include, but not limited to, sweeping the interior of the bus and picking up trash.
12. Maintains knowledge of first-aid procedures.
13. Performs basic vehicle maintenance and cleaning.
14. Performs any required emergency procedures as needed.
15. Maintains required written records.
16. Attends required safety training and annual refresher training as required by state, Illinois State Board of Education, and the school district.
17. Maintains a safe environment according to school policies and procedures.
18. Enforces administration policies and rules governing students.
19. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.

20. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
21. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
22. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement and a CDL with school bus endorsement.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the 3 years prior to the date of application.
4. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code Chapter 2 SEC. 1035.15.
5. Pass all State of Illinois written testing and behind-the-wheel examinations.
6. Physically be able to bend, stoop, twist, turn, reach, carry, pull, push, and climb steps frequently and sit extensively.
7. Ability to lift up to 10 lbs.
8. Ability to push/pull up to 45 lbs.
9. Repetitive use of arms, hands, and shoulders especially on right side to operate door opener.
10. Repetitive use of legs and feet.
11. Ability to understand and follow oral and written instructions.
12. Ability to operate a wheelchair lift.
13. Enforce school regulations and policies in a professional manner.
14. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
15. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands. Overtime may be required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Cook

Department: Kitchen

Location:

Reports to: Director of Food Service

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

To provide students daily with a wholesome, nutritious breakfast and lunch, as determined by the National School Lunch Program.

DUTIES

1. Prepares food for full menu meal and ala carte' according to menus, special dietary or nutritional requirements, and number of portions to be served.
2. Handles, carries, and serves food to students.
3. Ensures that there are adequate trays and utensils for students.
4. Retrieves/stores items from the storeroom, cooler, or freezer.
5. Responsible for the cleanliness of the kitchen including equipment and appliances.
6. Washes service area, dishes, trays, pots/pans by hand, with sprayer and industrial dishwasher.
7. Dries and stores kitchen wares.
8. Cleans and inspects equipment and appliances.
9. Sweeps and mops floors.
10. Helps maintain inventory levels of food products.
11. Stores food properly and safely marking date and item.
12. Complies with all county health rules and regulations.
13. Communicates with students regarding food selection.
14. Reports any necessary equipment repair and maintenance to supervisor.
15. Complies with established sanitation standards, personal hygiene, and health standards.
16. Observes proper food preparation and handling techniques.
17. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
18. Responsible for the lunch counts program.
19. Enforces administration policies and rules governing students.
20. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
21. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
22. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
23. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Must have an up to date food service sanitation certificate.
3. Must complete the required annual continuing education/training.

This form was provided as a service to Ridgeview CUSD #19. This form or excerpts thereof may not be reprinted or distributed without the written permission of Bushue HR, Inc. Copyright 2022, Bushue HR, Inc. All rights reserved.

4. Must be familiar with food preparation including appliances, recipes, etc.
5. Ability to understand and follow oral and written instructions.
6. Enforce school regulations and policies in a professional manner.
7. Ability to stand for long periods of time.
8. Ability to lift and carry up to 45 lbs.
9. Ability to push/pull up to 12 lbs.
10. Enforce school regulations and policies in a professional manner.
11. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
12. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position will vary based on the assigned shift. The schedule is subject to change with district demands. Overtime may be required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Custodian
Department: Maintenance
Reports to: Maintenance Director
FLSA Class: Non-Exempt
Revised Date: 08/13/24

SUMMARY

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintain high standards of cleanliness, and do preventive maintenance on items of equipment.

DUTIES

1. Dust mopping the gym floor, stage, and bleachers.
2. Dust mopping and wet mopping classroom floors and hallways.
3. Vacuuming rugs and carpeted floors.
4. Moves furniture including chairs, tables, and desks.
5. Changes light bulb and perform minor repairs and maintenance, as needed.
6. Empties trash and carries to dumpsters
7. Services, cleans, and supplies restrooms.
8. Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
9. Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
10. Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
11. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
12. Helps to remove snow where appropriate which may include, but not limited to, shoveling snow and spreading snow/ice melting chemicals.
13. Checks daily to insure that all exit doors are clear and open properly and reports repairs needed.
14. Surveys and cleans classrooms daily including but not limited to sweeping, mopping, and emptying trash.
15. Moves heavy furniture, equipment, and supplies, either manually or by using hand trucks.
16. Notifies managers concerning the need for major repairs or additions to building operating systems.
17. Dusts furniture, walls, machines, and equipment.
18. Cleans corridors daily.
19. Scrubs, mops, and disinfects bathroom floors daily, and cleans all sanitary fixtures and drinking fountains daily.
20. Washes all windows on the inside and those that can be reached on the outside at least once each year and more frequently if necessary. Windows where the public enters should be cleaned weekly if there is a need.
21. Helps keep grounds free of trash and debris.
22. Cleans marker boards and trays as needed.
23. Reports any major repairs needed to the maintenance supervisor (first) and building principal.

24. If assigned, assumes responsibility for cleaning and mopping of the cafeteria floor and kitchen floor.
25. Moves furniture or equipment within buildings as required for various activities as directed by the principal.
26. Sets up, arranges, and removes decorations, tables, chairs, equipment, etc for district events.
27. Complies with local laws and procedures for the storage and disposal of trash, debris, and waste.
28. Performs emergency repairs and/or cleaning services as needed.
29. Keeps storage rooms neat and orderly. Dispose of all cardboard.
30. Enforces administration policies and rules governing students.
31. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
32. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
33. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
34. Performs all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. High School diploma or equivalent required.
2. General knowledge of cleaning supplies and equipment.
3. Ability to understand and follow oral and written instructions.
4. Ability to be on your feet for long periods of time.
5. Enforce school regulations and policies in a professional manner.
6. Must be able to lift up to 50 lbs.
7. Must be able to carry up to 35 lbs.
8. Requires employee to have the ability to push/pull up to 26 lbs.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
11. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position will vary based on the assigned shift. The schedule is subject to change with district demands. Overtime may be required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Director of Curriculum and Compliance

Location: Administrative Staff

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: 08/13/24

SUMMARY

The Director of Curriculum and Compliance plays a critical role in ensuring the educational quality and regulatory adherence within a school district. This multifaceted position involves overseeing the development, implementation, and evaluation of the district's curriculum while ensuring alignment with state standards and educational best practices. Additionally, the Director of Curriculum and Compliance is responsible for maintaining compliance with all relevant educational regulations, policies, and mandates.

DUTIES

1. Curriculum Development and Implementation:
 - Collaborate with educators and administrators to design a comprehensive curriculum that meets the diverse needs of students.
 - Ensure alignment of curriculum with state standards, educational objectives, and district goals.
 - Provide guidance and support to teachers in implementing effective instructional strategies and incorporating innovative teaching methods.
 - Regularly assess and revise curriculum components to reflect evolving educational standards and student needs.
2. Compliance Oversight:
 - Stay abreast of federal, state, and local educational regulations, policies, and mandates.
 - Develop and implement processes and procedures to ensure compliance with relevant laws, regulations, grants, and state reporting.
 - Conduct periodic audits and reviews to assess compliance status and identify areas for improvement.
 - Provide training and professional development opportunities to staff members to promote understanding and adherence to compliance requirements.
3. Data Analysis and Reporting:
 - Collect, analyze, and interpret data related to curriculum effectiveness, student achievement, and compliance metrics.
 - Prepare reports and presentations for district leadership, school board, and other stakeholders to communicate findings and recommendations.
 - Utilize data-driven insights to guide decision-making and continuous improvement efforts.

4. Professional Development and Support:
 - Offer guidance and support to teachers and administrators in implementing curriculum enhancements and addressing compliance issues.
 - Facilitate professional development sessions and workshops to enhance educators' understanding of curriculum standards and compliance requirements.
 - Foster a culture of collaboration and continuous learning among staff members to promote professional growth and excellence.
5. Enforces administration policies and rules governing students.
6. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
7. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
8. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
9. Performs all other duties necessary to the office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

QUALIFICATIONS

1. Master's degree in Curriculum and Instruction or School Administration required
2. Hold a valid Illinois professional educator license (PEL)
3. Five (5) years successful teaching experience
4. In-depth knowledge of educational standards, regulations, and compliance requirements.
5. Strong analytical skills with the ability to interpret data and make data-driven decisions.
6. Effective leadership abilities with a focus on fostering a positive and supportive work environment.
7. Familiar with use of computers including but not limited to electronic mail, Internet, word processing and electronic spreadsheets (Microsoft Office)
8. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
9. Excellent communication and interpersonal skills to communicate with students, parents, and staff in an acceptable/courteous manner.
10. Must be able to work as a team, including sharing ideas.
11. Knowledge of and support for appropriate skills in teaching children as well as educators and adults.
12. Excellent verbal and written communication skills. Ability to understand and follow basic oral and written instructions.
13. Enforce school regulations and policies in a professional manner.
14. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
15. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
16. Such alternatives to the above qualifications as the district may find appropriate and acceptable

SCHEDULING

This is a 260 day, 8 hours per day, administrative position.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Director of Food Service

Department: Food Service

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: 08/13/24

SUMMARY

The food service director plans, directs, and coordinates the activities of the district's food service program. The food service director shall be responsible for the completion of all obligations specified by county, state and federal laws and regulations, as well as such other duties as specified by the superintendent and Board.

DUTIES

1. Purchases all food, supplies, and equipment for the cafeterias and kitchens.
2. Takes orders for supplies from each head cook and orders accordingly and within budget.
3. Plans and checks all menus for school meals and informs students, parents, and staff of the menus.
4. Compiles and sends bid specifications to vendors in a timely manner such that all items are received prior to the start of the school year.
5. Formulates, compiles, and prepares in a readable form information for preparation of the following year's budget at the conclusion of each school year. Delivers said information to the central office no later than May 1.
6. Plans disposition of government commodities as part of food service program and keeps accurate and timely records of such. Collects invoices from each school upon receipt of commodities.
7. Visits all lunchrooms on a regular basis to ensure high standards of health and safety and to ascertain improvements where needed.
8. Confers with building principals on at least a monthly basis to ensure smooth operations and maintenance of the lunch programs.
9. Supervises in the planning, purchase, and preparation of any special events required for the district as directed.
10. Investigates and documents any problems reported from the kitchen(s) and/or cafeteria(s).
11. Prepares and maintains a list of substitute cooks.
12. Submits orders to appropriate vendors as needed.
13. Provides or arranges in-service training as needed.
14. Skillfully manages the food service fiscal and business activities.
15. Orients new food service staff, ensuring they will be totally familiar with school philosophy, personnel policies, and food service standard operating procedures.
16. Recommends the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all food service employees of the Board as provided by law or by the policies of the Board, with such recommendation reported to the building principal and subject to his/her action.
17. Maintains communication with administrators, school personnel, students, parents/guardians and community.

18. Maintains an organized and efficient record keeping system and documents necessary information to comply with board policy and state/federal mandates.
19. Maintains confidentiality regarding all student-related issues.
20. Be involved in appropriate professional activities designed to promote personal/professional growth and to contribute to the advancement of his/her profession.
21. Ensures that cooks are testing prepared food by tasting and smelling it in order to ensure palatability and flavor conformity.
22. Investigates and resolves complaints regarding food quality, service, or accommodations.
23. Monitors food preparation methods, portion sizes, garnishing, and presentation of food in order to ensure that food is prepared and presented in an acceptable and safe manner.
24. Prepares modified menus for students with food allergies, diabetes, or other diet restrictions, maintain required documentation, and communicate with students and parents as needed. Instructs cooks on correct implementation of modified menus.
25. Conducts all the required communication to district families and to school staff regarding the federal free and reduced lunch program. Prepares, submits, and maintains all required reports and documentation of this program as well.
26. Monitors compliance with health and fire regulations regarding food preparation and serving, and building maintenance in dining facilities.
27. Keeps records required by government agencies regarding sanitation, and food subsidies when appropriate.
28. Establishes standards for personnel performance and conduct or supervise yearly performance evaluations of food service employees.
29. Performs some food preparation or service tasks such as cooking, washing dishes, serving food, and charging students for lunch when necessary.
30. Records the number, type, and cost of items sold in order to determine which items may be unpopular or less profitable.
31. Arranges with Director of Maintenance for equipment maintenance and repairs and coordinate a variety of services such as waste removal and pest control.
32. Establishes and enforces nutritional standards based on accepted industry standards and federal/state guidelines.
33. Creates specialty dishes and develop recipes to be used in the school lunch program.
34. Enforces administration policies and rules governing students.
35. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
36. Maintains professional and courteous working relationships with all stakeholders – fellow employees, students, parents, and community members.
37. Communicate in a professional, acceptable, and courteous manner with all stakeholders – fellow employees, students, parents, and community members
38. Performs other duties as may be assigned by the Superintendent or Board of Education.

QUALIFICATIONS

1. Bachelor's degree or equivalent educational experience, with academic major in nutrition or culinary, or related area; Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; or Associate's degree or equivalent education experience, with academic major in specific area and at least three years of relevant school nutrition programs experience.

2. Must complete at least 8 hours of food safety training either not more than 5 years prior to starting date or complete within 30 days of start date.
3. Must complete the required annual continuing education/training.
4. Must have a food service sanitation certificate up to date.
5. Must be familiar with quantity food preparation including equipment, recipes, etc.
6. Ability to understand and communicate basic oral and written instructions.
7. Basic understanding and experience with personal computer and programs.
8. Enforce school regulations and policies in a professional manner.
9. Ability to maintain good working relationships with fellow employees and pupils.
10. Ability to stand for long periods of time.
11. Ability to lift and carry up to 50 lbs.
12. Ability to push/pull up to 100 lbs.
13. Enforce school regulations and policies in a professional manner.
14. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
15. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

Daily Working Schedule

7:00am-3:30pm Monday-Friday (30 minute unpaid lunch)

*subject to change depending on district demands. Overtime is required when requested.

BENEFITS

Pay - Determined with final candidate

Sick, Personal, and Vacation Leave

12 Paid Holidays

District Provided Employee Health Insurance

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Director of Maintenance

Reports to: Superintendent

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

This position provides managerial oversight of the district's buildings and grounds. In addition, this position ensures that routine maintenance and repairs on, and within all buildings of the district are performed accurately and efficiently to keep them in optimal working condition.

DUTIES

1. Communicates effectively with department staff, school, and district personnel.
2. Communicates effectively orally and in writing.
3. Collaborates with schools and departments to set priorities and provide service.
4. Provides Cost Impact analyses as requested.
5. Evaluates work orders to determine priorities and estimates on equipment, materials, and time to complete projects.
6. Provides leadership for staff to fulfill the district's goals and objectives related to facility and maintenance services.
7. Demonstrates initiative and proactive orientation to recognizing and resolving issues, concerns, or problems.
8. Assists in selection of maintenance department employees and encourage their growth and efficiency of service.
9. Uses appropriate interpersonal styles and methods to guide others toward task accomplishment.
10. Facilitates problem solving.
11. Sets high standards of performance for self and others.
12. Maintains current working knowledge of state and federal regulations relating to facility maintenance.
13. Assists in training programs for employees.
14. Keeps abreast of trends and best practices in assigned areas.
15. Assists with the development of school facility construction plans.
16. Makes recommendations for development of an annual budget for facility maintenance.
17. Assists in compliance with EPA, OSHA, and Health Department standards.
18. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.
19. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
20. Maintains professional and courteous working relationships with all stakeholders – fellow employees, students, parents, and community members.
21. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders – fellow employees, students, parents, and community members
22. Develops job descriptions for department personnel.
23. Supports the District's vision and mission.

24. Serves on committees/councils, and/or task forces.
25. Represents the District as requested or required.
26. Serves as a District Representative at emergency shelters as determined by the Superintendent.
27. Performs other incidental tasks consistent with the goals and objectives of this position.
28. Assists with the development of the improvement plan and monitor the annual budget for the department.
29. Directs the implementation of the maintenance plan and schedule.
30. Establishes a quality control system.
31. Coordinates the acquisition of specialized parts and supplies to ensure timely and efficient repairs.
32. Completes required reports and maintain records.
33. Makes and share decisions in a timely manner.
34. Responds immediately to emergency situations.
35. Addresses personnel problems promptly and directly.
36. Enforces administration policies and rules governing students.
37. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
38. Maintains professional and courteous working relationships with all stakeholders – fellow employees, students, parents, and community members.
39. Communicate in a professional, acceptable, and courteous manner with all stakeholders – fellow employees, students, parents, and community members
40. Additional duties may be assigned by administration.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Must possess a valid driver's license.
3. 2-5 Years experience in building maintenance and repair, carpentry, electrical, and plumbing.
4. Ability to understand and follow basic oral and written instructions.
5. Ability to be on your feet for long periods of time.
6. Basic understanding and experience with personal computer and programs.
7. Must be able to lift up to 50 lbs.
8. Must be able to carry up to 35 lbs.
9. Requires employee to have the ability to push/pull up to 26 lbs.
10. Enforce school regulations and policies in a professional manner.
11. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
12. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The normal working hours will vary by demands of the job, Monday through Friday. The schedule is subject to change with district demands. Overtime is required when requested.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: District Administrative Assistant

Department: Administrative Staff

Location: District Office

Reports to: Superintendent

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

This position is responsible for providing administrative support to the Superintendent and School Board of Education to assist with efficiently operating the District.

DUTIES

1. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
2. Act as liaison between the Superintendent, the Administrators, and the general public
3. Schedule appointments and maintain Superintendent calendar as needed
4. Assist the Superintendent with preparation and distribution of district correspondence, communications, meeting notes, and reports
5. Assist the Superintendent with preparation of annual programs, conference registration, and travel arrangements
6. Maintain, organize, serve as custodian for all personnel and district level files and records
7. Prepare the information packet for Board members, attend all board meetings and take minutes, post agendas and minutes on District website and ensure all required Board information is on the District Website
8. Prepare and post required legal publications (i.e. annual budget, tax levy, etc).
9. Completes local, state, and federal reporting as needed
10. Assist with preparation of materials for annual audits
11. Assist in updating and preparing District-wide policies for review and approval for the Board of Education
12. Maintain and update District-wide communication (ex. District website)
13. Prepare, process, and ensure completion of all required documentation for all new hire and former employees
14. Collaborate with and assist payroll and benefits specialist and billing specialist
15. Record, verify, and maintain all annual State level reporting as it pertains to certified/licensed staff (ie. SB7, EIS, Sequence of Honorable Dismissal, etc.)
16. Verifies purchase order information is correct and enter information into system for payment.
17. Enforces administration policies and rules governing students.
18. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
19. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
20. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
21. Participate in cross training with other office staff
22. Perform other duties as assigned by the Superintendent.

QUALIFICATIONS

1. Candidates must have outstanding organization and communication skills, as well as the ability to work as a positive liaison with the public. This position supports the executive levels of the district and is entrusted with the highest level of confidentiality. Candidates must also have exemplary technology skills. Knowledge of Microsoft Office Suite and Google Suite is required.
2. Experience in office management or related field, preferred
3. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
4. Enforce school regulations and policies in a professional manner.
5. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
6. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
7. This position will require the candidate to be bonded at the statutory level.

SCHEDULING

The work hours for this position are from 7:30 to 4:00 during the school year and a varied schedule during the summer break months. This is a 260 day per year (year-round) position. The schedule is subject to change with district demands.

BENEFITS

Pay - Beginning at \$20.00/hour.

Sick, Personal, and Vacation Leave

12 Paid Holidays

District Provided Employee Health Insurance

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Nurse

Department:

Reports to: Superintendent

FLSA Class: Non-Exempt

Revised Date: 08/13/24

SUMMARY

To provide purposeful health services to district students and staff and act as a health resource person.

DUTIES

1. Conducts school health screenings.
2. Provides professional nursing services as defined in The Illinois Nursing Practice Act (Ill.Rev.Stat. 1985, ch 111, par. 3405 (4)(1).
3. Identifies student health problems, make referrals for their diagnosis, treatment and remediation, and provides follow-up for each referral.
4. Recommends modification of the school programs for a student who requires a change because of a health deficit and developing health care plans when students need special physical health care procedures to be provided at school.
5. Administers and monitors medication and treatment given in school (subject to local policy regarding the administration of medication at school).
6. Acts as liaison between home, school, community health agencies and the private medical sector.
7. Participates in the identification, evaluation and placement of students into special education programs; e.g., as a referring agent, a consultant to parents, teachers, etc., and/or as a member of a multidisciplinary team pursuant to the provisions of 23 Ill. Adm. Code 226 (Special Education).
8. Assumes responsibility for identification and referral of students in need of medical care.
9. Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters.
10. Maintains up to date health records on all students.
11. Observes students on a regular basis to detect health needs.
12. Assumes authority, in the absence of a physician, for the care of a staff member or student who has suffered injury or emergency illness.
13. Participates with administration and school staff in developing and implementing total school health program.
14. Prepares and submits health data and reports as necessary.
15. Assists school personnel in establishing sanitary conditions at each building.
16. Assists in health instruction, family education, and other health topics at each building.
17. Attends committee meetings and conferences regarding health service and health curriculum.
18. Monitors any medical treatment and/or medication given to students while attending school.
19. Enforces administration policies and rules governing students.
20. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
21. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
22. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

23. Performs any other duties that may be assigned by administration.

QUALIFICATIONS

1. Must hold a bachelor's degree.
2. Must be a registered professional nurse in Illinois who holds a Professional Educator License with an endorsement in school nursing.
3. Must meet any other certification requirements of the state.
4. Enforce school regulations and policies in a professional manner.
5. Ability to maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
6. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.

SCHEDULING

The work hours for this position are from 7:30 a.m. to 4:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested. Some on-call time is required.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Bookkeeper/Payroll Specialist

Department: Administrative Staff

Location: District Office

Reports to: Superintendent

FLSA Class: Non-Exempt

Revised Date: July 2025

SUMMARY

This position is responsible for assisting in the administration of the district's business affairs to provide the maximum educational services for the financial resources available.

DUTIES

1. Responsible for overseeing and keeping all district financial transactions and records.
2. Responsible for all aspects related to district payroll processing - calculates time sheets, prepares payroll, prints checks, sorts, stamps, and distributes to employees, process payroll billing, etc.
3. Assists with administering grants with budget preparation and timely spending of all grant monies.
4. Assists auditors during the annual district audit.
5. Assists with obtaining information to prepare annual financial report for publication in newspaper each November.
6. Assists with obtaining information for preparation of the annual budget.
7. Completes other financial information and reports to the Superintendent for the preparation of the Transportation Report, Special Education Report, and Food Service Report. All reports should be filed with the appropriate agency before their due dates.
8. Acts as the employee benefits coordinator.
9. Responsible for timely accurate payment of payroll taxes.
10. Responsible for timely and accurate payments of TRS and IMRF for employees.
11. Prepares the Annual TRS Report of Earnings
12. Prepares 941 quarterly reports.
13. Prepares IDES monthly and quarterly reports.
14. Prepares W-2's at the end of the year.
15. Responsible for the preparation and payment of current monthly bills for the District.
16. Operates office equipment such as fax machines, copiers, etc.
17. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
18. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
19. Works with retiring employees to prepare and file all required forms.
20. Responsible for keeping records of employees' leave of absences.
21. Responsible for acting as the district's HIPAA compliance officer.
22. Maintains documentation relating to the district's health insurance policy.
23. Completes forms in accordance with school district procedures.
24. Coordinates the district property insurance claims and the district health insurance plan.
25. Receives and deposits all state and federal monies.

26. Receives and deposits all tax monies.
27. Prepares financial bank reconciliation for the board each month.
28. Performs basic payroll and accounting type tasks as required, including gathering and depositing funds.
29. Responsible for maintaining locked confidential personnel files on all certificated and non-certificated employees.
30. Operates office equipment such as fax machines, copiers, etc.
31. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
32. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
33. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
34. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
35. Ability to communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
36. May be required to perform other tasks as assigned by the Superintendent or the Board of Education.

QUALIFICATIONS

1. District Bookkeeper must be bonded at the statutory level (Please note, this process is similar to having a credit check done).
2. Experience in accounting, payroll and/or bookkeeping, strongly preferred.
3. High School Diploma or equivalent required; Associates Degree in Accounting/Data Processing Preferred.
4. Knowledge of Microsoft Office and/or Google Suite.
5. Knowledge of general accounting and payroll processes
6. Ability to lift and carry up to 20 lbs.
7. Ability to push/pull up to 10 lbs.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
9. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
10. Enforce school regulations and policies in a professional manner.
11. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are from 7:30 to 4:00 during the school year and a varied schedule during the summer break months. The schedule is subject to change with district demands.

RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT #19

JOB DESCRIPTION

Position Title: Assistant Maintenance/Transportation Director

Department: Maintenance/Transportation

Reports to: Maintenance/Transportation Director

FLSA Class: Non-Exempt

Effective Date:

SUMMARY

This position assists the Maintenance/Transportation Director with providing oversight of the district's transportation and buildings and grounds. In addition, this position ensures that routine maintenance and repairs on and within all buildings of the district and district vehicles are performed accurately and efficiently to keep them in optimal working condition.

DUTIES

1. Communicates and collaborates effectively with department staff, school, and district personnel.
2. Assists the Maintenance Director in providing Cost Impact analyses as requested.
3. Evaluates work orders to determine priorities and estimates on equipment, materials, and time to complete projects.
4. Demonstrates initiative and proactive orientation to recognizing and resolving issues, concerns, or problems.
5. Assists in selection of maintenance and transportation department employees and encourages their growth and efficiency of service.
6. Maintains current working knowledge of state and federal regulations relating to facility maintenance.
7. Assists in training programs for employees.
8. Keeps abreast of trends and best practices in assigned areas.
9. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.
10. Assists the Maintenance/Transportation Director in developing job descriptions for department personnel.
11. Coordinates the acquisition of specialized parts and supplies to ensure timely and efficient repairs.
12. Completes required reports and maintain records.
13. Responds immediately to emergency situations.
14. Assists with addressing personnel problems promptly and directly.
15. Conforms with all state laws and regulations regarding school transportation.
16. Prepares bus routes for all public and non-public schools in the district.
17. Prepares and updates bus routes for all public and non-public schools in the district.
18. Attends appropriate committee and staff meetings.
19. Helps prepare and administer the transportation and maintenance budget.
20. Requests purchases in accordance with the budgetary limitations and district rules.
21. Maintains all district-owned equipment and develops plans for preventive maintenance.
22. Suggests ways to improve transportation department operational efficiencies.
23. Submits all transportation reports required by state authorities.
24. Assists the Maintenance/Transportation Director with solving discipline problems occurring on school buses.

25. Acts as a liaison with parents for complaints and special requests, as requested.
26. Assigns drivers to designated buses.
27. Enforces administration policies and rules governing students.
28. Maintains a high level of ethical behavior and confidentiality of information about students, parents, and families.
29. Maintain professional and courteous working relationships with all stakeholders - fellow employees, students, parents, and community members.
30. Communicate in a professional, acceptable, and courteous manner with all stakeholders - fellow employees, students, parents, and community members.
31. Performs other duties as assigned by the Maintenance/Transportation Director or Superintendent, including tasks typically designated to the Director of Maintenance/Transportation, to ensure operational continuity.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Must possess a valid driver's license and a good driving record.
3. General knowledge of school buses and related equipment required.
4. Ability to obtain and maintain full bus driver certification.
5. Prior experience in building maintenance and repair, carpentry, electrical, and plumbing preferred.
6. Ability to understand and follow basic oral and written instructions.
7. Ability to be on your feet for long periods of time.
8. Basic understanding and experience with computers and programs.
9. Ability to lift and carry up to 50 lbs.
10. Ability to push and pull up to 40 lbs.
11. Requires employees to have the ability to push/pull up to 26 lbs.
12. Enforce school regulations and policies in a professional manner.
13. Ability to maintain good working relationships with fellow employees and pupils.
14. Ability to communicate with students, parents and staff in a respectful/courteous manner.

SCHEDULING

The normal working hours will vary by demands of the job, Monday through Friday. The schedule is subject to change with district demands. Overtime is required when requested.