



Job Description

Job Title: Business Manager

Department: Administration

Supervisor: Superintendent

FLSA Status: Exempt

General Definition of Work:

Performs executive work planning, directing, coordinating and supervising department operations, preparing and enforcing the budget, ensuring that regulations and procedures are followed, maintaining appropriate records and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Work performed under the direction of the superintendent. Departmental supervision is exercised over all employees of the Business Office and the Technology Office.

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 individuals with disabilities to perform the essential functions.

Essential Functions:

Directs, organizes and participates in district financial forecasting, accounting, budget preparation and control. Provides fiscal and technical assistance to department heads, principals, directors, supervisors, finance advisory committee, School Board and staff. Works collaboratively with Human Resources to effectively negotiate and manage relations with bargaining units. Promotes community partnerships relating to instructional and facility improvements. Represents the District during presentations to community organizations. Directs the preparation and completion of the audit process. Develops accounting and finance policies and procedures. Provides fiscal reports to the School Board and the public. Advises and initiates recommendations to the Superintendent concerning the District's business affairs; prepares and submits reports as required or requested to the Superintendent. Prepares statistical research for projects assisting in short- and long-range planning and decision making.

Prepares quarterly and annual payroll tax returns. Reconciles district's fixed asset records. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Comprehensive knowledge of general laws and administrative policies governing school district financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in school districts; ability to evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

Education and Experience:

Bachelor's degree with coursework in business administration, accounting, or related field and extensive experience working as a financial manager in the public sector, 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 speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, 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 has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: CPA preferred.

Last Revised: 11/23





Job Description

Job Title: School Board Secretary & Media Communications Coordinator

Department: Administration

Supervisor: Superintendent

FLSA Status: Exempt

General Definition of Work:

Performs difficult skilled administrative support work providing high level, confidential and administrative support for the Superintendent, members of the School Board, and district, including, but not limited to assisting in the development and assembly of meetings and agendas, attendance at all Board meetings, preparing and publishing minutes and resolutions, screening callers and greeting visitors, managing calendars, providing assistance in resolving and addressing routine issues and problems not requiring the Superintendent, providing coordination and scheduling of workshops, meetings and special events, making travel arrangements and maintaining and organizing confidential records, reports and files, administering election duties, updating and managing district website, managing social media outlets, preparing district newsletters, planning and organizing district-wide staff and community events, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Individual must be a positive representative for district.

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:

Responsible for schedules and arranges appointments, workshops or special events, as well as travel arrangements for the Superintendent and School Board. Prepares and organizes materials, agendas, and supporting documents, and-reports for School Board members; attends all School Board meetings and other meetings to provide clerical and secretarial support and assistance during meetings. Provide administrative support for the Superintendent of a confidential nature or as needed, including preparation of high volume of general and specialized correspondence, preparation of materials, which

may include financial, analytical and communication materials. Prepared minutes of the school Board meetings and directing routine follow-up, including transmittal preparation, indexing of minutes and publishes the official minutes. Performs advanced secretarial and routine clerical work for the Superintendent and School Board involving tasks as maintaining files, serving as a liaison to principals, distributing messages, copying, faxing, processing incoming/outgoing mail, typing documents, ordering supplies, and providing customer service to internal and external sources. Coordinates activities and communication among the Superintendent, School Board and other agencies, city and state officials and internal departments. Initiates and maintains confidential and administrative information and files and records including those relating to employee-employer relations. Receives and resolves problems and routine concerns that do not require the assistance of the Superintendent; and when appropriate, regularly update the Superintendent. Ensures the office operates in an effective, efficient and professional manner; transmits new procedures and decisions to various departments. Researches, complies and analyzes data for a variety of projects at the request of the Superintendent; responds and provides assistance to the Superintendent and staff. Maintains and updates School Board policies when approved by the School Board; prepares policies for review by policy committee and School Board. Assists in processing requests and maintaining records. Projects the Superintendent and School Board in a positive and supportive manner to staff and public. Works cooperatively and in tandem with other administrative support staff; serves as a backup to other department clerical staff. Assists with emergency/disaster situations, including emergency protocols with the Superintendent and other staff. Demonstrates excellent customer service to students, staff, parents, visitors, and the general public. Performs other duties as assigned related to carrying out the responsibilities of the function. Prepares and creates materials and has working knowledge of presentation software and newsletter software, including online social media materials. Maintains all seniority lists. Serves as an election clerk administering all election duties as needed. Process and receipt of retiree insurance premiums. Prepare and receipts deposits as necessary. Acts as a notary when requested. Must support the school's mission and culture, to have good attendance, and to be a positive team player.

Knowledge, Skills and Abilities:

Thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office; thorough knowledge of prescribed school board policies and procedures; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages; ability to work independently; ability to detect sensitive situations and respond appropriately; ability to understand and apply law; ability to compose correspondence and reports from brief instructions; ability to follow direction and to perform related office duties with limited supervision and oversight; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to type accurately and at a reasonable rate of speed; skill in collecting and assembling data, preparing reports, monitoring progress and analyzing data; skill in adapting style to divergent situations; ability to multiplex and work well under pressure; ability to meet the public effectively; ability to establish and maintain effective working relationships with associates, the School Board, parents, elected officials, students, staff, superintendent and the general public.

Education and Experience:

Associates/Technical degree and considerable experience working with standard office programs, including all computer platforms, as an administrative assistant, or equivalent combination of education and experience. Experience with promotional, marketing, and social media platforms is desired. Bachelor's degree preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using digit dexterity, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; 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: Valid driver's license in the State of Minnesota.

Last Revised: 11/2023





Job Description

Job Title: Payroll and Benefits Specialist

Department: Business Office

Supervisor: Business Manager

FLSA Status: Exempt

General Definition of Work:

Performs intermediate administrative work processing payroll, remitting information to governing agencies, maintaining and updating various financial records, and related work as apparent or assigned. Work is performed under the 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:

Coordinates and processes district payroll for part-time and AFSCME employees, collects, calculates and enters employee information into system; verifies account codes; processes deductions and garnishments; prepares and issues paper checks and direct deposit notifications. Maintains accurate information for employees regarding personal, contract and deduction information. Reviews and process time cards for payment. Calculates salary changes and updates payroll system and records. Calculates and processes wages, payroll taxes, TRA and PERA, garnishments, child support orders and union dues, Reviews, prints and makes available to all employees year-end W2 information. Resolves employee payroll issues or questions. Reviews electronic timecards, creates absences and adjustments as needed, processes time off and accruals and makes adjustments as needed. Brings bank deposits to the bank. Processes Affordable Care Act reports, STAR Reporting, process unemployment, assists with workers compensation, compiles data for employee negotiations, interprets employment contracts. Meets with new employees, ensures all new hire paperwork is completed by employee, enters employee information into various systems as well as creates schedules and calculates time off for the employee. Provides customer service to staff, visitors and community members. Communicates with

unions during employment changes. Resolves employee payroll issues or questions. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of payroll and benefit program administration; thorough knowledge of bookkeeping terminology and methods; general knowledge of accounting theory and principles; general knowledge of word processing and spreadsheet programs; general knowledge of standard office procedures, practices and equipment; thorough skill in the use of personal computer and general office equipment; ability to follow detailed instructions; ability to maintain financial records and prepare financial reports; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain effective working relationships with associates, staff and the general public.

Education and Experience:

Associates/Technical degree in finance, accounting, or related field and considerable experience working in an accounting role, 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 sitting and repetitive motions, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, 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 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 has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Last Revised: 11/2023





Job Title: Payroll and Benefits Coordinator

Department: Business Office

Supervisor: Business Manager

FLSA Status: Exempt

General Definition of Work:

Performs intermediate administrative work processing payroll, remitting information to governing agencies, maintaining and updating various financial records, and related work as apparent or assigned. Work is performed under the 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:

Coordinates and processes district payroll for Teachers, Administration, Coaches, and Activity Workers; collects, calculates and enters employee information into system; verifies account codes; processes/calculates deductions and garnishments. Maintains accurate information for employees regarding personal, contract and deduction information. Reviews and process time cards for payment. Calculates salary changes and updates payroll system and records. Calculates and processes wages, payroll taxes, TRA and PERA, 403B, garnishments, child support orders and union dues. Reviews, prints and makes available to all employees year-end W2 information. Resolves employee payroll issues or questions. Gather information into appropriate record or summary format for presentation to the Board or administrators. Receives/records district cash and checks, prepares bank deposit. Invoice and Track payments for retirees, all other accounts receivable Affordable Care Act report, process 1095C's. Meet with all new benefit eligible staff.

Coordinate benefits with employees, track all staff's insurance elections, reconcile insurance invoices monthly, comply with COBRA rules. Ensure all new hire paperwork is completed by employee. Set up and track employee time off, semi-monthly accruals, import/exports. STAR Reporting. Process Unemployment Claims, Assists with Workers Comp, Prepares Work Comp Audit, Prepares Sales Annual Tax Return, Assist with negotiations data, Track VEBA/HCSF.

Provides customer service to staff, visitors and community members. Communicates with unions during employment changes. Assists with year end-audit procedures. Performs other duties as assigned. Acts as a notary when requested.

Knowledge, Skills and Abilities:

Thorough knowledge of payroll and benefit program administration; thorough knowledge of bookkeeping terminology and methods; general knowledge of accounting theory and principles; general knowledge of word processing and spreadsheet programs; general knowledge of standard office procedures, practices and equipment; thorough skill in the use of personal computer and general office equipment; ability to follow detailed instructions; ability to maintain financial records and prepare financial reports; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain effective working relationships with associates, staff and the general public.

Education and Experience:

Associates/Technical degree in finance, accounting, or related field and considerable experience working in an accounting role, 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 sitting and repetitive motions, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, 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 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 has

no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Minnesota Notary Public

Last Revised: 11/2023





Job Description

Job Title: Finance Officer

Department: Business Office

Supervisor: Business Manager

FLSA Status: Exempt

General Definition of Work:

Performs skilled administrative support work processing invoices, check requests and reimbursements, maintaining records, reports and files, and related work as apparent or assigned. Work is performed under the direction 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:

Enters data into SmartFinance to process vendor checks and purchase orders. Reviews various financial reports for accuracy. Process all payments for the True North Star Perkins Consortium. Maintains vendor list ensuring W-9s are completed and on file for individual contractors. Prints invoices sent by email. Codes and enters invoices for the schools' blanket purchase orders. Checks monthly vendor statements. Communicates with vendors and employees to effectively resolve questions and problems that arise. Proof data and processes yearly 1099 tax forms for the IRS. Place on-line orders. Works with the receiving department to verify items ordered and where to deliver the items. Work directly with technology department to process orders asap to keep up with the schools daily technological needs. Processes invoices to have individuals or organizations reimburse the school for transportation costs and other expenses. Process invoices to bill parents or guardians of students for damage to iPads, missing iPads and missing iPad supplies. Deliver bank deposits. Processes incoming mail and forwards to appropriate departments. Processes outgoing mail and delivers the outgoing mail to the post office. Go to UPS or FedEx as needed. Coordinates shredding of schools confidential materials. Process credit

applications, process bi-monthly school board resolutions, Assists with the preparation and completion of the annual audit. Orders copier supplies. Receives incoming calls and forwards the calls to the appropriate departments. Provides customer service to students, staff, parents, and community members. Other duties as assigned.

Knowledge, Skills and Abilities:

General knowledge of governmental accounting principles and procedures; general knowledge of federal and state fiscal regulations and procedures relevant to school program funding; general knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; thorough skill in the use of standard computer equipment and software; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Associates/Technical degree in accounting, accounts payable, or related field and moderate experience working in an accounting role, 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 sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, speaking or hearing, climbing or balancing, 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 and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; 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: Ability to type 40 wpm.

Last Revised: 11/23





Job Description

Job Title: Human Resources Specialist

Department: Administration

Supervisor: Business Manager and Superintendent with final evaluation responsibility of Superintendent

FLSA Status: Exempt

General Definition of Work:

The Human Resources Specialist is responsible for providing leadership for all district Human Resource functions to ensure all actions play a strategic role in accomplishing the district mission, visions and strategic direction. The Human Resource Specialist is responsible for the essential department functions including recruitment, advertising, and selection of high performing employees, interpretation and management of employment contracts, employee relations, organizational planning, staffing, and compliance with all applicable state and federal laws. Performs difficult and intermediate skilled administrative work providing high level, confidential support-and-providing assistance in resolving and addressing routine issues and problems not requiring the Superintendent, providing coordination and scheduling of new hire meetings and para testing, and organizing confidential records, reports and files, and related work as apparent or assigned. Individual must be a positive representative for the district. Work is performed under the general direction of the Superintendent and Business Manager. The final evaluation is the responsibility of the Superintendent.

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:

Responsible for posting open jobs, processing background checks, handling all incoming faxes, entire onboarding process of new employees, verification with the Board of Teaching, maintain pre-employment, employment and post-employment personnel records and information according to applicable data retention laws and policies, process terminations, keep up to date on employment and

human resource law and be the main contact person for the district, administer labor contracts as to maintain fair and equitable treatment of employees and to assure compliance with negotiated agreements. Provides contract interpretations to supervisors and employees. Leads a culture of customer service and continuous improvement that sets the tone for the district and the Human Resources department. Interfaces with district legal counsel, when necessary and/or prudent, on employment matters and ensures compliance. Prepare and/or complete in an accurate and timely manner state and federal reports for the purpose of compliance. Handle all FMLA and Workers Compensation. Works proactively to resolve issues before they become formal grievances and utilizes problem solving techniques to bring about a resolution where appropriate. Attends professional growth sessions for the purpose of keeping his/her professional Human Resource knowledge current with changing laws and regulations. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines. Acts as a notary when requested. Performs other duties as assigned.

Maintains employee contracts, applications, licenses, records. Maintains personnel files. Acts as a notary when requested.-Assists employees with contract questions. Works on employment postings and any leave requests. Manages Applitrack and manages applications for positions. Responsible for creation of individual teacher contracts and maintains personnel files. Process FMLA, and work comp paperwork. Answer employee questions about contracts and benefits. Work cooperatively with principals and superintendent and other hiring administrators to ensure a smooth hiring, retention, and end of employment experience. Additional duties as assigned by the Superintendent or Business Manager.

Attends workshops and meetings as necessary and required by the Superintendent.

Knowledge, Skills and Abilities:

Thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office; thorough knowledge of prescribed school board policies and procedures; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages; ability to work independently; ability to detect sensitive situations and respond appropriately; ability to understand and apply law; ability to compose correspondence and reports from brief instructions; ability to follow direction and to perform related office duties with limited supervision and oversight; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to type accurately and at a reasonable rate of speed; skill in collecting and assembling data, preparing reports, monitoring progress and analyzing data; skill in adapting style to divergent situations; ability to multiplex and work well under pressure; ability to meet the public effectively; ability to establish and maintain effective working relationships with associates, the School Board, parents, elected officials, students, staff, superintendent and the general public. Responds with empathy to difficult employee life situations.

Thorough knowledge of hardware and peripheral equipment; thorough skill creating and maintaining various electronic and paper records; ability to follow direction from others and to perform related office duties with limited supervision and oversight and ability.

Education and Experience:

Associates/Technical degree and considerable experience working with standard office programs, including all computer platforms, as an administrative assistant, or equivalent combination of education and experience. Bachelor's degree preferred. Experience in Human Resources preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using digit dexterity, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; 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: Valid driver's license in the State of Minnesota. MN Notary Public.

Last Revised: 11/2023





Job Description

Job Title: Director of Technology

Department: Technology

FLSA Status: Exempt

General Definition of Work:

Performs complex executive and professional work. The Director of Technology provides vision and leadership for developing, implementing and managing information technology (IT) initiatives and functions. Must partner to constantly improve student achievement in support of a 21st Century Learning environment. Must drive cost effective solutions for district and school operations and increase efficiency of business processes in support of the district's business plan, and related work as apparent or assigned. Work involves setting policies and goals and action under the direction of the **Business Manager and (Delete)** Superintendent. Departmental supervision is exercised over Technology 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 individuals with disabilities to perform the essential functions.

Essential Functions:

Serves as the leader of district-wide technologies issues and strategies. Develop and maintain School Board policies, District protocols, and operational plans related to technology that are in compliance with state and federal law and are consistent with the District's vision, mission and strategic plan. Works in concert with the superintendent and principals to conduct regular needs assessments to ensure the integration of technology across the curriculum. Develops and administers the District technology budget to ensure that resources are allocated in a manner consistent with the District Technology Plan. Maintains the District's inventory of hardware and software and coordinates the purchase of new hardware and software so that acquisitions are cost effective and consistent with the District's Technology Plan. Supervises system support of all data, video and voice communication

infrastructure and equipment. Directs development and maintenance of a Wide Area Network (WAN) and building level Local Area Networks (LAN). Demonstrates excellent customer service skills. Oversees the training of staff in the use of technology. Supervises all personnel within the technology department. Performs other duties of a similar nature or level as assigned. Administers and configures all technology platforms, servers, and software. Administers and configures all technology networks and directories. Responsible for District's Social Media pages, including websites and Facebook. Responsible for student and staff information system and database. Administers HVAC servers and software. Manages all district phones, communications, security, and bell systems.

Knowledge, Skills and Abilities:

Thorough knowledge of a technology department operation; thorough knowledge of the program areas in instructional technology; thorough knowledge in creating and monitoring a department budget; thorough knowledge of state and federal funding for technology; demonstrated effective management skills, including project management, planning, employee supervision, and verbal and written communication skills; demonstrated effective human relations skills; evidence of significant successful experience in technology leadership and general education, including visionary, innovative expertise in planning and directing the strategic use of technology for instructional engagement, management efficiency and instructional improvement; strong communication skills and interpersonal skills as applied to interaction and coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. Ability to understand and implement technical concepts within a short period of time.

Education and Experience:

Bachelor's degree with coursework in education or information technology, or related field and considerable experience in E-12 Setting, 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 frequently standing, walking, speaking or hearing and using hands to finger, handle or feel and occasionally requires 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data 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). Work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock. Work occasionally requires visual inspection involving small defects and/or small parts and operating machines.

Special Requirements: MN Teaching License and valid driver's license in the State of Minnesota.

Last Revised: 2/2017 (V)





Job Description

Job Title: Network Engineer

Department: Technology

FLSA Status: Exempt

General Definition of Work:

Responsible for the operation of the ISD 2909 network infrastructure, including LAN/WAN, Internet, security, network servers, and desktop support. This responsibility includes the implementation, maintaining, supporting and designing of the district data, voice and video systems to support curriculum and administrative requirements, including maintaining and retrieving email archives. Supervises network specialist staff, and ensures that highest quality of system reliability, support and services are provided to ISD 2909 employees and students. Provides assistance to ISD 2909 staff with technology problems requiring expert troubleshooting and problem analysis. Provides monthly summary reports that would identify systems status, failures, deficiencies, and potential system issues. Coordinates, when necessary, direct assistance from manufacturers and vendors, including auditing and checking for accuracy vendor billing. Work is performed under the general direction of the Director of Technology.

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 individuals with disabilities to perform the essential functions.

Essential Functions:

Provides network access via wired and wireless connection to district users. Installs, sets up and configures networking devices and cabling including: switches, routers, wireless controllers, wireless access points, servers, printers, computers etc. Monitors wired and wireless network traffic and make necessary changes and improvements to better utilize network resources. Troubleshoots wired and wireless network, hardware, software, cabling etc. Makes recommendations for wireless network optimization, additions and upgrades to meet business requirements. Sets up, installs, configures and

troubleshoots telephone system including, hardware, cabling, programming, servers, voicemail, controllers, etc. Provides daily support for users with issues that pertain to network access, network devices, telephones, security cameras, key card access, AV, etc. Oversees the ordering, install and support of district interactive smart boards. Supports, maintains, administers and troubleshoots local area network (LAN) and wireless LAN (WLAN), security and telephone systems for the district. Analyzes current configurations to optimize performance. Tracks, logs and documents related issues and resolutions. Replaces telephones, cables or cords as configuration requires. Manages the configuration and installation of security cameras and security recording equipment. Archives and backs-up recorded data; assists administrators in viewing and saving recorded data, including security cameras. Provides assistance with hardware and software issues as needed. Creates a positive relationship with the customer and ensure the interaction the customer has with the district is an efficient and satisfying experience. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of personal computer and office automation systems, software and networks; thorough knowledge of computer program preparation principles and practices; thorough knowledge of the operation, care, capabilities, installations and adjustment of a wide variety of networking equipment; thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office; thorough knowledge of network, hardware and software terminology, methods, theory and principles; thorough knowledge of prescribed School Board policies and procedures; thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of hardware and software procedures and techniques; thorough knowledge of network administration practices and techniques; ability to understand and carry out oral and written instructions; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to recognize and assess maintenance and repair needs; ability to present ideas effectively, both orally and in writing; ability to follow direction from others and to perform related office duties with limited supervision and oversight; ability to adhere to timelines under pressure and maintain reasonable reliability; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, the school board, parents, elected officials, students, staff, superintendent and the general public.

Education and Experience:

Bachelor's degree with coursework in information technology, information services, or related field and moderate experience working at a helpdesk, troubleshooting network, hardware or software problems, 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, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires walking and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision and

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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; 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 exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Valid driver's license in the State of Minnesota.

Last Revised: 2/2017





Job Description

Job Title: Database Specialist / 1-1 Coordinator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work:

Manage the district student information system (currently Powerschool). This will include integration with outside curriculum and other services via plugins and nightly automated SQL FTP exports. Will support district secretaries, principles, and teachers in their SIS customization and data request needs. Configure, setup, and maintain web based district curriculum. Will oversee the implementation of the districts 1-1 initiative. Coordinate the distribution of all devices, manage the repair process for broken devices. Optimize current databases and work to merge into one new database. Design and implement document storage system. Work with other technology team members to resolve help desk tickets. Supervises Level 1 Technology Support personnel. Work is performed under the supervision of Director of Technology.

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 individuals with disabilities to perform the essential functions.

Essential Functions:

Database Management, Data Maintenance, Decision Making, Problem Solving, Process Improvement, Requirements Analysis, Attention to Detail, Database Security, Developing Standards, Database Performance Tuning. Manage users, groups, and field/page level security in the student information system. Streamline custom database fields and tables. Install, configure and update plugins to extend the student information systems functionality. Assist building principals, secretaries and admin with data extracts and manipulation. Configure data exports to enable nightly student, teacher, and course rostering in a variety of web based curriculum. Manage the creation and maintenance of students active directory and gmail accounts. Lead the creation and distribution of districts 1-1 initiative with help from VSTS and technology team. Manage the repair process and inventory control for broken

devices. Work with staff and web based ticketing system to resolve technology needs in the school district.

Knowledge, Skills and Abilities:

- Working technical knowledge in database design, administration and development.
- Knowledge of the PostgreSQL database platform preferred, but experience with any modern relation database platform such as Oracle, MS SQL Server, or MySQL required.
- Knowledge of current business intelligence and data warehousing technologies.
- Understanding of database security and knowledge of applicable data privacy practices and laws.
- Strong written and oral communication skills.
- Strong interpersonal skills and ability to work as a member of a team.
- Ability to work independently.
- Ability to analyze problems and determine appropriate solutions.
- Ability to work directly with both internal and external resources to ensure timely completion of assigned deliverables.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Proven analytical and problem-solving abilities.
- Strong report writing skills.
- Ability to train non-technical staff on data entry, reading and understanding record information, creating basic reports, queries, exports and mailings.
- Maintain effective working relationships with industry professionals, staff and the general public.

Education and Experience:

Associates degree and considerable experience, or equivalent combination of education and experience.

Physical Requirements:

This work requires the occasional exertion of up to 40 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing and sitting and occasionally requires walking, speaking or hearing and reaching with hands and arms; 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: Google and/or Apple certification preferred.

Last Revised: 3/14/2022





Job Description

Job Title: School-Age Child Care

Department: Community Education

FLSA Status: Non-Exempt

General Definition of Work:

Performs support work providing education and basic help to students and families, helps develop skills, as assigned or needed, for students. Performs basic skilled administrative support work maintaining information system, and related work as apparent or assigned. Work is performed under the supervision of Community Education

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 supervisory and play activities with young children. Maintains both individual and group child activities. Helps put away equipment and play materials after use. Performs routine work involving tasks such as distributing messages, copying, faxing, filing, scheduling appointments with office personnel, and placing supply orders. Responds independently to and forwards inquiries, requests and issues via telephone, email and in-person to the appropriate staff member. Responsible for family registration and special events using online and paper registration systems. May prepare and maintain registration materials including forms including educational benefits, class selections, and birth certificates. May create flyers and banners for program events and marketing. Creates and manages program calendars including the management of various meetings and room reservations. Attend staff meetings, inservices, and other educational opportunities as offered. Assist in other program related activities as assigned. Assists with group activities. Demonstrates excellent customer service to students, staff, parents, visitors and general public. Demonstrated excellent attendance. Performs other duties as assigned.

Knowledge, Skills and Abilities:

General knowledge of child care practices, including developmental stages and appropriate play and learning activities. Standard office practices, procedures and equipment; knowledge of school system routines and procedures; general knowledge of school policies and regulations; skill using personal computers and related software packages, hardware and peripheral equipment; ability to organize and perform work independently; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to establish and maintain effective working relationships with students, parents and associates.

Education and Experience:

High school diploma or GED and moderate experience working in an administrative capacity, or equivalent combination of education and experience. Early Childhood Associates/Technical degree preferred.

Physical Requirements:

This work requires the occasional exertion of up to 20 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking and repetitive motions and occasionally requires standing, using hands to finger, handle or feel, 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 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, playground, classroom, light traffic).

Special Requirements: None.

Last Revised: 5/2024





Job Description

Job Title: Community Education Director

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Under the direction of the building principals and superintendent, but primarily the superintendent, the Community Education Director is responsible for leading, supervising and overseeing after school activity programs (non-athletic) within Public Schools within the policies of the District, and rules and guidelines of the National Federation, Minnesota High School League, and area conferences. The Activities Director is responsible for assuring a whole child approach with respect to entire programs in order to best meet the needs of students and the community. This position runs the Community Education program. The Director will provide oversight and leadership for Community Education Services.

Performs difficult professional and administrative work developing and maintaining an effective educational program consistent with state and federal guidelines and the philosophy, policies and goals of the School Board, ensuring student safety, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the superintendent and building principals.

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:

Willing to and actively challenges the status quo. Uses a variety of data to identify necessary change initiatives. Builds on data analysis to define processes and protocols in order to create or adopt new and better ways to improve school and classroom practices. Adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent. Communicates and operates from strong ideals and beliefs about school and learning. Possesses well-defined ideals and beliefs about schools and learning that align with district non-negotiable goals and creates demand for change

through sharing beliefs about school, teaching, and learning with teachers and staff and community members.

Shares leadership in a manner that extends and promotes the ideals and beliefs about schools and learning throughout the community. Inspires and leads new and challenging innovations. Inspires coaches and staff to individually and collectively accomplish school goals. Establishes strong lines of communication with teachers, coaches, associations, booster clubs, and community groups. Leverages communications among and between stakeholder groups to increase the adoption of new and innovative change initiatives within the district or school. Ensures that staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school culture. Uses rigorous and relevant research and theory on effective schooling to create demand for change by providing professional development opportunities. Establishes clear goals and keeps those goals in the forefront of the school's attention. Understands the importance of setting high expectations for student and adult learning and achievement. Leads the school community in the establishment of rigorous and concrete goals to ensure student learning and achievement. Provides staff with tools, materials, equipment and professional development necessary for the execution of their jobs. Ensures that all staff have professional development that enhances their skills and abilities.

Seeks out additional resources to maximize outcomes for all students and adults. Fosters shared beliefs and a sense of community and cooperation. Demonstrates an understanding of how unity of purpose, teamwork, and commitment to the work are interrelated and support the work of the school. Involves faculty and staff in the design and implementation of important decisions. Demonstrates an understanding of the importance of providing opportunities for stakeholder input on important issues and decisions. Makes quality contacts and interactions with faculty, staff and students. Develops a systematic and strategic plan for visibility that includes frequent visits to classrooms and work areas. Frequent interactions with all stakeholder groups. Uses visits and interactions with stakeholder groups to reinforce the outcomes that matter to all and the overall purpose of the school.

Establishes a set of standard operating procedures and routines. Maximizes the established policies, procedures, and routines to build a culture that is safe, orderly and enhances student, faculty and staff to engage in meaningful and productive work. Lead advocate and spokesperson of the school to all stakeholders. Uses community relationships as both tangible and intangible assets to engage all stakeholders in family and community involvement initiatives. Demonstrates awareness of the personal aspects of all faculty and staff. Implements strategies to ensure productive working relationships. Recognizes and rewards and celebrates school and individual accomplishments and acknowledges failures. Inspires all stakeholders to make significant contributions. Protects staff from issues and influences that would detract from their time or focus. Serves as a champion for protecting and maximizing community education activities and focuses to assure an effective learning environment. Performs other duties as assigned.

This position supervises, evaluates, and delegates responsibilities accordingly. Develops and maintains a handbook for community education teachers and staff. Assists, advises and implements procedures for improving all community educators. Supervises non-athletic staff. Plans and schedules all non-athletic activity events. Develops and coordinates supervision schedules for events using

administrators, site managers, officials, volunteers, etc. Coordinates the public relations and publicity for all activity events and programs. Prepares and recommends the budget for the activity's program. Approves and authorizes an expenditure and payment of all invoices and purchases orders. Coordinates and monitors and accounting and tracking of the department budget. Supervises the use and coordinates the maintenance of all school-owned equipment, supplies and physical facilities. Collaborates with the Maintenance Director of athletic fields on their improvements. Coordinates with the Activity Director.

Coordinate services between both Districts and outside organizations and/or agencies. Effectively communicate with local community groups, businesses, non public educational institutions, and youth service organizations through a variety of tools. Administer facility use and rental procedures for both Districts. Build leadership, shared understanding, and unity among staff. Ensure the mission and strategic plan of both Districts are developed and implemented successfully.

Develop and monitor departmental budgets, communicating with the Business Director and superintendent. Communicate regularly with the Board of Education, Keep superintendent, and administration and school board informed regarding Community Education-related needs, effectiveness, and impact. Prepare and present reports regarding participation, revenue, success, and programmatic needs. Work with Community Education committees to assess community needs, and to develop department vision and goals. Advocate for Community Education, its programs, vision and goals. Represent district in matters concerning Community Education. Keep abreast of legislation regarding Community Education and maintain compliance with local, state and federal requirements for Community Education programs.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment 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: Minnesota Education Administrator License preferred. Minnesota Community Education Director License required.

Last Revised: 8/24





Job Description

Job Title: Activities Director

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Under the direction of the building principals and superintendent, but primarily the high school principal, the Activities Director is responsible for leading, supervising and overseeing after school athletic programs within Public Schools within the policies of the District, and rules and guidelines of the National Federation, Minnesota High School League, and area conferences. The Activities Director is responsible for assuring a whole child approach with respect to entire programs in order to best meet the needs of students and the community. This position does not run the Community Education program.

Performs difficult professional and administrative work developing and maintaining an effective educational program consistent with state and federal guidelines and the philosophy, policies and goals of the School Board, ensuring student safety, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the superintendent and building principals.

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:

Willing to and actively challenges the status quo. Uses a variety of data to identify necessary change initiatives. Builds on data analysis to define processes and protocols in order to create or adopt new and better ways to improve school and classroom practices. Adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent. Communicates and operates from strong ideals and beliefs about school and learning. Possesses well-defined ideals and beliefs about schools and learning that align with district non-negotiable goals and creates demand for change through sharing beliefs about school, teaching, and learning with teachers and staff.

Shares leadership in a manner that extends and promotes the ideals and beliefs about schools and learning throughout the community. Inspires and leads new and challenging innovations. Inspires coaches and staff to individually and collectively accomplish school goals. Establishes strong lines of communication with teachers, coaches, associations, booster clubs, and community groups. Leverages communications among and between stakeholder groups to increase the adoption of new and innovative change initiatives within the district or school. Ensures that the coaches and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school culture. Uses rigorous and relevant research and theory on effective schooling to create demand for change by providing professional development opportunities. Establishes clear goals and keeps those goals in the forefront of the school's attention. Understands the importance of setting high expectations for student and adult learning and achievement. Leads the school community in the establishment of rigorous and concrete goals to ensure student learning and achievement. Provides staff with tools, materials, equipment and professional development necessary for the execution of their jobs. Ensures that all staff have professional development that enhances their skills and abilities.

Seeks out additional resources to maximize outcomes for all students and adults. Fosters shared beliefs and a sense of community and cooperation. Demonstrates an understanding of how unity of purpose, teamwork, and commitment to the work are interrelated and support the work of the school. Involves faculty and staff in the design and implementation of important decisions. Demonstrates an understanding of the importance of providing opportunities for stakeholder input on important issues and decisions. Makes quality contacts and interactions with faculty, staff and students. Develops a systematic and strategic plan for visibility that includes frequent visits to classrooms and work areas. Frequent interactions with all stakeholder groups. Uses visits and interactions with stakeholder groups to reinforce the outcomes that matter to all and the overall purpose of the school.

Establishes a set of standard operating procedures and routines. Maximizes the established policies, procedures, and routines to build a culture that is safe, orderly and enhances student, faculty and staff to engage in meaningful and productive work. Lead advocate and spokesperson of the school to all stakeholders. Uses community relationships as both tangible and intangible assets to engage all stakeholders in family and community involvement initiatives. Demonstrates awareness of the personal aspects of all faculty and staff. Implements strategies to ensure productive working relationships. Recognizes and rewards and celebrates school and individual accomplishments and acknowledges failures. Inspires all stakeholders to make significant contributions. Protects coaches and staff from issues and influences that would detract from their time or focus. Serves as a champion for protecting and maximizing coaching and instructional time and focus to assure an effective learning environment. Performs other duties as assigned.

This position supervises, evaluates, and delegates responsibilities accordingly. Develops and maintains a handbook for coaches and advisors. Assists, advises and implements procedures for improving all coaches and after school instructors and community educators. Supervises coaches. Plans and schedules all activity events. Develops and coordinates supervision schedules for home activity events using administrators, site managers, officials, volunteers, etc. Coordinates the public relations and publicity for all activity events and programs. Prepares and recommends the budget for the activity's

program. Approves and authorizes an expenditure and payment of all invoices and purchases orders. Coordinates and monitors and accounting and tracking of the department budget. Supervises the use and coordinates the maintenance of all school-owned equipment, supplies and physical facilities used by the activities program. Collaborates with the Maintenance Director of athletic fields on their improvements.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the policies, practices, methods and techniques used in the administration and supervision of a school; thorough knowledge of prescribed school board policies and procedures; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages; thorough skills in outstanding leadership and personal characteristics; ability to motivate others to reach their fullest potential; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with associates, area activities directors, coaches, the Minnesota High School League, the school board, parents, elected officials, students, staff, superintendent and the general public. Completes all federal and state title applications.

Education and Experience:

Bachelor’s degree in education, or related field and moderate experience teaching, or equivalent combination of education and experience. Certification as an athletic/activities director preferred. Head coaching experience is preferred.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment 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).

Details on Activity Director Duties

SCHEDULES AND OFFICIALS

Annually complete boys and girls sports schedules for all levels in grades 7-12.

Reserve Fine Arts concert dates to avoid sports schedules.

Enter all event schedules on the LSC website.

Electronically send game contracts on the LSC website.

Secure officials for all sports.

Enter the officials on the LSC website.

Electronically send officials contracts on the LSC website.

Check opposing school's schedules one week in advance.

GAME SUPERVISION/WORKERS

Secure game workers for Grades 7-12 contests.

Secure game supervision/crowd control personnel for games.

Bring money boxes to event site.

Bring money boxes back to the Activities Office and lock in safe.

Make sure that the game officials are taken care of when they arrive.

Make sure that game officials have beverages during the game.

Arrive at the event site in time to greet the visiting team and officials.

Make sure that all locker room keys are returned and duties completed.

Check the sites of lower level contests to be sure they get started.

COACHES

Prepare job description/posting for all coaching vacancies.

Set up/conduct interviews for all coaching vacancies.

Complete Recommendation For Hire form for all new coaches.

Enter all coaches contact info on MSHSL website.

Prepare coaches email list and have it posted on the district website.

Prepare annual Coaches Guide powerpoint presentation.

Email coaches quarterly reminders about their important duties.

Regularly check the MSHSL website admin page.

Make sure that all coaches have completed their MSHSL requirements.

MEETINGS

Attend fall and spring meetings of the MSHSL

Attend all scheduling meetings of the Lake Superior Conference.

MN STATE HIGH SCHOOL LEAGUE

Enter all directory information on the MSHSL website.

Complete eligibility verifications for each sport each season.

Order MSHSL supplies each year.

ELIGIBILITY

Complete Student Transfer Reports for all transfer students.

Complete online form for any eligibility issues.

Conduct interviews and document any student violations.

PUBLICITY

Contact local media outlets with information and schedule changes.

Publicize schedules/practice start info in August of each year.

Order sport pocket schedules as needed.
Inform media about any Pep Rallies and State Send-Offs.
Inform the media about student athlete outstanding achievement.
Publicize annual student sport registration requirements.

BUDGET

Inform coaches about the process for ordering supplies.
Review all budget requests and submit approved items.
Meet with the Business Manager quarterly to review the budget.
Continually check the budget to make sure that there are no cost overruns.
Inform coaches about their uniform rotation.
Review all uniform orders to assure that the school colors are used.

TRANSPORTATION

Review and approve all coach's requests for district transportation.
Make sure that coaches set transportation so that students attend classes.
Constantly monitor schedules to be sure transportation requests are accurate.

STUDENT REGISTRATIONS

Provide students with sport registration information each spring.
Register all students for each sport.

SECTION EVENTS

Secure district/community facilities for regional tournaments.
Secure workers for regional events hosted by RRHS.
Supervise regional events hosted by RRHS.
Prepare game programs for the event.

ATHLETIC TRAINER

Contact local providers to secure an Athletic Trainer contract.
Follow up to make sure an Athletic Trainer is present at all collision sports.

DISTRICT APPROVALS

Send notices to coaches prior to each sport season for names of volunteers.
Send notices to coaches prior to each sport season for overnight trips.
Send notices to coaches prior to each sport season for out of state trips.
Submit spreadsheets of each of the above to school board for approval.

Special Requirements: Minnesota Education Administrator License preferred.

Last Revised: 8/24





Job Description

Job Title: Director of Buildings and Grounds and Maintenance

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Reporting to the Superintendent, the director of buildings and grounds and maintenance oversees the district's buildings and grounds and maintenance in accordance with state law, board policies, and district administrative guidelines. Provides overall direction with respect to the supervision, evaluation, and coordination of work schedules for the staff assigned to provide services in maintenance, and buildings and grounds. Provides oversight and direction with respect to staff development and training for all buildings and grounds and maintenance staff.

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:

Responsible for meeting the budgetary objectives of the District for all areas related to custodial, buildings and grounds, and maintenance. Develops, implements and administers programs, procedures, and activities necessary to meet or exceed the District's high expectations for safe, effective, and efficient operations of facilities. Recommends comprehensive short and long range planning and scheduling of preventative maintenance and repair requirements of the District. Develops a prioritized list of needed facility upgrades and repairs. Oversees the scheduling of the work of outside contractual firms and the inspection of the work performance of such firms. Provides reports to the Superintendent as to the status and completion of all projects and work. Oversees, implements and conducts a continuing program of staff training, safety awareness, and personnel development that moves buildings and grounds and maintenance staff toward achievement of goals with respect to safety and efficiency within this area of operations. Provides oversight in the hiring of candidates for employment in buildings and grounds and maintenance. Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of

operations. Assigns, supervises, evaluates, and disciplines all full time and substitute staff in buildings and grounds and maintenance. Establishes training schedules with District personnel to ensure that all employees meet appropriate licensing and job description requirements. Oversees the monitoring of District Security and Safety Systems to insure all are operational and meeting the diverse needs of the District. Oversees the development and implementation of work schedules and procedures for the regular ongoing custodial, pool care, and maintenance of all buildings and grounds owned and/or leased by the Board of Education.

Ensures that all school buildings and grounds are inspected on a regular basis to determine that high standards of safety, security, cleanliness, and workmanship are maintained. Conducts safety inspections and training programs to create a safe work environment. Ensures District compliance with all state and federal regulations pertinent to this area of operations. Maintains all records and monitors all State and Federally regulated plans. Advises the Superintendent on road hazards for decision on school closing during inclement weather. Is responsible for the oversight, management and the meeting of all responsibilities and requirements associated with the District's Energy Management Program. Serves in special administrative assignments and provides other services and duties as assigned by the Superintendent. IAQ Coordinator, Health and Safety Coordinator, Drug and Alcohol Coordinator.

Knowledge, Skills and Abilities:

General knowledge of cleaning methods, materials and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of painting equipment and supplies; general knowledge of school board policies and procedures as they relate to terms of employment; general skill using cleaning and snow removal equipment; general skill operating standard office equipment; general skill in the use of cleaning and maintenance of tools and standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to take written direction and perform work duties with little or no supervision or guidance; ability to read cleaning supply labels and requirements for handling; ability to be thorough and maintain cleanliness of a building; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesman, associates and general public.

Education and Experience:

Minimum AA degree or equivalent combination of education and experience. Preferred Bachelor's degree in Building Management/Operations, Business Management, Transportation Fleet Management, or related field preferred. Five years of experience in building management, custodial, maintenance and/or transportation services. Three to five years of demonstrated supervisory experience.

Physical Requirements:

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing

or balancing and tasting or smelling; 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; 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 arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, 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:

Last Revised: 05/2018 (V)





Job Description

Job Title: Director of Transportation

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Reporting to the Superintendent, the Director of Transportation oversees the Transportation Services in accordance with state law, board policies, and district administrative guidelines. Provides overall direction with respect to the supervision, evaluation, and coordination of work schedules for the staff assigned to provide services in Transportation. Provides oversight and direction with respect to staff development and training for all Transportation staff. The Director of Transportation reports directly to the Superintendent.

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:

Responsible for meeting the budgetary objectives of the District for all areas related to transportation. Develops, implements and administers programs, procedures, and activities necessary to meet or exceed the District's high expectations for safe, effective, and efficient operations of student transportation. These activities include but are not limited to directing transportation personnel, establishing bus routes, and coordination of the transportation systems with other local districts. Recommends comprehensive short and long range planning and scheduling of preventative maintenance and repair requirements relating to transportation of the Districts. Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of operations. Assigns, supervises, evaluates, and disciplines all full time and substitute staff in Transportation. Establishes training schedules with District personnel to ensure that all employees meet appropriate licensing and job description requirements. Administers a comprehensive substitute and employee-training program for Transportation staff to ensure student safety, behavioral management, discipline, and compliance with student related health procedures while being transported.

Ensures that all school transportation vehicles are inspected on a regular basis to determine that high standards of safety, security, cleanliness, and workmanship are maintained. Conducts safety inspections, accident investigations, and training programs to create a safe work environment. Ensures Districts compliance with all state and federal regulations pertinent to this area of operations. Maintains all records and monitors all State and Federally regulated plans. Oversees the Transportation communication process with parents, superintendents, administrators and all applicable staff with respect to the transportation of students. Oversees the development of all bus routes for efficiency and monitors on a regular basis. Oversees the ongoing maintenance of the transportation fleet and ensures that all buses are maintained in accordance with applicable law and district procedures. Advises the Superintendent on road hazards for decision on school closing during inclement weather. Is responsible for the oversight, management and the meeting of all responsibilities and requirements associated with the District's Energy Management Program. Serves in special administrative assignments and provides other services and duties as assigned by the Superintendent.

Knowledge, Skills and Abilities:

General knowledge of cleaning methods, materials and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of school board policies and procedures as they relate to terms of employment; general skill using cleaning and snow removal equipment; general skill operating standard office equipment; general skill in the use of cleaning and maintenance of tools and standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to take written direction and perform work duties with little or no supervision or guidance; ability to read cleaning supply labels and requirements for handling; ability to be thorough and maintain cleanliness of a building; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesman, associates and general public. Knowledge of school buses, including maintenance and safety protocols.

Education and Experience:

Minimum high school diploma or GED, or equivalent combination of education and experience. Preferred Bachelor's or Associates degree. Five years of experience in transportation services. Three to five years of demonstrated supervisory experience.

Physical Requirements:

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; 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; 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 arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, 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: Valid CDL with school bus and passenger endorsements in the State of Minnesota.

Last Revised: 5/2020 (V/EG)





Job Description

Job Title: Director of Human Resources and Fundraising and Grants

Department: Administration

FLSA Status: Exempt

Special Note: Fundraising is expected to be the major activity of this position until, at least, the 2023-2024 school year.

General Definition of Work:

Reporting to the Superintendent, this individual leads the District in recruiting, hiring, training and retaining quality employees to support the mission. The position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. This position is also in charge of Fundraising and grants for the school district.

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:

Administers a comprehensive human resources program for the purpose of maintaining a well-qualified and diverse employee workforce with adequate staffing. Leads the recruitment and hiring of a workforce at all levels of the organization including substitutes, develops recruitment materials, visits college campuses, arrange for and attends career fairs, trains administrators in recruitment techniques, and plans other recruitment functions. Designs and direct the hiring process for all certificated and/or classified district employees, in cooperation with the administrators/supervisors for the purpose of assuring consistency in the district and ensuring compliance with state and federal law and contractual provisions (i.e. Highly Qualified, endorsement, certification requirements). Develops/revises district policies and procedures for human resources for the school board's consideration, for the purpose of assuring consistency in the district, and compliance with laws, regulations and collective bargaining agreements. Develops and implements goal areas as defined by the District Strategic Plan. Provides leadership and training in developing staff evaluation procedures. Coordinates performance assessment of all employees, advises supervisors, oversees processes for tracking notification and receipt of evaluation/probation paperwork, works with appropriate personnel in the development/revision of evaluation procedures and related forms. Administers

the District's collective bargaining agreements, from negotiations through managing the contract, interpreting contract language, processing grievances and supporting administrators in managing the collective bargaining agreements, for the purpose of assuring high quality staff. Monitors human resource activities of administrators and managers for the purpose of assuring compliance with district's human resources policies and procedures, collective bargaining agreements and laws and regulations. Provides training to District administration for the purpose of ensuring that personnel policies and procedures are understood and implemented fairly and appropriately. Collaborates with the Superintendent and other team members to ensure best practices in Human Resources leadership operations and management. Supervises the preparation and/or complete in an accurate and timely manner state and federal reports for the purpose of compliance. Oversees, supervises, and is accountable for management aspects of the Human Resources department including the evaluation of staff. Advises the Superintendent as a member of the admin team for the purpose of assuring sound and accurate information for decisions. Participates in labor-management meetings and follow-up action based on labor management discussion/meetings, works proactively to resolve issues before they become formal grievances and utilizes problem solving and mediation techniques to bring about resolution where appropriate. Attends professional growth sessions for the purpose of keeping his/her professional human resource knowledge current with changing laws and regulations. Develops and maintains a productive working relationship with collective bargaining groups for the purpose of assuring good employee relationships. Participates in the negotiation process as a member/lead of the district negotiations team, prepares district proposals, drafts contract language, and coordination of staff and meeting times. Work with administrators/Cabinet members on employee relations issues including investigations of alleged misconduct and other personnel issues and either completes investigations and/or oversees outside contracted services as appropriate. Acts as the District Title IX officer and coordinates the Affirmative Action Plan. Acts as the District Compliance Officer and conducts or coordinates investigations into allegations of sexual harassment or other illegal discrimination. Acts as the District Discipline Hearing Officer. Assists in the preparation of a new employee packet of information for personnel. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Supervises various programs or personnel, including building principals as determined by the Superintendent. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines. Participates in regional and national human resources organizations. Leads fundraising efforts for the school district. In charge of grant writing activities for the school district.

Knowledge, Skills and Abilities:

Experience with contract management, contract negotiations, and contract interpretation including establishing positive relationships with labor groups required. Knowledge of and experience with applicable laws, regulations, and emerging practices pertaining to assigned responsibilities, including current issues and trends in education and human resource activities. Knowledge of State of Minnesota and federal regulations and policies regarding personnel matters and employment, civil rights, Title IX, student discipline. Knowledge of and experience with supervisory methods and practices in leadership and instructional frameworks. Skills and ability in organization, time management, task prioritization and record keeping. Exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form. Skills demonstrating high levels of integrity, commitment, and work ethic. Ability to make effective presentations,

produce high quality reports, draft policies and procedures, and product publications. Ability to apply diplomatic techniques in all district-related matters and maintain strict confidentiality in sensitive matters. Ability to analyze and synthesize complex data. Ability to establish and maintain effective working relationships with staff, administration and community in a variety of roles and positions. Ability to work effectively as a team member and as a cabinet-level administrator. Ability to remain calm, flexible, and work effectively under pressure. Ability to use computers and/or electronic equipment to fulfill job functions. Knowledge of fundraising tactics and strategies and ability to implement. Able to approach both smaller and large potential donors. Knowledge of the grant writing process and ability to follow-through and complete the entire grant writing process, for both large and small grants.

Education and Experience:

College or University Degree required. Experience in educational leadership/administration, human resources, public administration or related field. Minimum three years successful supervisory experience. Teaching experience preferred. Experience in fundraising and grant writing preferred.

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment 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 as a Human Resources Director preferred. Minnesota Teaching and Minnesota K-12 Principal licensure preferred.

Last Revised: 07/07/2020 (RR)

