Regular Meeting of the Board of Education

Wednesday, October 14, 2026 6:00 PM
Independence Junior High School, 6610 W. Highland Dr., Palos Heights, IL 60463

1. **Call to Order**

1.A. Pledge to the Flag

1.B. Roll Call

2. **Superintendent's Report**

2.A. School Highlights & Updates
   1. Indian Hill Early Learning Center: Ms. Dee Potempa
   2. Chippewa Elementary: Ms. Mary Lynn Dufy
   3. Navajo Heights: Dr. Kaitlin Settle
   4. Independence Junior High: Dr. Kevin Kirk

2.B. Teaching and Learning Update: Dr. Mary Kate Moroney

2.C. Principal Appreciation: National Principal Proclamation

2.D. Referendum Update

3. **Approval of the Consent Agenda Items**

3.A. Minutes of the Public Hearing / Regular Meeting of September 16, 2026

3.B. Minutes of the Closed Meeting of September 16, 2026

3.C. Approval of Bills & Payroll

3.D. Review of Schools' Activity Accounts

3.E. Personnel

Hiring Pending Background Checks
   5. A. Akeel, Special Education Paraprofessional, Indian Hill
   6. M. Maracic, Special Education Paraprofessional, Indian Hill

3.F. Hiring Effective September 24, 2026
   1. S. Almashni, Special Education Paraprofessional, Navajo Heights

3.G. Resignation
   1. M. LaSpina, Paraprofessional, Independence Junior High, effective September 28, 2026
   2. E. Lappano, Paraprofessional, Indian Hill, effective September 25, 2026

3.H. Retirement: Mary Lynn Duffy, Principal, Chippewa Elementary, effective June 30, 2027

4. **Old Business**

4.A. Second Reading and Approval of Policy Updates
   7. Review and Monitor

a. 2:230 Public Participation at Board of Education Meetings and Petitions to the Board
b. 3:70 Succession of Authority
c. 4:175 Convicted Child Sex Offender; Screening; Notifications
d. 5:40 Communicable and Chronic Infectious Disease
e. 5:70 Religious Holidays
f. 5:110 Recognition for Service
g. 5:140 Solicitations By or From Staff
h. 5:240 Suspension
i. 6:70 Teaching About Religions
j. 6:80 Teaching About Controversial Issues
k. 7:30 Student Assignment
l. 7:80 Release Time for Religious Instruction/Observance
m. 7:130 Student Rights and Responsibilities
n. 8:10 Connection with the Community
o. 8:70 Accommodating Individuals with Disabilities

8. Draft Updates
   a. 6:190 Extracurricular and Co-Curricular Activities

4.B. IASB Resolutions November Delegate Meeting

4.C. School Safety

4.D. Superintendent Goals 2026-2027

4.E. Strategic Plan Update

5. **New Business**

5.A. Approval of Sale of Surplus District Truck and Utility Trailer

6. **Audience Participation**
If you are coming up to speak, please identify yourself by name and connection to the district and we ask that comments remain brief to accommodate everyone wishing to speak. Policy ordinarily provides up to 3 minutes per speaker.

7. **Information Items**

7.A. YTD Financial Summary

7.B. Freedom of Information Act Items

8. **Closed Session**
Discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee; collective negotiation matters or deliberations concerning salary schedules for classes of employees; discussion of possible litigation; and student

disciplinary issues. The placement of individual students in special education programs and other matters relating to individual students.

9. **Return to Open Session**

10. **Adjournment**

October Teaching & Learning Update

1. Strengthening Our Home-School Connection
    a. An email encouraging weekly or biweekly Alma check-ins via desktop or phone
2. Providing Quality Staff Professional Development
    a. Lunch n Learn: How to Use NWEA/MAP Class Profile Report
    b. Beginning to Plan November 3 Institute Day (e-Learning)
3. Strengthening Portrait of a Learner Implementation
    a. Student-submitted Perseverance Videos
    b. *Perseverance at Every Age* Handout for Parent Teacher Conferences
        i. What perseverance looks like? How you can support at home?

PRINCIPALS OPEN DOORS TO NEW POSSIBILITIES.

Thank you to our principals!
We celebrate you during National Principals Month!

ILLINOIS PRINCIPALS ASSOCIATION
IPA

ilprincipals.org

STATE OF ILLINOIS

EXECUTIVE DEPARTMENT

Proclamation

WHEREAS, *school principals play an integral role in nurturing positive, student-centered cultures in elementary, middle, and high schools across the State of Illinois; and,*

WHEREAS, *school principals attract, support, and retain outstanding teachers and staff to ensure each child has equitable opportunities to reach their full potential; and,*

WHEREAS, *it is the primary responsibility of the State of Illinois to provide adequate and equitable resources for schools so that all students have access to a quality education and a foundation for future success; and,*

WHEREAS, *school principals understand the unique needs of their students, staff, and communities and must have the flexibility to exercise sound professional judgment in meeting those needs; and,*

WHEREAS, *school leaders influence student and adult performance by fostering a growth mindset, guiding research-based continuous improvement, and leading systemic organizational change; and,*

WHEREAS, *school leaders face many obstacles in supporting and educating young people, and through their perseverance, passion, and hope-filled leadership, Illinois continues to prepare quality, career-ready students; and,*

WHEREAS, *the Illinois Principals Association, representing over 7,000 educational leaders statewide, develops, supports, and advocates for innovative school leaders through professional development, networking, legislative advocacy, and the elevation of educators' voices in education policy;*

THEREFORE, *I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim the week of October 18-24, 2026, as* ***Principals Week*** *and Friday, October 23, 2026, as* ***Principals Day*** *in Illinois, to recognize principals and the Illinois Principals Association for all that they do to help our children learn and succeed.*

In Witness Whereof, *I have hereunto set my hand and caused the Great Seal of the State of Illinois to be affixed.*

Done at the Capitol in the City of Springfield, this TWENTY-FIRST *day of* SEPTEMBER*, in the Year of Our Lord, two thousand and* TWENTY-SIX*, and of the State of Illinois, two hundred and* SEVENTH*.*

Alexi Giannoulias
SECRETARY OF STATE

JBPA
GOVERNOR

PALOS HEIGHTS SCHOOL DISTRICT 128

OCTOBER 2026

GROSS PAYROLL			
SEPTEMBER 1 THROUGH SEPTEMBER 30, 2026		708,526.02	
TRS		48,624.86	
BOARD TRS SURCHARGE		3,081.83	
THIS		8,341.11	
IMRF, FICA, MEDICARE		36,548.96	
TOTAL SEPTEMBER PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE			805,122.78
EDUCATION FUND	10	127,240.99	
BUILDING FUND	20	48,066.93	
TRANSPORTATION FUND	40	59,077.72	
SPECIAL CHECKS		41,945.41	
CAPITAL PROJECTS	60	25,876.00	
MUNICIPAL RETIREMENT			
TOTAL OCTOBER 2026 BILLS PAYABLE			302,207.05
TOTAL OCTOBER 2026 BILLS PAYABLE GROSS SEPTEMBER 2026 PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE			1,107,329.83

PRESIDENT

SECRETARY

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1064 **Voucher Date:** 10/14/2026 Prepared By:

Printed: 10/08/2026 01:15:31 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of $260,261.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	$127,240.99
20	OPERATIONS AND MAINTENANCE	$48,066.93
40	TRANSPORTATION	$59,077.72
60	CAPITAL PROJECTS	$25,876.00
		$260,261.64

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1064 **10/14/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
ACCURATE BIOMETRICS				
		10.5.2310.314.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	$155.25
			Vendor Total:	$155.25
ACUTRANS				
		10.5.1800.300.0000.00.00.00 **Check #: 0**	BILINGUAL PROGRAMS - TRANSLATIONS	$463.47
			Vendor Total:	$463.47
ALLENGREEN GROUP				
		40.5.2550.333.0000.00.00.00 **Check #: 0**	SPECIAL EDUCATION TRANSPORTATION	$16,000.00
			Vendor Total:	$16,000.00
ALPHA SCHOOL BUS	2011			
		40.5.2550.333.0000.00.00.00 **Check #: 0**	SPECIAL EDUCATION TRANSPORTATION	$582.17
			Vendor Total:	$582.17
AMAZON CAPITAL SERVICES				
		10.5.1100.411.0000.00.00.00 **Check #: 0**	K-12 - SUPPLIES	$115.22
		10.5.1100.411.0000.01.00.00 **Check #: 0**	K-12 - SUPPLIES CHIPPEWA	$189.35
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$548.57
		10.5.1100.411.0000.04.00.00 **Check #: 0**	K-12 - SUPPLIES - INDIAN HILL	$620.09
		10.5.1125.411.3705.00.00.00 **Check #: 0**	PRE K SUPPLIES PFA GRANT	$427.43
		10.5.1205.411.0000.00.00.00 **Check #: 0**	SPEC ED K-12- SUPPLIES	$397.96
		10.5.1205.411.4620.05.00.00 **Check #: 0**	SPEC ED SUPPLIES IDEA GRANT	$1,465.00

Voucher Supplement Account Summary

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Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2220.411.0000.02.00.00 **Check #: 0**	EDUCATION MEDIA - SUPPLIES INDEPENDENCE	$66.85
		10.5.2660.411.0000.00.00.00 **Check #: 0**	DATA PROCESSING SERVICES- SUPPLIES	$229.39
		20.5.2540.411.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE- SUPPLIES	$58.52
			Vendor Total:	$4,118.38
AMBER MECHANICAL CONTRACTORS, INC.	9160			
		20.5.2540.323.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-MTCE	$499.50
			Vendor Total:	$499.50
B ALLEN GRAPHICS	23182			
		10.5.2310.314.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	$2,050.00
		10.5.2310.341.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -POSTAGE	$748.32
			Vendor Total:	$2,798.32
BAKER TILLY US, LLP				
		10.5.2520.317.0000.00.00.00 **Check #: 0**	FISCAL SERVICES-AUDIT/FINANCIAL SERVICES	$21,000.00
			Vendor Total:	$21,000.00
BLICK ART MATERIALS.	12599			
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$120.95
			Vendor Total:	$120.95
BUSHUE BACKGROUND SCREENING				
		10.5.2310.314.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	$74.00
			Vendor Total:	$74.00
BUSINESSOLVER				

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Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.222.0000.00.00.00 **Check #: 0**	K-12 -MEDICAL INS	$63.00
			Vendor Total:	$63.00
CANDOR HEALTH EDUCATION				
		10.5.2210.314.0000.02.00.00 **Check #: 0**	PROF SERV TRAINING/ASSEMBLY-INDEPENDENCE	$1,625.00
			Vendor Total:	$1,625.00
CITY ELEMENTARY				
		10.5.1912.670.0000.00.00.00 **Check #: 0**	SPEC ED K-12 PRIVATE TUITION	$12,452.64
		40.5.2550.333.0000.00.00.00 **Check #: 0**	SPECIAL EDUCATION TRANSPORTATION	$3,684.21
			Vendor Total:	$16,136.85
CITY OF PALOS HEIGHTS	23899			
		20.5.2540.370.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	$631.48
			Vendor Total:	$631.48
COLLEEN DUNFORD				
		10.5.1100.230.0000.00.00.00 **Check #: 0**	K-12 -TUITION	$4,956.00
			Vendor Total:	$4,956.00
DANA BOULUKOS	17049			
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$11.96
			Vendor Total:	$11.96
DISCOUNT SCHOOL SUPPLY_11471	11471			
		10.5.1125.411.3705.00.00.00 **Check #: 0**	PRE K SUPPLIES PFA GRANT	$3,119.96
			Vendor Total:	$3,119.96
DOCUSIGN, INC.				

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2660.310.4620.05.00.00 **Check #: 0**	DATA PROCESSING IDEA GRANT	$1,755.00
			Vendor Total:	$1,755.00
ELIM CHRISTIAN SERVICES	4659			
		10.5.1912.670.0000.00.00.00 **Check #: 0**	SPEC ED K-12 PRIVATE TUITION	$20,441.08
		10.5.2560.490.0000.00.00.00 **Check #: 0**	FREE AND REDUCED LUNCHES	$279.00
		40.5.2550.333.0000.00.00.00 **Check #: 0**	SPECIAL EDUCATION TRANSPORTATION	$3,225.00
			Vendor Total:	$23,945.08
ENGIE				
		20.5.2540.466.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-ELECTRICITY	$14,815.20
			Vendor Total:	$14,815.20
FAGEN FRIEDMAN & FULFROST, LLP				
		10.5.2310.317.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -LEGAL SERVICES	$897.00
			Vendor Total:	$897.00
FILTERBUY				
		20.5.2540.411.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE- SUPPLIES	$473.74
			Vendor Total:	$473.74
FIRST STUDENT INC.				
		40.5.2550.331.0000.00.00.00 **Check #: 0**	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	$33,338.40
			Vendor Total:	$33,338.40
GOLDY LOCKS, INC.				
		20.5.2540.323.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-MTCE	$199.00
			Vendor Total:	$199.00
GOPHER SPORT				

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1500.411.0000.03.00.00 **Check #: 0**	PHYS ED SUPPLIES - NAVAJO	$72.52
			Vendor Total:	$72.52
GRAINGER	20681			
		20.5.2540.411.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE- SUPPLIES	$502.59
			Vendor Total:	$502.59
IAGC	13149			
		10.5.2212.332.0000.00.00.00 **Check #: 0**	ASST SUPT/CUR DIR TRAVEL/CONF	$525.00
			Vendor Total:	$525.00
ILLINOIS ASSOCIATION OF SCHOOL ADMINISTR	24117			
		10.5.2410.332.0000.00.00.00 **Check #: 0**	OFFICE OF PRINCIPAL -TRAVEL/CONF	$200.00
			Vendor Total:	$200.00
ILLINOIS SCHOOL BUS	242			
		10.5.1125.314.3705.00.00.00 **Check #: 0**	PRE K PROF SERV PFA GRANT	$1,040.32
		40.5.2550.334.0000.02.00.00 **Check #: 0**	Athletic & Academic Conf. Buses	$1,461.51
		40.5.2550.335.0000.02.00.00 **Check #: 0**	FIELD TRIPS - INDEPENDENCE	$786.43
			Vendor Total:	$3,288.26
JACKIE ANDERSON				
		10.5.1100.421.0000.00.00.00 **Check #: 0**	K-12 -DISTRICT REFUNDS	$133.05
			Vendor Total:	$133.05
LAKESHORE LEARNING MATERIALS	577			
		10.5.1125.411.3705.00.00.00 **Check #: 0**	PRE K SUPPLIES PFA GRANT	$298.98

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1205.411.0000.00.00.00 **Check #: 0**	SPEC ED K-12- SUPPLIES	$790.97
			Vendor Total:	$1,089.95
LAST TOP-COATS LLC				
		20.5.2530.310.0000.00.00.00 **Check #: 0**	FAC & ACQ & CONST - ARCHITECTURAL/PRF SERVICE	$17,557.00
			Vendor Total:	$17,557.00
LEAF				
		10.5.2660.360.0000.00.00.00 **Check #: 0**	DATA PROCESSING CAPITAL LEASE	$3,198.90
			Vendor Total:	$3,198.90
LOVE YOUR CLASSROOM LLC				
		10.5.2210.314.4620.05.00.00 **Check #: 0**	PROFESSIONAL DEV IDEA GRANT	$14,079.95
			Vendor Total:	$14,079.95
MARY KATE MORONEY				
		10.5.1100.230.0000.00.00.00 **Check #: 0**	K-12 -TUITION	$1,652.00
		10.5.2212.333.0000.00.00.00 **Check #: 0**	ASST SUPT / CUR DIR MILEAGE REIMB	$249.28
			Vendor Total:	$1,901.28
MATH LEARNING CENTER				
		10.5.1100.410.0000.01.00.00 **Check #: 0**	CONSUMABLES - CHIPPEWA	$650.00
			Vendor Total:	$650.00
MENARDS INC	1008			
		20.5.2540.411.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE- SUPPLIES	$38.23
			Vendor Total:	$38.23
MIDWEST PAPER RETRIEVER				

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Vendor Remit Name	Vendor #	Account	Description	Amount
		20.5.2540.321.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-SANITATION SERVICES	$435.20
			Vendor Total:	$435.20
NAGC				
		10.5.2320.332.0000.00.00.00 **Check #: 0**	EXECUTIVE ADMIN -TRAVEL/CONF	$420.00
		10.5.2320.640.0000.00.00.00 **Check #: 0**	EXECUTIVE ADMIN -DUES & FEES PROF. ORGANIZATIONS	$129.00
			Vendor Total:	$549.00
NCS PEARSON_25380	25380			
		10.5.2230.411.0000.00.00.00 **Check #: 0**	ASSESSMENT AND TESTING- SUPPLIES	$574.04
			Vendor Total:	$574.04
NICOR GAS				
		20.5.2540.465.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-NATURAL GAS	$509.60
		20.5.2540.466.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-ELECTRICITY	$457.19
			Vendor Total:	$966.79
PERSONNEL PLANNERS, INC.	24177			
		10.5.2310.314.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	$150.00
			Vendor Total:	$150.00
PETRARCA, GLEASON, BOYLE & IZZO, LLC				
		10.5.2310.317.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -LEGAL SERVICES	$742.00
			Vendor Total:	$742.00
POSTMASTER-PALOS HEIGHTS	70			
		10.5.2310.341.0000.00.00.00 **Check #: 0**	BOARD OF EDUCATION -POSTAGE	$820.00
			Vendor Total:	$820.00

Voucher Supplement Account Summary

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Vendor Remit Name	Vendor #	Account	Description	Amount
PROVEN IT				
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$194.00
		10.5.1100.411.0000.03.00.00 **Check #: 0**	K-12 -SUPPLIES - NAVAJO HEIGHTS	$194.00
			Vendor Total:	$388.00
READ NATURALLY INC.	16465			
		10.5.1100.314.0000.00.63.00 **Check #: 0**	K-12 INSTRUCTION TECHNOLOGY	$192.00
			Vendor Total:	$192.00
RELIABLE FIRE EQUIPMENT CO.	532			
		20.5.2540.323.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-MTCE	$150.81
			Vendor Total:	$150.81
REPUBLIC SERVICES				
		20.5.2540.321.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-SANITATION SERVICES	$950.83
			Vendor Total:	$950.83
RIVERSIDE INSIGHTS				
		10.5.2230.411.0000.00.00.00 **Check #: 0**	ASSESSMENT AND TESTING- SUPPLIES	$1,513.60
			Vendor Total:	$1,513.60
RUSH DAY SCHOOL				
		10.5.1912.670.0000.00.00.00 **Check #: 0**	SPEC ED K-12 PRIVATE TUITION	$6,472.92
			Vendor Total:	$6,472.92
SCHOLASTIC NEWS				
		10.5.1100.410.0000.03.00.00 **Check #: 0**	CONSUMABLES - NAVAJO	$4,099.21
		10.5.1100.410.0000.04.00.00 **Check #: 0**	CONSUMABLES - INDIAN HILL	$1,481.12
			Vendor Total:	$5,580.33

Palos Heights School District 128

Voucher Supplement Account Summary

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Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
SCHOOL SPECIALTY_26419	26419			
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$921.94
		10.5.1205.411.0000.00.00.00 **Check #: 0**	SPEC ED K-12- SUPPLIES	$1,892.63
		20.5.2540.411.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE- SUPPLIES	$846.94
			Vendor Total:	$3,661.51
SERTOMA SPEECH & HEARING CENTER	5222			
		10.5.2150.310.4620.05.00.00 **Check #: 0**	AUDIOLOGY SERVICES IDEA GRANT	$840.00
			Vendor Total:	$840.00
SMITHEREEN EXTERMINATING COMPANY	4755			
		20.5.2540.320.0000.00.00.00 **Check #: 0**	OPER & MAINT PROP SERVICES	$590.00
			Vendor Total:	$590.00
SN LANDSCAPING				
		20.5.2540.320.0000.00.00.00 **Check #: 0**	OPER & MAINT PROP SERVICES	$4,000.00
			Vendor Total:	$4,000.00
STAPLES ADVANTAGE_12999	12999			
		10.5.1100.411.0000.01.00.00 **Check #: 0**	K-12 - SUPPLIES CHIPPEWA	$110.72
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$578.15
		10.5.1205.411.4620.05.00.00 **Check #: 0**	SPEC ED SUPPLIES IDEA GRANT	$683.43
			Vendor Total:	$1,372.30
TEACHING STRATEGIES	23079			
		10.5.2210.305.3705.00.00.00 **Check #: 0**	PRE K PROF DEV AND TRAIN PFA GRANT	$4,185.00
			Vendor Total:	$4,185.00

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Vendor Remit Name	Vendor #	Account	Description	Amount
TOBII DYNAVOX				
		10.5.1205.319.4620.05.00.00 **Check #: 0**	SP ED OTHER PROF SERVICES IDEA GRANT	$895.50
			Vendor Total:	$895.50
TOTAL AUTOMATION CONCEPTS, INC.	23879			
		60.5.2530.530.0000.00.00.00 **Check #: 0**	CAPITAL PROJECTS BLDG IMPROVEMENTS	$2,195.50
			Vendor Total:	$2,195.50
TRANE U.S, INC.				
		20.5.2540.323.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-MTCE	$558.00
			Vendor Total:	$558.00
TRI-M ELECTRIC				
		60.5.2530.530.0000.00.00.00 **Check #: 0**	CAPITAL PROJECTS BLDG IMPROVEMENTS	$13,710.00
		60.5.2530.700.0000.00.00.00 **Check #: 0**	CAP PROJECTS NON CAP EQUIPMENT	$5,115.00
			Vendor Total:	$18,825.00
TRUGREEN				
		20.5.2540.320.0000.00.00.00 **Check #: 0**	OPER & MAINT PROP SERVICES	$707.96
			Vendor Total:	$707.96
TYPING.COM				
		10.5.1100.314.0000.00.63.00 **Check #: 0**	K-12 INSTRUCTION TECHNOLOGY	$630.00
			Vendor Total:	$630.00
UNIQUE PRODUCTS				
		20.5.2540.411.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE- SUPPLIES	$3,525.14
			Vendor Total:	$3,525.14
VERITIV				

Voucher Supplement Account Summary

Voucher Batch Number: 1064 **10/14/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.411.0000.01.00.00 **Check #: 0**	K-12 - SUPPLIES CHIPPEWA	$130.00
		10.5.1100.411.0000.02.00.00 **Check #: 0**	K-12 - SUPPLIES INDEPENDENCE	$260.00
			Vendor Total:	$390.00
VIRCO				
		60.5.2530.410.0000.00.00.00 **Check #: 0**	CAP PROJECTS SUPPLIES	$4,855.50
			Vendor Total:	$4,855.50
VITAL RECORDS CONTROL				
		20.5.2540.323.0000.00.00.00 **Check #: 0**	OPERATION/MAINTENANCE-MTCE	$560.00
			Vendor Total:	$560.00
WILSON LANGUAGE TRAINING.	8647			
		10.5.1100.410.0000.01.00.00 **Check #: 0**	CONSUMABLES - CHIPPEWA	$35.00
			Vendor Total:	$35.00
WORTHINGTON DIRECT				
		10.5.2410.700.0000.00.00.00 **Check #: 0**	PRINCIPAL NON CAP SUPPLIES	$1,261.27
			Vendor Total:	$1,261.27
YODECK				
		10.5.2660.314.0000.00.62.00 **Check #: 0**	DATA PROCESSING- TECHNOLOGY & OPERATIONS	$672.00
			Vendor Total:	$672.00
			Grand Total:	$260,261.64

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1062 **Voucher Date:** 09/29/2026 Prepared By:

Printed: 10/08/2026 12:45:44 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of $2,352.45 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	$2,352.45
		$2,352.45

SPECIAL CHECKS DRAWN IN SEPTEMBER

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1062 **09/29/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
BMO FINANCIAL GROUP				
		10.5.1100.411.0000.00.00.00 **Check #: 46665**	K-12 - SUPPLIES	$210.46
		10.5.1100.411.0000.01.00.00 **Check #: 46665**	K-12 - SUPPLIES CHIPPEWA	$31.68
		10.5.1100.411.0000.02.00.00 **Check #: 46665**	K-12 - SUPPLIES INDEPENDENCE	$1,113.13
		10.5.1100.411.0000.03.00.00 **Check #: 46665**	K-12 -SUPPLIES - NAVAJO HEIGHTS	$51.44
		10.5.1100.411.0000.04.00.00 **Check #: 46665**	K-12 - SUPPLIES - INDIAN HILL	$266.72
		10.5.1100.640.0000.00.00.00 **Check #: 46665**	K-12 DUES AND FEES	$70.00
		10.5.1125.314.3705.00.00.00 **Check #: 46665**	PRE K PROF SERV PFA GRANT	$51.37
		10.5.1800.411.0000.00.00.00 **Check #: 46665**	BILINGUAL PROGRAMS- SUPPLIES	$56.17
		10.5.2130.332.0000.00.00.00 **Check #: 46665**	HEALTH SERVICES-TRAVEL/CONF	$50.00
		10.5.2210.305.3705.00.00.00 **Check #: 46665**	PRE K PROF DEV AND TRAIN PFA GRANT	$127.14
		10.5.2212.332.0000.00.00.00 **Check #: 46665**	ASST SUPT/CUR DIR TRAVEL/CONF	$183.02
		10.5.2320.332.0000.00.00.00 **Check #: 46665**	EXECUTIVE ADMIN -TRAVEL/CONF	($1,088.80)
		10.5.2410.411.0000.01.00.00 **Check #: 46665**	OFFICE OF PRINCIPAL - SUPPLIES CHIPPEWA	$115.22
		10.5.2410.411.0000.03.00.00 **Check #: 46665**	OFFICE OF PRINCIPAL - SUPPLIES - NAVAJO HEIGHTS	$20.00
		10.5.2560.400.3705.00.00.00 **Check #: 46665**	FOOD SERVICES SUPPLIES PFA GRANT	$795.94
		10.5.2660.470.0000.00.00.00 **Check #: 46665**	DATA PROCESSING - SOFTWARE	$308.00

Voucher Supplement Account Summary

Voucher Batch Number: 1062 **09/29/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2900.490.4300.05.00.00 **Check #: 46665**	TITLE I homeless/neglected	($9.04)
			Vendor Total:	$2,352.45
			Grand Total:	$2,352.45

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1054 **Voucher Date:** 09/18/2026 Prepared By:

Printed: 10/08/2026 12:46:47 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of $5,534.74 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	$4,674.74
40	TRANSPORTATION	$860.00
		$5,534.74

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1054 **09/18/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
AMAZON CAPITAL SERVICES				
		10.5.1100.411.0000.02.00.00 **Check #: 46641**	K-12 - SUPPLIES INDEPENDENCE	$2,380.25
		10.5.1125.411.3705.00.00.00 **Check #: 46641**	PRE K SUPPLIES PFA GRANT	$1,027.71
		10.5.1205.411.4620.05.00.00 **Check #: 46641**	SPEC ED SUPPLIES IDEA GRANT	$366.65
		10.5.2410.411.0000.02.00.00 **Check #: 46641**	OFFICE OF PRINCIPAL-SUPPLIES-INDEPENDENCE	$42.98
			Vendor Total:	$3,817.59
BLICK ART MATERIALS.	12599			
		10.5.1100.411.0000.02.00.00 **Check #: 46642**	K-12 - SUPPLIES INDEPENDENCE	$119.36
			Vendor Total:	$119.36
EVON'S TROPHIES & AWARDS				
		10.5.1100.411.0000.02.00.00 **Check #: 46643**	K-12 - SUPPLIES INDEPENDENCE	$72.50
			Vendor Total:	$72.50
SCHOLASTIC NEWS				
		10.5.1100.410.0000.02.00.00 **Check #: 46644**	CONSUMABLES - INDEPENDENCE	$195.29
			Vendor Total:	$195.29
VILLAGE OF NEW LENOX				
		10.5.1125.314.3705.00.00.00 **Check #: 46645**	PRE K PROF SERV PFA GRANT	$470.00
		40.5.2550.335.0000.04.00.00 **Check #: 46645**	FIELD TRIPS - INDIAN HILL	$860.00
			Vendor Total:	$1,330.00
			Grand Total:	$5,534.74

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1043 **Voucher Date:** 09/04/2026 Prepared By:

Printed: 10/08/2026 12:48:25 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of $34,058.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	$30,805.03
20	OPERATIONS AND MAINTENANCE	$648.39
60	CAPITAL PROJECTS	$2,604.80
		$34,058.22

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1043 **09/04/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
AMAZON CAPITAL SERVICES				
		10.5.1100.411.0000.00.00.00 **Check #: 46545**	K-12 - SUPPLIES	$608.70
		10.5.1100.411.0000.01.00.00 **Check #: 46545**	K-12 - SUPPLIES CHIPPEWA	$799.45
		10.5.1100.411.0000.03.00.00 **Check #: 46545**	K-12 -SUPPLIES - NAVAJO HEIGHTS	$1,109.71
		10.5.1100.411.0000.04.00.00 **Check #: 46545**	K-12 - SUPPLIES - INDIAN HILL	$39.87
		10.5.1205.411.4620.05.00.00 **Check #: 46545**	SPEC ED SUPPLIES IDEA GRANT	$1,738.09
		10.5.1800.411.0000.00.00.00 **Check #: 46545**	BILINGUAL PROGRAMS- SUPPLIES	$580.79
		10.5.2320.411.0000.00.00.00 **Check #: 46545**	EXECUTIVE ADMIN - SUPPLIES	$36.53
		10.5.2660.411.0000.00.00.00 **Check #: 46545**	DATA PROCESSING SERVICES- SUPPLIES	$1,987.52
			Vendor Total:	$6,900.66
BMO FINANCIAL GROUP				
		10.5.1100.411.0000.00.00.00 **Check #: 46546**	K-12 - SUPPLIES	$1,182.59
		10.5.1100.411.0000.03.00.00 **Check #: 46546**	K-12 -SUPPLIES - NAVAJO HEIGHTS	$348.62
		10.5.1100.411.0000.04.00.00 **Check #: 46546**	K-12 - SUPPLIES - INDIAN HILL	$168.00
		10.5.2210.305.3705.00.00.00 **Check #: 46546**	PRE K PROF DEV AND TRAIN PFA GRANT	$356.16
		10.5.2210.310.4932.05.00.00 **Check #: 46546**	PROF DEV ALL STAFF TITLE II	$2,849.28
		10.5.2210.314.4620.05.00.00 **Check #: 46546**	PROFESSIONAL DEV IDEA GRANT	$712.32
		10.5.2210.332.0000.01.00.00 **Check #: 46546**	INSTR OUT OF DIST MEAL/HOTEL- CH	$200.00

Voucher Supplement Account Summary

Voucher Batch Number: 1043 **09/04/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2210.411.0000.00.21.00 **Check #: 46546**	IMPROVE OF INST-MENTORING	$531.40
		10.5.2310.341.0000.00.00.00 **Check #: 46546**	BOARD OF EDUCATION -POSTAGE	$93.63
		10.5.2310.351.0000.00.00.00 **Check #: 46546**	BOARD OF EDUCATION -PRINT PUBLICATIONS	$68.99
		10.5.2320.332.0000.00.00.00 **Check #: 46546**	EXECUTIVE ADMIN -TRAVEL/CONF	$2,026.88
		10.5.2320.411.0000.00.00.00 **Check #: 46546**	EXECUTIVE ADMIN - SUPPLIES	$1,786.24
		10.5.2330.332.0000.00.00.00 **Check #: 46546**	SPEC AREA ADM SERVICES-TRAVEL/CONF	$399.20
		10.5.2410.332.0000.00.00.00 **Check #: 46546**	OFFICE OF PRINCIPAL -TRAVEL/CONF	$1,154.56
		10.5.2410.411.0000.01.00.00 **Check #: 46546**	OFFICE OF PRINCIPAL - SUPPLIES CHIPPEWA	$227.65
		10.5.2410.411.0000.02.00.00 **Check #: 46546**	OFFICE OF PRINCIPAL-SUPPLIES-INDEPENDENCE	$407.85
		10.5.2410.411.0000.04.00.00 **Check #: 46546**	OFFICE OF PRINCIPAL - SUPPLIES INDIAN HILL	$305.95
		10.5.2560.400.3705.00.00.00 **Check #: 46546**	FOOD SERVICES SUPPLIES PFA GRANT	$120.00
		10.5.2660.411.0000.00.00.00 **Check #: 46546**	DATA PROCESSING SERVICES- SUPPLIES	$229.07
		10.5.2660.470.0000.00.00.00 **Check #: 46546**	DATA PROCESSING - SOFTWARE	$20.00
		10.5.2900.490.4300.05.00.00 **Check #: 46546**	TITLE I homeless/neglected	$174.23
		20.5.2540.411.0000.00.00.00 **Check #: 46546**	OPERATION/MAINTENANCE- SUPPLIES	$648.39
		60.5.2530.410.0000.00.00.00 **Check #: 46546**	CAP PROJECTS SUPPLIES	$2,604.80
			Vendor Total:	$16,615.81

Voucher Supplement Account Summary

Voucher Batch Number: 1043 **09/04/2026**

Fiscal Year: 2026-2027

Vendor Remit Name	Vendor #	Account	Description	Amount
VERITIV				
		10.5.1100.411.0000.00.00.00 **Check #: 46547**	K-12 - SUPPLIES	$354.50
		10.5.1100.411.0000.01.00.00 **Check #: 46547**	K-12 - SUPPLIES CHIPPEWA	$2,398.50
		10.5.1100.411.0000.02.00.00 **Check #: 46547**	K-12 - SUPPLIES INDEPENDENCE	$2,147.00
		10.5.1100.411.0000.03.00.00 **Check #: 46547**	K-12 -SUPPLIES - NAVAJO HEIGHTS	$3,249.75
		10.5.1100.411.0000.04.00.00 **Check #: 46547**	K-12 - SUPPLIES - INDIAN HILL	$2,392.00
			Vendor Total:	$10,541.75
			Grand Total:	$34,058.22

End of Report

Palos Heights School District 128

Fund Balances

Fiscal Year: 2026-2027

Month: September
Year: 2026
Fund Type:

☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
10	EDUCATIONAL	$2,350,994.50	$992,954.82	($1,975,641.49)	$0.00	$1,368,307.83
11	STUDENT ACTIVITY FUND	$5,490.00	$0.00	$0.00	$0.00	$5,490.00
20	OPERATIONS AND MAINTENANCE	$216,694.68	$93,638.59	($275,619.12)	$0.00	$34,714.15
30	DEBT SERVICE	$797,919.05	$62,406.69	$0.00	$0.00	$860,325.74
40	TRANSPORTATION	$486,014.87	$88,411.36	($43,260.98)	$0.00	$531,165.25
50	MUNICIPAL RETIREMENT	$183,747.67	$11,821.80	($34,956.80)	$0.00	$160,612.67
55	SOCIAL SECURITY	$115,944.01	$14,454.85	($41,741.46)	$0.00	$88,657.40
60	CAPITAL PROJECTS	$4,007,187.19	$4,624.35	($872,268.46)	$0.00	$3,139,543.08
70	WORKING CASH	$2,778,010.09	$9,544.75	$0.00	$0.00	$2,787,554.84
80	TORT IMMUNITY	$5,257.04	$5.25	$0.00	$0.00	$5,262.29
90	LIFE SAFETY	$203.18	$0.20	$0.00	$0.00	$203.38
	Grand Total:	$10,947,462.28	$1,277,862.66	($3,243,488.31)	$0.00	$8,981,836.63

End of Report

District 128, Cook County
Palos Heights, Illinois

Board Meeting October 14, 2026

Activity Fund Receipts and Expenses September 2026

	Balance 08/31/26	SEPTEMBER Receipts	SEPTEMBER Expenses	Balance 09/30/26
Indian Hill	707.33	$2,126.00	$860.00	$1,973.33
Chippewa	$413.28	$0.00	$0.00	$413.28
Navajo	$122.50	$0.00	$0.00	$122.50
Independence				
IJHS	$1,539.58	$7,644.99	$3,608.47	$5,576.10
Cheerleaders	$1,502.11	$146.55	$0.00	$1,648.66
Drama	$5,160.36	$1,033.44	$381.82	$5,811.98
Lunch	$0.00	$0.00	$0.00	$0.00
Poms	$146.55	$0.00	$146.55	$0.00
Student Council	$434.63	$0.00	$0.00	$434.63
TOTAL	$10,026.34	$10,950.98	$4,996.84	$15,980.48

2026 Resolutions Committee Report

For the 2026 Delegate Assembly on Saturday, November 21, 2026



Published September 8, 2026

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

IASB Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

September 2026

IASB School Board Members and Administrators,

This 2026 Resolutions Committee Report includes proposed resolutions to be acted upon at the annual meeting of the IASB Delegate Assembly, which will take place on **Saturday, November 21, 2026, at 11:45 a.m. in conjunction with the Joint Annual Conference at the Hyatt Regency, Grand Ballroom, in Chicago**. Please note changes to both the time and location of the Delegate Assembly.

For years, our members have expressed that the Delegate Assembly conflicts with other meaningful events at Conference. Following conversations with the IASB Resolutions Committee, staff, and Board of Directors, the decision was made to move the Delegate Assembly to the lunch hour and to provide lunch for delegates. The location change to the Grand Ballroom will allow additional space for delegates, as well as other board members who observe the Delegate Assembly. IASB hopes this change better serves its members. Once again this year, there will not be tables. However, the new location has additional space for lunch and the Delegate Assembly.

Through the Resolutions Process and Delegate Assembly, member districts provide critical direction for IASB to represent member interests before state and national policymakers. Every member school district is entitled to one voting delegate at the Delegate Assembly. Your board should nominate a primary delegate to represent your school board and an alternate delegate, in the event the primary is unable to attend. Once your board chooses a primary delegate, the district's roster manager should register them online with IASB in advance of the Delegate Assembly. Delegate registration is now open. The alternate delegate does not need to be registered unless the primary delegate becomes unavailable.

This year delegates will vote on three proposed resolutions that received a recommendation of "Do Adopt" from the Resolutions Committee. Two other proposed resolutions received "Do Not Adopt" recommendations from the Resolutions Committee. The submitting districts have an opportunity to appeal that decision. If timely appealed, the IASB Constitution requires a two-thirds affirmative vote of the delegates present and voting at the Delegate Assembly for the appeal to be considered and voted upon.

Please discuss with your board the proposed resolutions to prepare your district's delegate to vote on behalf of your board. To guide these efforts, two documents are included in this report: *Guidance for Discussing IASB Resolutions* and *Local School Board Delegate Direction.*

Finally, I want to highlight the meaningful work done by the Resolutions Committee earlier this year in its annual review of the IASB Position Statements. This Resolutions Committee Report highlights opportunities to hear more about that work and ask questions about that process.

I hope these pages serve as a valuable resource for your school board in preparing for this discussion.

We look forward to our work together in November.

Alva Jr Kreutzer

Alva Kreutzer, IASB Resolutions Chair and Vice President

New Time & Location!

Delegate Assembly

New Time: Saturday, November 21, 2026, 11:45 a.m.

New Location: Grand Ballroom, Ballroom Level, Hyatt East

Delegate Assembly Registration & Credentials for Attending Delegates

Districts are encouraged to pre-register their delegate through IASB's online registration process. Credentials are required for delegates to be seated. Alternate delegates only need to be registered if the delegate becomes unable to attend the Delegate Assembly.

Delegate Packet Pickup, Registrant Changes & Onsite Registrations

New Location: Grand Registration Desk

(Across from the Grand Ballroom, Ballroom Level, Hyatt East)

Friday, November 20
7:30 a.m. - 5 p.m.

Saturday, November 21
8:30 a.m. - 11:45 a.m.





Mark Your Calendars

Delegate Assembly Webinars

The Governmental Relations team will host two webinars to help members prepare for the IASB Delegate Assembly. The webinars can be found on the IASB Events Calendar where you can also register to attend.

Delegate Assembly Overview: Resolutions and Logistics
Thursday, October 22, noon

Conference 2026: Your Questions Answered
Thursday, November 5, noon

Also new this year: Lunch will be provided to delegates pre-registered online; please register your delegate by **November 8** to ensure lunch availability. We will try, but cannot promise, to provide lunch to delegates registered after November 8, including those who register on-site. Once again this year, there will not be tables. However, the new location has additional space for lunch and the Delegate Assembly.

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DELEGATE ASSEMBLY AGENDA

1. Call to Order
2. Delegate Assembly Welcome
3. Approval of Report of the Credentials Committee
4. Approval of Delegate Assembly Business Rules
5. Approval of the Delegate Assembly Agenda
6. President's Report, Tracie Sayre
7. Executive Director's Report, Kimberly A. Small, J.D.
8. Financial Report, Marc Tepper, IASB Treasurer
9. Resolutions Committee Report, Alva Kreutzer, Resolutions Committee Chair
   a. Consent Agenda – Resolutions
      i. Tier II Pension Reform
      ii. Amendment to Existing Position Statement 2.12: Local Tax Collection and Distribution
      iii. FOIA Safeguards
   b. Appealed Resolutions
10. Adjournment

Resolutions for Consideration at the 2026 Delegate Assembly



At the Delegate Assembly, proposed resolutions that received a "Do Adopt" recommendation and timely appealed proposed resolutions that received a "Do Not Adopt" recommendation are brought for a vote of the Assembly. The Delegate Assembly vote determines the final decision on all resolutions. If approved by the Delegate Assembly, resolutions become Position Statements and provide IASB direction on legislative positions.

2026 Resolutions Committee

Service of the following school board members is acknowledged with sincere appreciation



CHAIR, RESOLUTIONS
IASB Vice President
Alva Kreutzer



IASB PRESIDENT
Tracie Sayre



IMMEDIATE PAST PRESIDENT
Mark Harms



ABE LINCOLN
Jerry Bishoff



BLACKHAWK
Debra Stevenson



CENTRAL ILLINOIS VALLEY
Dana Smith



CORN BELT
Alex Williams



DUPAGE
James Blair



EGYPTIAN
Schannone Steinberger



ILLINI
Matt Titus

KASKASKIA
Kathy Norris



KISHWAUKEE
Evelyn Meeks



LAKE
Odie Pahl



NORTH COOK
Wenda Hunt



NORTHWEST
Steve Snider



SHAWNEE
Kevin McAllister



SOUTH COOK
Wilbur Tillman



SOUTHWESTERN
Jeff Hewitt



STARVED ROCK
Carol Alcorn



THREE RIVERS
Julie Oost



TWO RIVERS
Noel Beard



WABASH VALLEY
Chad Weaver



WEST COOK
Jim Lima



WESTERN
Scott Vogler

CONSENT AGENDA RESOLUTIONS

The below resolutions,
the Resolutions Committee recommends DO ADOPT.

i. Tier II Pension Reform
ii. Amendment to Existing Position Statement 2.12: Local Tax Collection and Distribution
iii. FOIA Safeguards

The following resolutions received a "Do Adopt" recommendation from the Resolutions Committee. When they are presented to the Delegate Assembly, they will be put forth on a consent agenda. Delegates may pull a specific resolution from the consent agenda for discussion on the floor. If resolution(s) are not pulled from the consent agenda, they will be put forth together for one vote.

FINANCING OF PUBLIC EDUCATION – STATE

Tier II Pension Reform

Submitting District: Sycamore CUSD 427

Statement of Resolution: Be it resolved that the Illinois Association of School Boards shall urge the Illinois General Assembly and Governor to enact legislative remedies, that at a minimum include the plan proposed in Senate Bill 1937 (104th General Assembly), to modernize the traditional Tier II pension system. Such legislation must ensure fiscal stability and workforce equity by enacting changes that:

- Fix the Automatic Annual Increase Formula: Replace the current capped Tier II formula with an annual adjustment that at minimum tracks the rate of inflation. This change ensures that baseline benefits keep proper pace with the actual cost of living, permanently eliminating the risk of a federal Safe Harbor violation.
- Align Pensionable Salary Limits and Calculations: Reduce the quantity of years used in the final average salary calculator and calibrate the maximum pensionable salary caps to the Social Security wage base. Such improvements establish long-term equity with federal retirement standards, preventing the deterioration of retirement security for career public servants.
- Reduce the Statutory Retirement Age: Lowers the standard retirement age for Tier II educators and educational support staff from 67 to an equitable and realistic age, such as age 65 with 10 years of service, or Age 62 with maximum years of service. This adjustment better reflects the true physical and mental demands of professions in education.

District Rationale: The State of Illinois implemented the Tier II pension system in 2011 to reduce unfunded liabilities. Today, Tier II educators and support staff constitute a rapidly growing segment of the state's public school workforce, representing roughly 35% of Sycamore CUSD 427's employees. Federal IRS law mandates a "Safe Harbor" rule requiring public retirement systems to provide a retirement benefit equal to or greater than what federal Social Security would provide for the same period of service. However, the current traditional Tier II pension formulas utilize simple interest and a strictly capped automatic annual increase of one-half of inflation or 3%, whichever is less. Because it relies on this non-compounding simple interest capped below true economic metrics, the traditional Tier II formula mathematically fails to keep pace with the compound interest calculations of inflation and Social Security, placing the state's retirement systems on the verge of a catastrophic federal Safe Harbor violation over a standard career lifespan. If the traditional Tier II formula is formally deemed by federal regulators to violate the Safe Harbor rule, the Internal Revenue Service will mandate immediate enrollment in Social Security for all affected employees. Such a ruling would trigger an automatic, unfunded 6.2% employer payroll tax shift forced directly onto local school district operating budgets and local property taxpayers. To prevent this severe budgetary cliff, meaningful statutory intervention is required. Amending the traditional Tier II pension calculation to ensure the annual increase tracks inflation, or matches the greater of 3% simple interest or inflation, updates the benefit structure to reflect compounding macroeconomic realities. This direct statutory correction permanently lifts the baseline state pension above the federal Safe Harbor floor, executing a vital fiscal defense that actively shields local municipal operating budgets and property taxpayers from billions in combined federal tax penalties while ensuring the structural burden of compliance remains firmly on the State of Illinois. Beyond the financial math, the current Tier II statutory retirement age of 67 is an immense physical and mental ask for teachers, administrators, and essential school support personnel—including paraprofessionals, custodians, and bus drivers. Expecting public school employees to effectively manage modern classrooms, ensure student safety, and maintain complex school facilities well into their late sixties

accelerates professional burnout and directly undermines local district efforts to recruit and retain high-quality staff. Lowering the Tier II retirement age to a realistic standard is critical to securing a sustainable career lifespan and stabilizing the state's educational workforce pipeline. Furthermore, aligning maximum pensionable salary caps to establish long-term equity with federal retirement standards prevents the deterioration of benefits for career public servants. Enacting these traditional pension adjustments permanently satisfies federal IRS Safe Harbor requirements, values the dedication of public school employees, and ensures that public education remains a viable, high-quality career in Illinois.

Resolutions Committee Rationale: The Committee determined that there are increasingly more Tier II employees impacted each year and that failure to address the Safe Harbor provision has the potential to negatively impact both the school district as the employer, as well as its employees. Additionally, it was determined that districts need quality employees and the issues with the Tier 2 pension system are likely contributing to the teacher shortage. This resolution puts forth a framework for a reasonable and measured approach to such reform and allows for flexibility in resolving this issue.

The Resolutions Committee recommends **DO ADOPT.**

FINANCING OF PUBLIC EDUCATION – STATE

Amendment to Existing Position Statement 2.12: Local Tax Collection and Distribution

Submitting District: Mount Prospect SD 57

The following resolution is an amendment to an existing position statement. The portion of the proposed resolution in black and not underlined was previously adopted by the Delegate Assembly. The portion of the proposed resolution underlined in red is the proposed amendment to the existing Position Statement.

Current Position Statement 2.12:

The Illinois Association of School Boards shall seek legislation to amend the tax code, or other prescriptive procedures, to minimize the punitive effects of delinquent collection and disbursement to districts of tax moneys raised by local levy. In the event tax monies are not collected or disbursed as required by State law, it shall be the county's obligation to reimburse the taxing district for any loss incurred. (Adopted 1996; Amended 1999)

Proposed Amendment to Position Statement 2.12 added to Current Position Statement 2.12 Be it resolved that the Illinois Association of School Boards shall further seek legislation establishing a uniform process for reporting delayed tax collections and distributions, determining financial losses incurred by taxing districts, and requiring timely reimbursement when tax monies are not collected or disbursed as required by State law. Such legislation should provide clear accountability measures, transparency in the reporting of delays, and an administrative process through which taxing districts may recover documented losses without the need for costly litigation.

District Rationale: Position 2.12 recognizes that school districts should be reimbursed when delays in tax collection or distribution cause financial losses. However, the position does not address how losses are calculated, how reimbursement is obtained, or what remedies are available when reimbursement is not provided. School districts should not be required to expend additional taxpayer resources pursuing legal action to recover funds lost as a result of delayed tax collection or distribution. Establishing a uniform statewide process for transparency, accountability, and reimbursement would strengthen existing policy while protecting students, taxpayers, and local communities from the financial consequences of delays beyond a district's control.

Resolutions Committee Rationale: The Committee determined that affected districts have lost a significant amount of money due to recent delays in local tax distribution in Cook County, and that it is desirable to establish a method by which affected school districts would be reimbursed. School districts rely on property taxes. When the County delays payment of those taxes, districts experience serious disruptions to cash flow and fiscal uncertainty. While the most recent occurrence of this issue happened in Cook County, there is potential for it to happen anywhere in the state. Having additional guidelines would be helpful to all districts should this problem occur in the future.

The Resolutions Committee recommends **DO ADOPT.**

LOCAL-STATE-FEDERAL RELATIONS

FOIA Safeguards

Submitting District: Homer CUSD 33C

Statement of Resolution: Be it resolved that the Illinois Association of School Boards shall advocate for amendments to the Illinois Freedom of Information Act (5 ILCS 140) to preserve public access to records while establishing reasonable safeguards against abusive, fraudulent, automated, or unduly burdensome requests by: (i) permitting public bodies to require reasonable verification that a requester is a real person submitting a valid request; (ii) authorizing limited identity verification

when there is a reasonable basis to question the legitimacy of a request and ensure that the requester is within the state; (iii) clarifying standards for narrowing, batching, or denying requests that are duplicative, automated, harassing, or unduly burdensome; (iv) expanding authority for public bodies to recover reasonable costs associated with excessive staff time, data extraction, redaction, and review; and (v) strengthening protections for school districts against serial or bad-faith misuse of FOIA that diverts time, personnel, and public resources from student-centered operations.

District Rationale: Illinois school districts strongly support governmental transparency and public access to records. However, the current Illinois FOIA framework is increasingly being used in ways that exceed its intended purpose and create substantial operational burdens on school districts. In recent years, districts have experienced increased volumes of duplicative, automated, commercially motivated, anonymous, and bad-faith requests that consume disproportionate administrative and legal resources while providing limited public benefit.

Although Illinois law includes some safeguards for "recurrent requesters" (5 ILCS 140/3.2), "voluminous requests" (5 ILCS 140/3.6), and requests made for "commercial purposes" (5 ILCS 140/3.1), these provisions do not adequately address modern misuse of FOIA, including bot-generated requests, identity masking, serial harassment, or requests designed primarily to disrupt district operations.

Illinois recently amended FOIA to permit a public body to require a requester to verify that the requester is a real person when there is a reasonable belief the request was not submitted by a person, but the law expressly prohibits requiring identifying information to complete that verification. See 5 ILCS 140/3(j) (effective January 1, 2026). While this is a modest improvement, it remains insufficient to address fraudulent identities, impersonation, and coordinated misuse.

Other states provide stronger administrative safeguards while preserving public access:

- Virginia permits public bodies to require requesters to be citizens of the Commonwealth under Va. Code Ann. § 2.2-3704(A), limiting access to Virginia citizens and certain in-state media. "…all public records shall be open to citizens of the Commonwealth…"
- Tennessee permits records access to Tennessee citizens under Tenn. Code Ann. § 10-7-503(a)(2)(A). "…be open for personal inspection by any citizen of this state…"
- Delaware limits FOIA access to Delaware citizens under 29 Del. C. § 10003(a). "…Reasonable access to and reasonable facilities for copying of these records shall not be denied to any citizen."
- Arkansas restricts access to Arkansas citizens under Ark. Code Ann. § 25-19-105(a)(1)(A). " Except as otherwise specifically provided by this section or by laws specifically enacted to provide otherwise, all public records shall be open to inspection and copying, including without limitation copying through image capture, including still and moving photography and video and digital recording, by any citizen of the State of Arkansas during the regular business hours of the custodian of the records."
- Connecticut authorizes denial of vexatious requests through its Freedom of Information Commission under Conn. Gen. Stat. § 1-206(b)(2). "…If the commission finds that a person has taken an appeal under this subsection frivolously, without reasonable grounds and solely for the purpose of harassing the agency from which the appeal has been taken, after such person has been given an opportunity to be heard at a hearing conducted in accordance with sections 4-176e to 4-184, inclusive, the commission may, in its discretion, impose against that person a civil penalty…"

Illinois should modernize its statute by preserving transparency while granting districts practical tools to manage abuse, recover costs, and prioritize educational operations without undermining legitimate public oversight.

Resolutions Committee Rationale: The Committee acknowledged the significant amount of district staff time expended statewide in responding to FOIA requests, particularly those recurring requests coming from the same person or organization and those coming from outside of the state or country. The Committee determined that this resolution allows IASB to build upon the work that is currently being done by legislators and continue to address this problem in a way that balances maintaining transparency with providing reasonable safeguards to prevent abuse and maintain the integrity of the FOIA process.

The Resolutions Committee recommends **DO ADOPT.**

Resolutions Eligible For Appeal at the 2026 Delegate Assembly



The following resolutions all received a “Do Not Adopt” recommendation from the Resolutions Committee. With a “Do Not Adopt” recommendation, the following proposals may be appealed by the submitting district. If the resolution is timely appealed, a two-thirds affirmative vote by the Delegate Assembly is required for consideration.

RESOLUTIONS ELIGIBLE FOR APPEAL

the below resolutions, the Resolutions Committee recommends 'DO NOT ADOPT'

i. School Board Elections - Nominating Petition Signatures
ii. School Meals and Fee Waiver Eligibility

The following resolutions all received a "Do Not Adopt" recommendation from the Resolutions Committee. With a "Do Not Adopt" recommendation, the following proposals may be appealed by the submitting district. If the resolution is timely appealed, a two-thirds affirmative vote by the Delegate Assembly is required for consideration.

School Board Elections – Nominating Petition Signatures

Submitting District: Creve Coeur SD 76

Statement of Resolution: Be it resolved that the Illinois Association of School Boards shall support legislative action to reduce nominating petition signature requirements for School Board Candidates from 50 voters or 10% of voters, whichever is less, to 25 voters or 5% of voters, whichever is less.

District Rationale: The current signature requirement for school board candidate nominating petitions, as outlined in Section 9-10 of the Illinois School Code (105 ILCS 5/9-10), creates an unnecessary barrier to entry for prospective candidates—particularly in smaller districts, rural communities, and districts experiencing high student mobility or lower levels of civic engagement.

Requiring a minimum of 50 signatures may discourage otherwise qualified individuals from seeking office due to the time and logistical burden of gathering signatures. This is especially notable when compared to other local elected offices, such as library or park district boards, which often require significantly fewer signatures.

Additionally, the requirement to gather in-person signatures may present logistical challenges for candidates with limited time or access to voters, further discouraging participation. These challenges are particularly relevant in districts like ours, where community engagement and access to voters can vary significantly.

Reducing the requirement to 25 voters, or 5% of voters, whichever is less, would:

Encourage a broader and more diverse pool of candidates, including working parents, community members, and emerging leaders

- Better align school board election requirements with those of other local governing bodies
- Remove an unnecessary procedural hurdle that does not meaningfully improve candidate quality or voter choice
- Maintain an appropriate level of demonstrated community support while increasing accessibility to the electoral process

This proposed change represents a practical step toward strengthening civic participation and improving access to local school board governance, while preserving the integrity of the candidate nomination process.

Resolutions Committee Rationale: The Committee determined that gathering 50 signatures is an important part of demonstrating that a prospective board member has the time and energy to serve on a school board and that 50 signatures is a reasonable threshold for being placed on the ballot. Additionally, given that the state recently moved up the dates for the signature collection timeframe, this process no longer happens during the coldest months of the year, making it more accessible for candidates.

⊗ The Resolutions Committee recommends **DO NOT ADOPT.**

School Meals and Fee Waiver Eligibility

Submitting District: Homer CUSD 33C

Statement of Resolution: Be it resolved that the Illinois Association of School Boards shall advocate for amendments to Illinois law governing eligibility determinations for free and reduced-price school meals and school fee waivers to strengthen local school district authority to verify applicant eligibility, audit income documentation, investigate suspected fraudulent claims, and revoke benefits obtained through material misrepresentation, while preserving access for eligible students and protecting student dignity. Such amendments should authorize school districts to conduct reasonable audits of household applications, require supporting income documentation where fraud is suspected, establish clearer penalties for intentional misrepresentation, and provide districts with the authority to recover improperly waived fees or improperly granted benefits in cases of verified fraud.

District Rationale: Illinois school districts have a legal and moral responsibility to ensure that public assistance programs intended for financially eligible students are administered with integrity, consistency, and fairness. Free and reduced-price meal benefits and school fee waivers are essential supports for many students and families, but the effectiveness and credibility of these programs depend on ensuring that benefits are reserved for households that meet established income eligibility requirements.

Current Illinois law ties school fee waiver eligibility in many districts to federal meal eligibility standards and already permits limited verification of eligibility. However, the existing statutory framework provides insufficient local authority for districts to audit questionable applications, require additional income verification where fraud is suspected, or revoke benefits when material misrepresentation is confirmed. Illinois law currently requires districts using meal eligibility for fee waivers to follow federal verification rules under 7 CFR 245.6a, and districts operating an independent fee waiver process may verify eligibility no more than once per academic year. While this provides some verification authority, it does not sufficiently address intentional fraud, underreporting of income, falsified household composition, or repeated misuse of benefits.

Other states and federal administrative frameworks provide stronger mechanisms for eligibility verification and compliance oversight. Federal regulations governing school meal eligibility already require annual verification and mandatory verification of questionable applications. See 7 CFR § 245.6a. Some states expressly require income-based certification and documentation retention sufficient for audit and compliance review. Such models provide clearer authority for districts to verify eligibility and review questionable claims than currently exists under Illinois' more limited fee waiver framework. Illinois should modernize its statutory framework to provide school districts with clearer authority to verify eligibility, audit suspicious applications, and address fraud in a way that protects taxpayer resources, preserves public trust, and ensures assistance reaches the students for whom it was intended.

Resolutions Committee Rationale: The Committee determined that there are currently sufficient systems in place at the state and federal levels to audit school meals and fee waiver eligibility. For students who apply for Free and Reduced Lunch, federal regulations already allow districts to audit for cause at any time and, as it relates to student fees at the state level, schools can already conduct an audit as a routine procedure once a year. Allowing additional audits and investigations could discourage students and families from applying for these programs at a time when such programs may be increasingly important to ensure food security for students. Additionally, the financial loss to the district due to potential fraud needs to be balanced with the potential cost and administrative time that would be spent by districts to investigate these cases, as well as the participation barriers that may be created to accessing these programs if districts continually request sensitive financial data from families. Given these concerns, it was determined that the current audit measures in place at the state and federal levels are reasonable and sufficient.

The Resolutions Committee recommends **DO NOT ADOPT.**

Guidance for Local Board Discussion and Voting at the 2026 Delegate Assembly



This guidance is published for informational purposes and is not a substitute for legal advice. For legal advice or a legal opinion on a specific question, please consult the board attorney.

DISCUSSING IASB RESOLUTIONS

This guidance is published for informational purposes only and is not a substitute for legal advice. For legal advice or a legal opinion on a specific question, please consult the board attorney.

Open Meetings Act

Resolutions of the Illinois Association of School Boards (IASB) are likely considered public business and subject to the Illinois Open Meetings Act (OMA) (5 ILCS 120/). OMA requires school boards to discuss district business only at properly noticed board meetings. Other than during a properly noticed board meeting, a majority or more of a board-quorum (or in the case of a five-person board, a quorum or more) may not engage in contemporaneous interactive communication, which includes electronic communication, to discuss district business, including IASB resolutions. IASB does not monitor for OMA compliance or investigate claims of OMA violations. Members are responsible for their own compliance with OMA requirements.

Freedom of Information Act

Resolutions of IASB and related information are likely subject to the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/). Because of this, the resolutions and related information are likely subject to disclosure under FOIA, unless a specific exemption applies. Members with specific questions should contact their board attorney.

Discussion of IASB Resolution to Appointment and Direct a Delegate at the Delegate Assembly

IASB recommends that as a best practice each school board discuss the proposed resolutions from IASB and come to a consensus regarding whether to vote in support of or against each resolution at the 2026 IASB Delegate Assembly. School boards should also appoint a delegate and alternate delegate and determine how they wish to direct the delegate to vote at the 2026 Delegate Assembly. PRESS sample exhibit 2:120-E3, *Resolution to Appoint a Delegate to the Illinois Association of School Boards Delegate Assembly*, provides a template resolution that boards can customize and adopt to accomplish this. Additional details regarding sample board agenda items and motion language are noted below.

Discussion of Resolutions by the School Board

As noted above, IASB recommends that as a best practice each school board discuss the proposed resolutions from IASB and come to a consensus regarding whether to vote in support of or against each resolution at the 2026 IASB Delegate Assembly. Board members may consider entering an agenda item on the agenda of a publicly scheduled board meeting to do this. A sample agenda item is as follows:

> **If using the PRESS sample resolution:** *Discussion and Action on Resolution to Appoint a Delegate to the Illinois Association of School Boards 2026 Delegate Assembly*
>
> **If not using the PRESS sample resolution:** *Discussion and Action on Proposed Illinois Association of School Boards (IASB) Resolutions for Consideration at the 2026 IASB Delegate Assembly and Appointment of [INSERT SCHOOL DISTRICT NAME] Delegate and Alternate Delegate to the 2026 IASB Delegate Assembly,* Next, at the board meeting, board members should discuss the proposed IASB resolutions to come to a consensus on how the delegate will vote on each resolution and determine who will represent them as a delegate at the 2026 IASB Delegate Assembly. The District should also consider appointing an alternate delegate in case the delegate cannot attend the Delegate Assembly. Sample motion language may read as follows:

Adoption of Resolution to Appoint a Delegate to the Illinois Association of School Boards 2026 Delegate Assembly (if using the PRESS sample resolution)

> I move to adopt the *Resolution to Appoint a Delegate to the Illinois Association of School Boards 2026 Delegate Assembly.* This resolution appoints *[INSERT NAME]* as the Board's Delegate and *[INSERT NAME]* as the Boards' Alternate Delegate to the 2026 IASB Delegate Assembly, and it gives the Delegate or Alternate Delegate the authority to vote on IASB resolutions at the 2026 Delegate Assembly **[CHOOSE THE APPLICABLE OPTION:** solely in accordance with the consensus of the Board on *[INSERT DATE]* **[OR]** with their independent discretion, based on the consensus of the Board on *[INSERT DATE]* and any discussions had on each resolution at the 2026 IASB Delegate Assembly].

Appointment of Delegate and Alternate Delegate (if not using the PRESS sample resolution)

1. I move that *[INSERT NAME]* be appointed the IASB Delegate to the 2026 IASB Delegate Assembly on behalf of *[INSERT DISTRICT NAME]*.
2. I move that *[INSERT NAME]* be appointed the IASB Alternate Delegate to the 2026 IASB Delegate Assembly on behalf of *[INSERT DISTRICT NAME]*.

Finally, board members will need to take action to determine how the district's delegate should vote at the Delegate Assembly. For example, the board may have two options:

Motion to Direct Delegate Votes at the Delegate Assembly (if not using the PRESS sample resolution)

1. The appointed delegate or alternate delegate may only vote in accordance with the consensus reached at the district's board meeting. In that case, a sample motion might read as follows:

   I move that Delegate *[INSERT NAME OF DELEGATE]* or Alternate Delegate *[INSERT NAME OF ALTERNATE DELEGATE]* be granted the authority to vote on the IASB resolutions at the 2026 Delegate Assembly solely in accordance with the consensus of the *[INSERT DISTRICT NAME]* School Board on *[INSERT DATE]*.

2. The delegate or alternate delegate may vote keeping in mind at the Delegate Assembly the consensus at the board table and any discussion or debate raised at the 2026 IASB Delegate Assembly.

   I move that *[INSERT NAME OF DELEGATE]* or Alternate Delegate *[INSERT NAME OF ALTERNATE DELEGATE]* be granted the authority to vote on the IASB resolutions at the 2026 IASB Delegate Assembly with their independent discretion based on the consensus of the *[INSERT DISTRICT NAME]* School Board on *[INSERT DATE]* and any discussions had on each resolution at the 2026 IASB Delegate Assembly.

LOCAL SCHOOL BOARD DELEGATE DIRECTION

Resolutions that received a "Do Adopt" Recommendation from the IASB Resolutions Committee

All the below resolutions will be placed on a consent agenda for a vote during the IASB Delegate Assembly. If any are removed from the consent agenda, what is your board's direction as to whether the following resolutions should be adopted by the IASB Delegate Assembly?

Yes	No	
❑	❑	1. Tier II Pension Reform
❑	❑	2. Amendment to Existing Position Statement 2.12: Local Tax Collection and Distribution
❑	❑	3. FOIA Safeguards

Resolutions that received a "Do Not Adopt" Recommendation from the IASB Resolutions Committee

The below resolutions may be appealed by the submitting district. Any resolution that is timely appealed requires a two-thirds vote at the Delegate Assembly to be reconsidered. If a "Do Not Adopt" resolution is appealed, what is your board's direction as to whether the following resolutions:

a) Should be reconsidered by the IASB Delegate Assembly; and

b) If reconsidered, should be adopted by the IASB Delegate Assembly.

Yes	No	
❑	❑	4a. School Meals and Fee Waiver Eligibility — should be reconsidered
❑	❑	4b. If reconsidered, should be adopted by the Delegate Assembly
❑	❑	5a. School Board Elections: Nominating Petition Signatures — should be reconsidered
❑	❑	5b. If reconsidered, should be adopted by the Delegate Assembly

Appendix





RULES OF THE IASB DELEGATE ASSEMBLY

1. **Business Procedures** — Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not incompatible with the Constitution and any special rules the Association may adopt, provided those rules are in compliance with federal, state, and local laws.
2. **Credentials** — Delegates shall be registered with the Credentials Committee and must display their credentials.
3. **Delegate Seating** — Only those delegates seated in the reserved section will be permitted to participate in the business session.
4. **Recognition by Chair** — Delegates wishing to speak on a motion shall rise and be recognized by the Chair before speaking. They shall give their full name and the name of the board they represent.
5. **Debate on the Floor** — No delegate shall speak in debate more than once on the same question and no longer than two minutes. Total time for discussion of all constitutional amendments shall be limited to 30 minutes.
6. **Calls for the Question** — A delegate may "call for the question" to end debate on a motion. The delegate may not make such a motion if, immediately preceding the motion, he or she has engaged in discussion of the motion or otherwise participated in the debate. A motion, a second, and a 2/3 majority vote is required to end debate.
7. **Consent Agenda** — Use of a Consent Agenda to expedite the proceedings is authorized. Proposed resolutions which have been recommended "Do Adopt" by the Resolutions Committee may appear on a Consent Agenda. Proposed Constitutional Amendments which have been recommended "Do Adopt" by the Board of Directors may also appear on a Consent Agenda.
8. **Appeals** — Those delegates wishing to appeal a "Do Not Adopt" recommendation of the Resolutions Committee, and have provided written notice to the Resolutions Committee at least thirty (30) days prior to the Annual Meeting of the Delegate Assembly, shall have a period of time not to exceed five minutes in which to explain why the proposed action should be considered by the Delegate Assembly. Appeals shall only be accepted from the submitter of the proposed resolution that has received the "Do Not Adopt" recommendation. Those proposed resolutions that have received a "Do Not Adopt" recommendation from the Resolutions Committee, and of which the committee has not received a timely written appeal of the negative recommendation from the submitting entity, will not be considered by the Delegate Assembly.
9. **Other Recognition** — Members of the Resolutions Committee, IASB staff, a member of the IASB Board of Director, and an individual eligible to run from the floor for an officer position shall be given the privilege of the floor at the discretion of the presiding officer.
10. **Voting** — The indications to signify voting shall be specified by the presiding officer.
11. **Nomination** — The consent of any nominee from the floor during the election of officers must be secured in writing prior to presentation to the Delegate Assembly, as required in Article IV, Section 1, of the IASB Constitution.
12. **Order of Resolutions** — Each resolution to be adopted will be considered in the following order of categories: Educational Programs, Financing Public Education, Legislative Activity, Board Operations and Duties, Board Employee Relations, Local-State-Federal Relations, and District Organization and Elections.



IASB CONSTITUTION, ARTICLE IX: RESOLUTIONS

1. **Section 1. Types of Resolutions** — Resolutions should be in the form of a Position Statement. Position Statements address issues affecting or concerning local boards of education; they direct the Association's advocacy efforts.
2. **Section 2. Proposals** — Resolutions for proposed Position Statements may be proposed by any Active Member, Association Division, the Association's Board of Directors, or the Resolutions Committee upon a majority vote of the Active Member's school board, the Active Members that make up an Association Division, the Association's Board of Directors, or the Resolutions Committee. The vote must be submitted along with the resolution. Resolutions to be published and distributed to the Active Members must be submitted to the Resolutions Committee at least 150 days prior to the Annual Meeting of the Delegate Assembly. Any resolution which is not submitted in the manner described herein shall not be considered by the Delegate Assembly.
3. **Section 3. Presentation of Resolutions** — The Resolutions Committee shall review all proposed resolutions, distribute a final draft of proposed resolutions to the membership not less than 45 days prior to the Annual Meeting of the Delegate Assembly, and may recommend the approval or disapproval of any resolution to the Delegate Assembly. The Resolutions Committee has the prerogative to determine which proposals are to be presented to the Delegate Assembly; and whether they are presented as Position Statements. However, all resolutions submitted timely to the Resolutions Committee according to Section above must be distributed to Active Members not less than 45 days prior to the Annual Meeting of the Delegate Assembly. All proposals require a two-thirds affirmative vote by the Delegate Assembly for passage.
4. **Section 4. Annual Review** — The Resolutions Committee shall annually review, in accordance with the rules established by the Resolutions Committee, current Position Statements to determine whether they shall remain Position Statements, be amended or be rescinded. All amendments or deletions to existing Position Statements shall be distributed to Active Members not less than 45 days prior to the Annual Meeting of the Delegate Assembly, subject to approval by the Board of Directors. All current Position Statements will be published annually and distributed to Active Members within 120 days following the Annual Meeting of the Delegate Assembly.
5. **Section 5. Appeals** — Any Active Member, Association Division, or the Association Board of Directors, that has submitted a resolution that has received a "Do Not Adopt" recommendation from the Resolutions Committee, shall have the right to appeal the decision(s) of the Resolutions Committee at the Annual Meeting of the Delegate Assembly. Notice of appeal must be submitted in writing to the Resolutions Committee. An appeal must be filed in accordance with the rules established by the Resolutions Committee and approved by the Board of Directors. All appeals require a two-thirds affirmative vote by the Delegate Assembly for consideration.
6. **Section 6.** — Any proposed amendment to a resolution that does not meet the time requirements as set in Section 2 shall not be considered.



ADVOCACY CORE VALUES

The Advocacy Core Values, legislative priorities, and Position Statements guide the IASB Advocacy agenda in support of its membership and ensure a strong collective voice on the highest priority issues and concerns.

IASB is committed to an advocacy program that

- Supports locally elected, non-partisan, and volunteer school board members in providing excellence in local school board governance based upon the Association's Foundational Principles of Effective Governance.
- Supports and protects adequate and equitable funding necessary to provide all students with access to an excellent public education.
- Promotes excellence in student achievement for all Illinois students and fair accountability for academic progress.
- Advocates for legislation that supports the physical and emotional wellbeing of students and staff.
- Supports a safe and secure learning environment for all; including, but not limited to one in which all are free from bullying, harassment, discrimination, and violence.
- Supports the Association's commitment to educational equity for every student.
- Promotes non-partisan member engagement and provides the tools to enhance advocacy efforts.



POSITION STATEMENTS ANNUAL REVIEW OVERVIEW

The IASB Constitution charges the Resolutions Committee with annually reviewing Position Statements to determine whether they shall remain Position Statements, be amended, or be rescinded. Following the 2025 Delegate Assembly, there were 148 Position Statements. The volume of Position Statements made it difficult for members and staff to navigate, and questions have arisen as to the relevance of Position Statements passed decades ago. After discussions over time of the need for a thorough and comprehensive review of all Position Statements, the Resolutions Committee determined to complete this work in the spring of 2026. This consisted of five full Resolutions Committee meetings and three subcommittee meetings between January and April 2026.

In anticipation of this comprehensive review of Position Statements, a constitutional amendment was added by the Constitutional Review Committee in 2025 and approved by the Delegate Assembly, to clarify and strengthen the process for completing this Annual Review. Because the IASB Constitution did not require a vote from the Delegate Assembly to approve changes made by the Resolutions Committee, language was proposed to require the Board of Directors, in addition to the elected Resolutions Committee members, to approve the changes. Language was also added clarifying the timing for distribution of these changes to members. Additionally, the Resolutions Committee updated the rules to provide additional transparency in the process used to make these decisions.

To ensure that all members understand the changes that were made and the rationale for the changes, and to provide members with an opportunity to ask questions, IASB has made the following resources available.

- Division Meetings: All divisions were given the opportunity to have a pre-Division Meeting session to discuss the changes to the Position Statements. If your division chose to have this session, an IASB Governmental Relations staff member will be at your Division Meeting to facilitate a conversation on this topic.
- Website: Several resources have been added to the IASB website (https://www.iasb.com/advocacy/delegate-assembly/position-statement-review-process), including:
  - A timeline of the Annual Position Statement Review Process;
  - An Overview of the 2026 Position Statement work; and
  - A video recording explaining the 2026 Position Statement process and all of the changes to Position Statements.
  - A red-line copy and clean copy of all Position Statement changes approved by the IASB Resolutions Committee and the Board of Directors.
- Webinars: IASB will be hosting two webinars focused on the Delegate Assembly (see page 2 for additional information). While the focus of these webinars will be the Delegate Assembly, IASB staff will provide an overview of the Annual Position Statement Review Process and an opportunity for members to ask questions at each of the webinars.

Additional questions can be directed to the IASB Governmental Relations team at govrel@iasb.com.



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Superintendent Goals

2026–2027 School Year

Superintendent: Dr. Jason Smit

District: Palos Heights School District 128

The following goals define the Superintendent's primary focus areas for the 2026–2027 school year. They align with District priorities and the Superintendent evaluation framework and support continuous improvement, organizational effectiveness, fiscal responsibility, and the success and well-being of District 128 students and staff.

Goal 1: Communication & Community Engagement

Component I: Purposeful Community

Goal

Strengthen trust, transparency, and engagement across District 128 through consistent, accessible, and responsive communication with staff, families, the Board of Education, and the broader community.

Key Activities & Strategies

- Establish consistent Superintendent communication through weekly staff messages, Board updates, *The D128 Monthly*, D128 in 128 videos, website content, and community communications.
- Increase opportunities for two-way communication through community meetings, staff engagement, parent and community conversations, and stakeholder feedback.
- Continue improving District communication platforms to ensure information is timely, understandable, and accessible.
- Intentionally communicate student and staff accomplishments, Portrait of a Learner implementation, teaching and learning, District operations, and financial information.
- Establish communication practices that strengthen consistency, transparency, and trust between the Superintendent, the Board of Education, administrators, staff, families, and the community.

Measurable Outcomes & Targets

1. **Superintendent Communications:** Publish a minimum of 32 weekly staff communications and 32 Superintendent updates to the Board of Education during the 2026–2027 school year.
2. **District Communications:** Publish at least 8 editions of *D128 Monthly* and 12 *D128 in 128* videos during the school year.
3. **Stakeholder Engagement:** Conduct at least 3 structured engagement opportunities with staff, families, or community members during the 2026–2027 school year.

4. **Communication Effectiveness:** Conduct a stakeholder communication survey by March 2027 and present findings and at least 3 actionable improvement recommendations to the Board of Education by May 2027.

Goal 2: Culture & Organizational Leadership

Component II: Managing Change

Goal

Strengthen District leadership capacity, organizational culture, and operational effectiveness through collaborative leadership, professional growth, continuous improvement, and consistent school safety practices.

Key Activities & Strategies

- Establish and facilitate a Weekly Administrative Leadership Collaborative focused on relationships, shared leadership, collaborative problem-solving, and District priorities.
- Create regular opportunities to recognize and celebrate staff contributions, leadership, service, and impact.
- Strengthen the principal evaluation and leadership development process through clear goals, meaningful observations, reflection, feedback, and alignment with the Illinois Principal Standards and the District 128 Portrait of a Learner.
- Encourage staff to take thoughtful risks, try new approaches, reflect on results, and iterate as part of a culture of continuous improvement.
- Engage administrators and staff in collaborative conversations and design processes to address District challenges and opportunities.
- Support administrators and teacher leaders in developing their leadership capacity and contributing to District improvement.

Measurable Outcomes & Targets

1. **Principal Evaluation & Leadership Development:** Complete 100% of required principal evaluations, observations, and feedback conferences within established timelines. Each principal will establish at least one measurable leadership improvement goal, with documented midyear and year-end progress reviews.

2. **Administrative Leadership Collaborative:** Conduct at least 25 Administrative Leadership Collaborative meetings during the 2026–2027 school year, supported by meeting agendas and documented follow-up actions.

3. **Staff Culture & Organizational Improvement:** Conduct one Districtwide staff culture and leadership feedback survey by March 2027, identify at least 3 actionable improvement priorities based on the results, and develop an implementation plan by May 2027.

4. **School Safety & Emergency Preparedness:** Implement consistent Standard Response Protocol (SRP) procedures across all 4 District schools, complete all required safety drills, and conduct at least one Districtwide emergency preparedness review by June 2027, documenting findings and identifying priorities for continued improvement.

Goal 3: Financial Stewardship & Long-Term Sustainability

Component IV: Management

Goal

Work collaboratively with the Board of Education, Finance Committee, administration, and community to strengthen District 128's long-term financial sustainability through transparent financial planning, responsible stewardship, community education, and identification of sustainable efficiencies and expenditure reductions.

Key Activities & Strategies

- Work closely with the Board of Education, Finance Committee, and District financial team to monitor revenues, expenditures, fund balances, financial projections, and emerging financial risks.
- Provide clear, factual, and accessible information to the community about the District's financial position and the November 2026 limiting rate referendum.
- Implement a comprehensive plan for referendum information and community engagement using print, digital, video, website, and in-person channels.
- Identify and evaluate operational, administrative, staffing, and programmatic efficiencies, considering their impact on students and staff.
- Develop financial scenarios and expenditure-reduction recommendations based on the referendum outcome and long-term financial projections.
- Evaluate organizational structures and resource allocation, prioritizing student learning, safety, essential services, and long-term sustainability.
- Facilitate a strategic planning process with the Board of Education and District stakeholders following the November 2026 referendum to establish the District's multi-year priorities and align future financial and operational planning accordingly.

Measurable Outcomes & Targets

1. **Referendum Communication & Financial Planning:** Conduct 9 community informational meetings prior to the November 2026 limiting rate referendum to provide factual financial information and opportunities for community questions. Following the November 2026 election, provide financial updates at each regularly scheduled Board meeting from December 2026 through June 2027, addressing the referendum outcome, financial implications, and progress toward a sustainable financial plan for FY28 and beyond.

2. **Operational Efficiencies:** Identify and evaluate potential annual cost savings and operational efficiencies for FY28 and beyond. Present a comprehensive set of recommendations to the Finance Committee and Board of Education by April 2027, including estimated financial impacts and considerations for students, staffing, and programs.

3. **District Strategic Planning:** Facilitate at least 3 stakeholder engagement opportunities as part of the strategic planning process and present a proposed 2027–2030 District Strategic Plan to the Board of Education for consideration by June 2027.

Progress Monitoring & Evaluation

The Board of Education will review progress toward these goals at midyear and as part of the Superintendent's annual evaluation. Evidence may include Board updates, District communications, stakeholder feedback, implementation records, financial reports and projections, safety and training documentation, and other relevant artifacts demonstrating progress toward the identified measurable outcomes.

A midyear progress update will identify accomplishments, areas requiring continued attention, and next steps. Year-end outcomes will be documented as part of the Superintendent's annual evaluation.

Superintendent Signature: _____

Date: _____

Board President / Evaluator Signature: _____

Date: _____

PALOS HEIGHTS
SCHOOL DISTRICT 128

12809 S. McVickers Ave
Palos Heights, IL 60463
(708) 597-9040
www.palos128.org

To: Superintendent of Schools & District 128 Board of Education
From: Bryan Neubacher, Director of Buildings and Grounds
Re: Recommendation for the Sale of District Equipment (2008 Ford F-250 & 1988 Utility Trailer)
Date: October 14, 2026

EXECUTIVE SUMMARY

The Department of Buildings and Grounds respectfully requests board authorization to declare a **2008 Ford F-250 pickup truck** and a **1988 utility trailer** as surplus equipment. Both assets have reached the end of their useful operating lifespans, and their ongoing maintenance costs exceed their operational utility.

Approving this recommendation will allow the department to sell these assets to SN Landscaping, eliminate ongoing liability, and return net revenue to the district's Operations & Maintenance (O&M) fund.

EQUIPMENT OVERVIEW & ANALYSIS

Asset Description	Asset ID / VIN	Current Mileage / Condition	Estimated Market Value	Primary Usage
2008 Ford F-250	1FTNF21508ED97363	Average miles for age. All city driving, which is harder on the vehicle / Mechanical Wear	$3,500 – $6,000	District maintenance, groundskeeping, light hauling
1988 Utility Trailer	TD41239	38 Years Old / Heavy Corrosion	$500 – $1,200	Mower & equipment transport

RATIONALE FOR DISPOSAL

1. **Financial Considerations & Diminishing Returns:**
   The 2008 Ford F-250 requires increasingly frequent engine and drivetrain maintenance. The projected cost of upcoming required repairs exceeds the vehicle's fair market value. The 1988 utility trailer requires structural frame welding and complete axle/brake overhauls that are financially unfeasible relative to its value.
2. **Safety & Operational Efficiency:**
   With the Ram van we purchased, we no longer use the pickup truck. The van is a safer vehicle and more reliable than the pickup truck. The trailer has not been used in years and needs proper maintenance to be safe.

PALOS HEIGHTS
SCHOOL DISTRICT 128

12809 S. McVickers Ave
Palos Heights, IL 60463
(708) 597-9040
www.palos128.org

3. **Liability Mitigation:**
   Retaining obsolete vehicles and transport equipment increases safety risks and the district's potential liability. Declaring these items surplus ensures they are removed from active operations responsibly and in compliance with regulations.

PROPOSED DISPOSAL METHOD & FUND ALLOCATION

Upon approval by the Board of Education:

- **Sale Method:** The assets will be sold to SN Landscaping.
- **Terms:** All property will be sold strictly **"As-Is, Where-Is"** with no warranties implied or expressed.
- **Proceeds:** The district will deposit all net proceeds from the sale into the Operations & Maintenance fund.

RECOMMENDATION & REQUESTED ACTION

It is recommended that the Board of Education approve the following motion at the upcoming meeting:

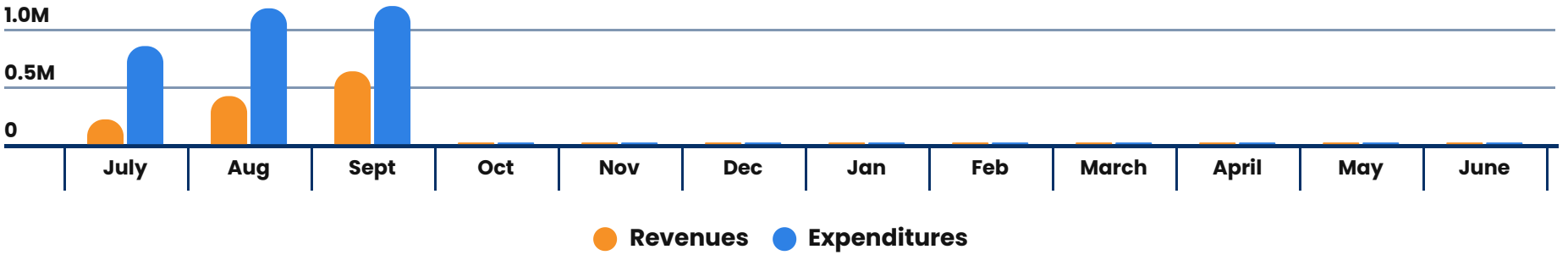
"Move to declare the 2008 Ford F-250 and 1988 utility trailer as surplus equipment, and authorize the Director of Buildings and Grounds to sell equipment to SN Landscaping for the price of $4,000."

Respectfully submitted,

Bryan Neubacher
Director of Buildings and Grounds

Monthly Financial Report - September 2026
Palos Heights School District 128

Monthly Revenues and Expenditures for FY27



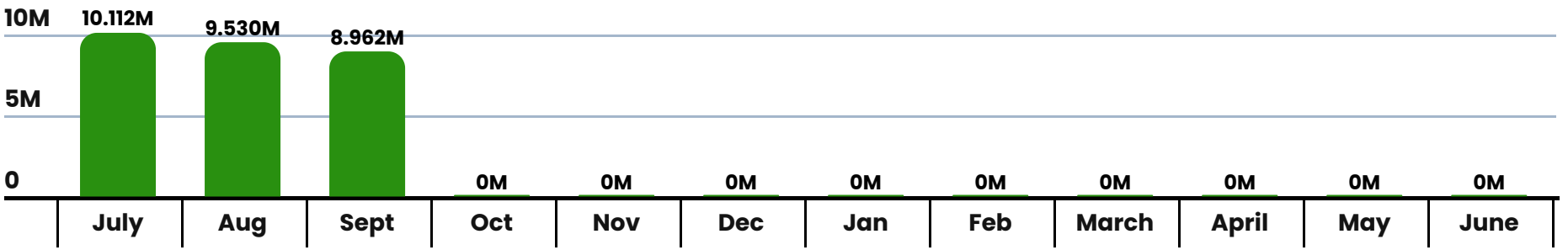
Revenues Received During Month

Source	Month	YTD
Real Estate Taxes	279,000	535,000
Other Local Sources	13,000	118,000
Evidence-Based Funding	59,000	118,000
Other State Sources	283,000	333,000
Federal Sources	1,000	166,000
Total All Funds	$635,000	$1,270,000

Expenses Paid During Month

Object	Month	YTD
Salaries	687,000	1,263,000
Benefits	198,000	376,000
Purchased Services	147,000	440,000
Supplies & Materials	72,000	199,000
Capital Outlays	100,000	894,000
Tuition and Other	0	71,000
Debt Payments	0	0
Total All Funds	$1,204,000	$3,243,000

Monthly Fund Balance - All Funds



September 2026 Report - Data as of October 8, 2026. All figures are rounded to the nearest thousand.

Budget Tracking Report

FY27 Actual YTD

Beginning Balance	YTD Revenues	YTD Expenditures	Bond Proceeds - YTD	Ending Balance
$10,935,000	$1,270,000	$3,243,000		$8,962,000

FY27 Total Budget

Beginning Balance	Budgeted Revenues	Budgeted Expenditures	Budgeted Bond Proceeds	Budgeted Ending Balance
$10,935,000	$14,992,000	$19,444,000		$6,483,000

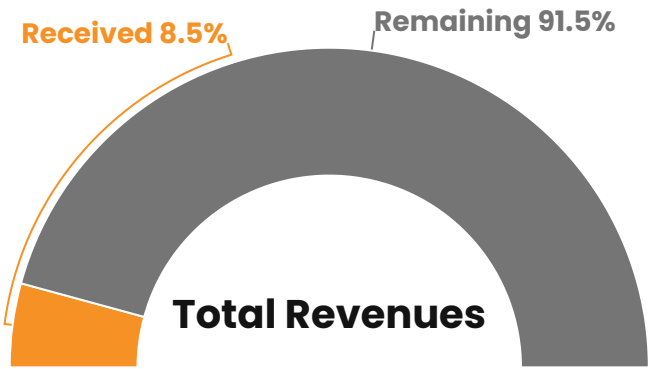
Revenues Received - Actual YTD vs. Total FY Budget

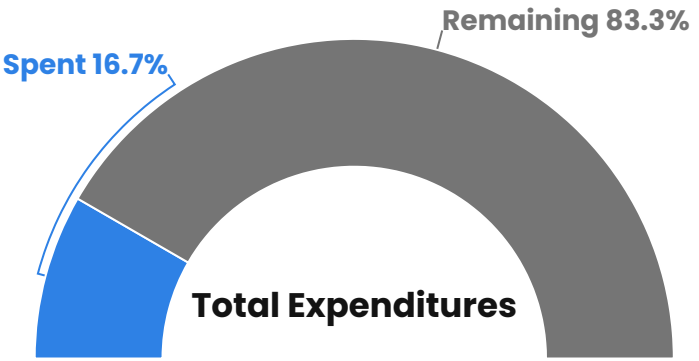
Source	YTD	Budget	% of Budget	Budget Remaining
Real Estate Taxes	535,000	12,053,000	4.44%	11,518,000
Other Local Sources	118,000	701,000	16.83%	583,000
Evidence-Based Funding	118,000	650,000	18.15%	532,000
Other State Sources	333,000	1,090,000	30.55%	757,000
Federal Sources	166,000	498,000	33.33%	332,000
Total All Funds	$1,270,000	$14,992,000	8.47%	$13,722,000

Expenses Paid - Actual YTD vs. Total FY Budget

Source	YTD	Budget	% of Budget	Budget Remaining
Salaries	1,263,000	9,272,000	13.62%	8,009,000
Benefits	376,000	2,611,000	14.40%	2,235,000
Purchased Services	440,000	1,860,000	23.66%	1,420,000
Supplies	199,000	1,028,000	19.36%	829,000
Capital Outlays	894,000	2,499,000	35.77%	1,605,000
Tuition and Other	71,000	679,000	10.46%	608,000
Debt Service	0	1,495,000	0.00%	1,495,000
Total All Funds	$3,243,000	$19,444,000	16.68%	$16,201,000

% Actual vs. Budget

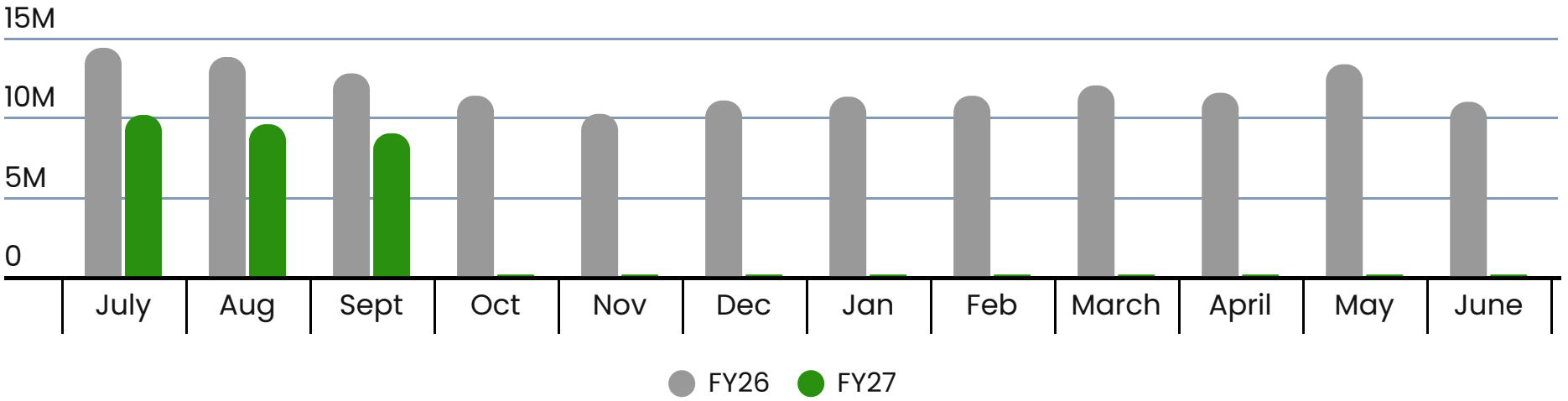




September 2026 Report - Data as of October 8, 2026. All figures are rounded to the nearest thousand.

Current Year vs. Prior Year Tracking Report

Monthly Fund Balance Comparison



YTD Revenues FY27 vs. FY26

Source	Current YTD	FY26 YTD	FY27 v. FY26
Real Estate Taxes	535,000	96,000	439,000
Other Local Sources	118,000	88,000	30,000
Evidence-Based Funding	118,000	115,000	3,000
Other State Sources	333,000	306,000	27,000
Federal Sources	166,000	210,000	(44,000)
Total All Funds	$1,270,000	$815,000	$455,000

YTD Expenditures FY27 vs. FY26

Object	Current YTD	FY26 YTD	FY27 v. FY26
Salaries	1,263,000	1,221,000	42,000
Benefits	376,000	343,000	33,000
Purchased Services	440,000	491,000	(51,000)
Supplies	199,000	187,000	12,000
Capital Outlays	894,000	705,000	189,000
Tuition and Other	71,000	193,000	(122,000)
Debt Payments	0	0	0
Total All Funds	$3,243,000	$3,140,000	$103,000

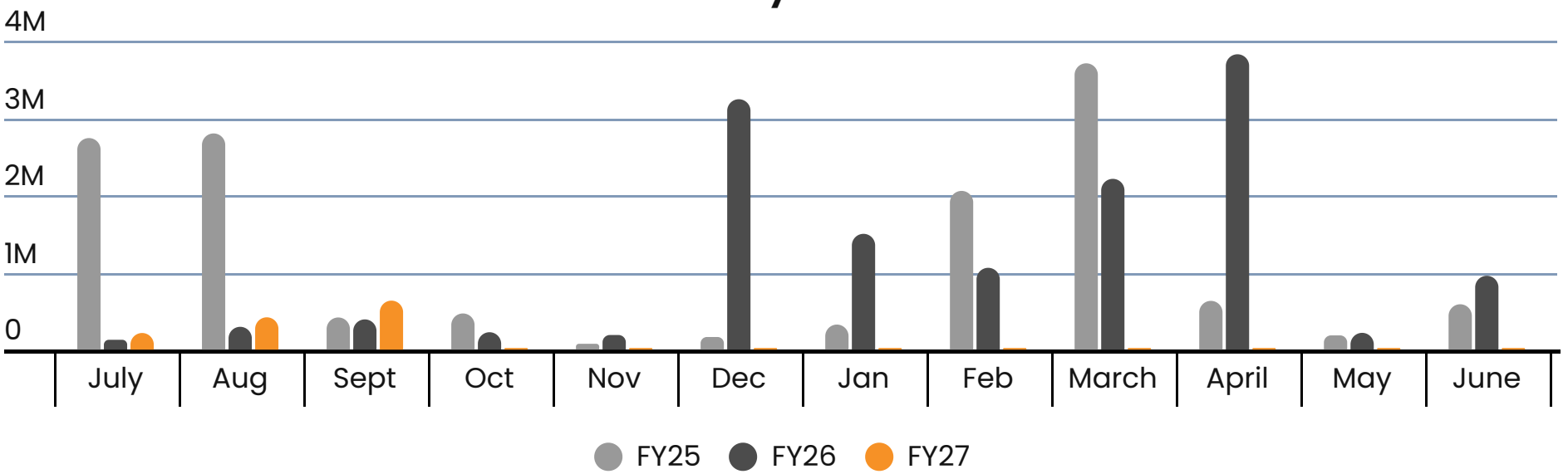
Current YTD Revenues vs. Expenditures
$(1,973,000)

Prior YTD Revenues vs. Expenditures
$(2,325,000)

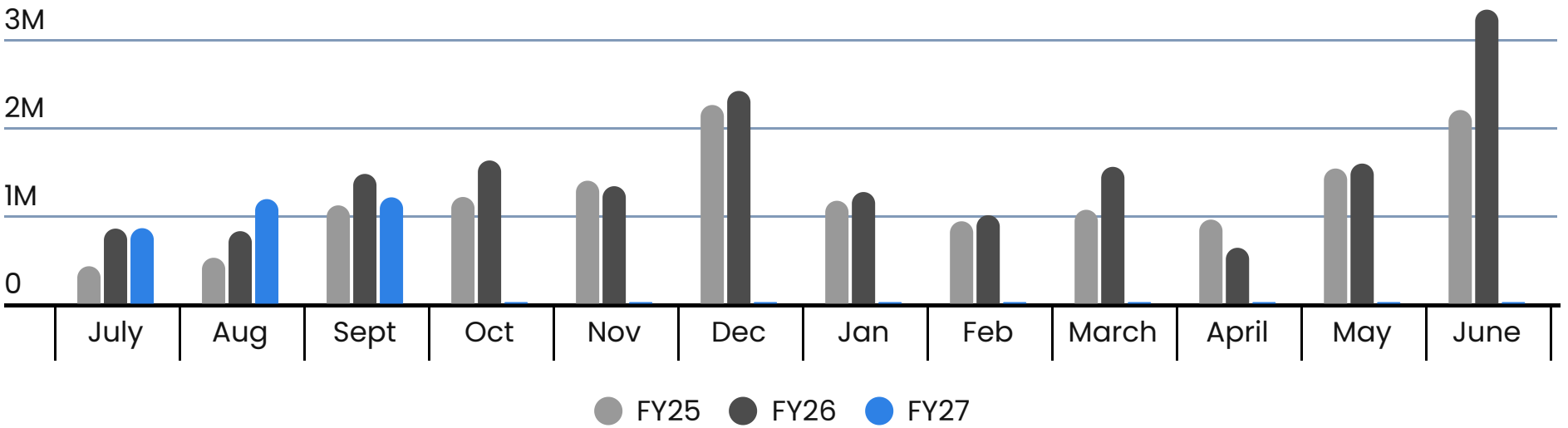
September 2026 Report - Data as of October 8, 2026. All figures are rounded to the nearest thousand.

Cash Flow Report

Revenues Received by Month vs. Prior Years



Expenditures Paid by Month vs. Prior Years



September 2026 Report - Data as of October 8, 2026. All figures are rounded to the nearest thousand.

Fund Balance Report

Fund	Beginning Balance	Revenues YTD	Expenses YTD	Transfers - Other	Ending Balance
Education	2,379,000	984,000	1,975,000		1,388,000
Operations and Maintenance	220,000	94,000	276,000		38,000
Transportation	495,000	89,000	43,000		541,000
Working Cash	2,781,000	10,000	0		2,791,000
Total - Operating Funds	$5,875,000	$1,177,000	$2,294,000		$4,758,000
Bond and Interest	790,000	62,000	0		852,000
IMRF/Social Security	258,000	26,000	77,000		207,000
Capital Projects	4,007,000	5,000	872,000		3,140,000
Tort Immunity	5,000	0	0		5,000
Health/Life Safety	0	0	0		0
Total - Other Funds	$5,060,000	$93,000	$949,000		$4,204,000
Total - All Funds	$10,935,000	$1,270,000	$3,243,000		$8,962,000

Laura Kriha <lkriha@palos128.org>

FOIA Request reply

1 message

Kim Anoman <kanoman@palos128.org> Thu, Sep 24, 2026 at 3:48 PM
To: rachel@databranchusa.com, Laura Kriha <lkriha@palos128.org>, agatha.barnhart@thedatabranch.com

Ms. Harris,

Per your FOIA request below, attached you will find documents for Docusign the only vendor listed that we have documentation on. Let me know if you have any questions.

From: **Rachel Harris** <rachel@.com>
Date: Thu, Jul 2, 2026 at 6:14 PM
Subject: FOIA Request - Palos Heights SD 128 [Ref: Agatha Barnhart]
To: mbrownlow@palos128.org <mbrownlow@palos128.org>
Cc: agatha.barnhart@thedatabranch.com <agatha.barnhart@thedatabranch.com>

Hello,

The Data Branch is writing to submit a public records request regarding vendor procurement records.

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Scope of Request:

All products from: Helios Ed/Core, Droplet, Docusign.

We are seeking records from 2022 to now that reflect the pricing structure of any such engagement, including (if available), per-unit costs, subscription or licensing terms, and/or implementation fees.

Relevant records may include:

- Contracts, service agreements, and order forms
- Purchase orders involving the above vendors
- RFP or solicitation documents
- Task orders issued under cooperative purchasing agreements

To the extent any portion of the requested records is exempt from disclosure, we ask that the remaining non-exempt segregable portions be released.

For full transparency, this request *is* for commercial purposes. We will gladly adhere to any policies or procedures Palos Heights SD 128 has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.

Records should be sent to Agatha Barnhart, who handles intake on behalf of The Data Branch, at the following:

Email: agatha.barnhart@thedatabranch.com

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

Thank you for your time and assistance with this request. If it has been misdirected, kindly forward it to the appropriate records custodian or let us know where it should be sent. We appreciate your cooperation.

Best regards,

Rachel Harris

The Data Branch

Kim Anoman
Business Manager
Palos Heights School District #128
708-597-9040

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4 attachments

1347_001.pdf
348K

1350_001.pdf
166K

1348_001.pdf
214K

1349_001.pdf
437K

Palos Heights School District 128
12809 South McVicker
Palos Heights, IL 60463

BMO HARRIS CENTRAL N.A.
ROSELLE, ILLINOIS
70-1558/719
VOID AFTER 90 DAYS

No. 044121

EXPENSE
1118

DATE
12/18/2024

CHECK AMOUNT
$1,035.00

PAY ***One Thousand Thirty Five and 00/100 Dollars***

TO THE ORDER OF
DOCUSIGN, INC.
P.O.BOX 735445
DALLAS, TX 75373-5445

⑈044121⑈ ⑆071915580⑆ 04⑈297⑈761⑈9⑈

Palos Heights School District 128 Palos Heights, IL 60463

1369	DOCUSIGN, INC.	1118	12/18/2024		44121
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount
0	111100418510	1,035.00

TOTAL: $1,035.00

docusign

Docusign, Inc.

INVOICE

Invoice #: 111100418510
Invoice Date: 10-Nov-2024
Payment Terms: Net 30
Due Date: 10-Dec-2024
Account Number: 44709

Bill To:	Ship To:
Palos Heights School District 128 Janet Davis jdavis@palos128.org 12809 S McVickers Ave Palos Heights, IL, 60463-2351 United States	Palos Heights School District 128 Janet Davis jdavis@palos128.org 12809 S McVickers Ave Palos Heights, IL, 60463-2351 United States

PO Number	Quote Number	Description	Service Period	Quantity	Subtotal	Tax Rate	Tax Amount	Line Total
	Q-01632659	eSignature Standard Edition - Envelope Subs.	10-Nov-24 to 09-Nov-25	300	900.00	9.00	0.00	900.00
	Q-01632659	Premier Support - eSign	10-Nov-24 to 09-Nov-25	1	135.00	9.00	0.00	135.00

SubTotal	1,035.00
Tax Total*	0.00
Total	1,035.00
Currency	USD

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Adjustments	0.00
Credits	0.00
Tax Credits	0.00
Payments	0.00
Invoice Balance	1,035.00

Remittance slips can be emailed to remittance@docusign.com
Tax*-Taxation based on 'Ship To' address information.
If you are tax exempt and have not provided your tax exempt documentation to Docusign, please send required tax exemption documents to taxexempt@docusign.com
For additional information, including answers to frequently asked billing questions, please visit our Billing Support site at: https://www.docusign.com/support

PLEASE REMIT TO BANKING INFORMATION BELOW:

Please remit electronic payments to:

Account Name: DocuSign, Inc
Bank Name: JPMorgan Chase
Bank Address: New York, NY 10017
ACH Routing #: 322271627
Wire Routing #: 021000021
Account #: 623675136
SWIFT: CHASUS33

Please remit checks to:

DOCUSIGN INC Lockbox
P.O. Box 735445
Dallas, TX 75373-5445

For Courier Deposits (Fed EX, UPS, etc.):

DOCUSIGN INC Lockbox
JPMorgan Chase (TX1-0029)
Attn: DOCUSIGN INC Lockbox 735445
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

Recvd 11/12/24

10 5 2600 310 4600 05 0000

docusign. Docusign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Nov 10, 2024
Prepared By: Finn Butler
Quote Number: Q-01632659

ORDER FORM

Address Information

Bill To:
Palos Heights School District 128
12809 S McVickers Ave,
Palos Heights, IL, 60463-2351
United States

Billing Contact Name:
Janet Davis
Billing Email Address:
jdavis@palos128.org
Billing Phone:
(708) 597-9040

Ship To:
Palos Heights School District 128
12809 S McVickers Ave,
Palos Heights, IL, 60463-2351
United States

Shipping Contact Name:
Janet Davis
Shipping Email Address:
jdavis@palos128.org
Shipping Phone:
(708) 597-9040

Order Details

Order Start Date: Nov 10, 2024
Order End Date: Nov 9, 2025
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Standard Edition - Envelope Subs.	SUB-2755693-1	Nov 10, 2024	Nov 9, 2025	300	$900.00
Premier Support - eSign	SUB-2755693-1	Nov 10, 2024	Nov 9, 2025	1	$135.00

Grand Total: $1,035.00

Product Details

eSignature Envelope Allowance: 300

Overage/Usage Fees

D.P. 10/21/24 10.5.2660.310.4620.05.00.00

eSignature Standard Edition - Envelope Subs. (Per Transaction): $4.00

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: https://www.docusign.com/legal/terms-and-conditions/msa/pub-sec and the applicable Service Schedule(s) and Attachments for the Docusign Services described herein available online at https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers
Is the contracting entity exempt from sales tax?
Please select Yes or No: Yes
If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

For Non U.S. Customers
Verify that the VAT, GST, TIN, or similar tax identification number below is correct, or provide the correct number to your Docusign contact. If the VAT, GST, or TIN identification number is not populated below, it will be assumed that you are not a VAT/GST registered taxpayer.

VAT, GST, TIN or similar tax identification number:

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: x Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer		**Docusign, Inc.**	
Signature:	Signed by: Dee Potempa 8EFA14D213BA4A4...	Signature:	
Name:	Dee Potempa	Name:	AOA
Job Title:	Director of Student Services	Job Title:	
Date:	October 21, 2024	Date:	

Janet Davis <jdavis@palos128.org>

Invoice 111100418510 is attached

1 message

Docusign Billing Department <Invoicing@erp.docusign.com> Sun, Nov 10, 2024 at 9:01 AM
Reply-To: noreply@docusign.com
To: jdavis@palos128.org

Dear Janet Davis

Thank you for choosing Docusign. This is an automated message containing your latest invoice.

Invoice Number: 111100418510
Due Date: 10-Dec-24
Amount: USD 1,035.00
Balance: USD 1,035.00

Should you have any queries, please go to our support site to view guidance and FAQs. To access the site click https://support.docusign.com

To submit tax exemption forms, purchase order information or billing queries, please submit a case by logging into our secure support site.
Log into Docusign Support

This is an outgoing email account only, please do not reply to this message.
DocuSign, Inc.

111100418510_20241110150115_1.pdf
13K

Palos Heights School District 128
12809 South McVicker
Palos Heights, IL 60463

BMO HARRIS CENTRAL N.A.
ROSELLE, ILLINOIS
70-1558/719
VOID AFTER 90 DAYS

No. 045406

EXPENSE
1078

DATE
11/12/2025

CHECK AMOUNT
$1,755.00

PAY ***One Thousand Seven Hundred Fifty Five and 00/100 Dollars***

TO THE ORDER OF
DOCUSIGN, INC.
P.O.BOX 735445
DALLAS, TX 75373-5445

⑈045406⑈ ⑆071915580⑆ 04⑈297⑈761⑈9⑈

Palos Heights School District 128 Palos Heights, IL 60463

1369	DOCUSIGN, INC.	1078	11/12/2025		45406
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount
260228	111100586402	1,755.00

TOTAL: $1,755.00

docusign

Docusign, Inc.
Tax ID: 91-2183967

Invoice

Invoice #: 111100586402
Invoice Date: 29-Oct-2025
Payment Terms: Net 30
Due Date: 28-Nov-2025
Account Number: 44709

Bill To:	Palos Heights School District 128 Janet Davis jdavis@palos128.org 12809 S McVickers Ave Palos Heights, IL, 60463-2351 United States
TAX ID:	E99977850

Ship To:	Palos Heights School District 128 Dee Potempa dpotempa@palos128.org 12809 S McVickers Ave Palos Heights, IL, 60463-2351 United States

PO Number	Quote Number	Description	Service Period	Quantity	Subtotal	Tax Rate	Tax Amount	Line Total
260228	Q-01880659	eSignature Standard Edition - Envelope Subs.	17-Sep-25 to 16-Sep-26	500	1,500.00	9.00	0.00	1,500.00
260228	Q-01880659	Silver Success Pack	17-Sep-25 to 16-Sep-26	1	255.00	9.00	0.00	255.00

SubTotal	1,755.00
Tax Total*	0.00
Total	1,755.00
Currency	USD
TRANSACTIONS ASSOCIATED TO THIS INVOICE	
Adjustments	0.00
Credits	0.00
Tax Credits	0.00
Payments	0.00
Invoice Balance	1,755.00

docusign

Docusign, Inc.
Tax ID: 91-2183967

INVOICE

Invoice #: 111100586402
Invoice Date: 29-Oct-2025
Payment Terms: Net 30
Due Date: 28-Nov-2025
Account Number: 44709

Remittance slips can be emailed to remittance@docusign.com
Tax*-Taxation based on 'Ship To' address information.
If your organization is tax-exempt and has not yet submitted the required documentation to Docusign, please use the Avalara CertExpress link sent to the Bill-To contact on this invoice to upload your exemption certificate. For any questions or assistance regarding tax exemptions, please contact us at taxexempt@docusign.com.
For additional information, including answers to frequently asked billing questions, please visit our Billing Support site at: https://www.docusign.com/support

PLEASE REMIT TO BANKING INFORMATION BELOW:

Please remit electronic payments to:

Account Name: DocuSign, Inc
Bank Name: JPMorgan Chase
Bank Address: New York, NY 10017
ACH Routing #: 322271627
Wire Routing #: 021000021
Account #: 623675136
SWIFT: CHASUS33

Please remit checks to:

DOCUSIGN INC Lockbox
P.O. Box 735445
Dallas, TX 75373-5445

For Courier Deposits (Fed EX, UPS, etc.):

DOCUSIGN INC Lockbox
JPMorgan Chase (TX1-0029)
Attn: DOCUSIGN INC Lockbox 735445
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

Janet Davis <jdavis@palos128.org>

Invoice 111100586402 is attached

1 message

Docusign Billing Department <Invoicing@erp.docusign.com> Wed, Oct 29, 2025 at 4:53 AM
Reply-To: noreply@docusign.com
To: jdavis@palos128.org

Dear Janet Davis

Thank you for choosing Docusign. This is an automated message containing your latest invoice.

Invoice Number: 111100586402
Due Date: 28-Nov-25
Amount: USD 1,755.00
Balance: USD 1,755.00

Should you have any queries, please go to our support site to view guidance and FAQs. To access the site click https://support.docusign.com

For purchase order submissions or billing queries, please submit a case by logging into our secure support site.
Log into Docusign Support

Tax exemption forms are handled through Avalara's CertExpress. A submission link is sent to the Bill To contact listed on your invoice. If you haven't received the link and need to submit exemption documents, please submit a case through our support site.

This is an outgoing email account only, please do not reply to this message.
Docusign

111100586402_20251029095304_1.pdf
15K

PALOS HEIGHTS
SCHOOL DISTRICT #128
12809 SOUTH McVICKER • PALOS HEIGHTS, IL 60463

ROSELLE, ILLINOIS
70-1558/719
VOID AFTER 90 DAYS

042682

DISTRICT	CHECK NO.	VOUCHER NO.	DATE	NET AMOUNT
Palos Heights School District 128	42682	1117	12/13/2023	

EXPENSE $**********1,035.00

One Thousand Thirty Five and 00/100 Dollars

PAY TO THE ORDER OF

DOCUSIGN, INC.
P.O.BOX 735445
DALLAS, TX 75373-5445

⑈042682⑈ ⑆071915580⑆ 04⑈297⑈761⑈9⑈

PALOS HEIGHTS
SCHOOL DISTRICT #128
12809 SOUTH McVICKER • PALOS HEIGHTS, IL 60463

1369	DOCUSIGN, INC.	1117	12/13/2023	42682
Vendor Number	**Vendor Name**	**Voucher**	**Date**	**Check Number**

PO Number	Invoice	Amount
240175	111100233209	1,035.00

TOTAL: $1,035.00

DocuSign®

DocuSign, Inc.

INVOICE

Invoice #: 111100233209
Invoice Date: 22-Nov-2023
Payment Terms: Net 30
Due Date: 22-Dec-2023
Account Number: 44709

Bill To: Palos Heights School District 128
Janet Davis
jdavis@palos128.org
12809 S McVickers Ave
Palos Heights, IL, 60463-2351
United States

Ship To: Palos Heights School District 128
Janet Davis
jdavis@palos128.org
12809 S McVickers Ave
Palos Heights, IL, 60463-2351
United States

PO Number	Quote Number	Description	Service Period	Quantity	Subtotal	Tax Rate	Tax Amount	Line Total
240175	Q-01314823	eSignature Standard Edition - Envelope Subs.	10-Nov-23 to 09-Nov-24	300	900.00	9.00	0.00	900.00
240175	Q-01314823	Premier Support - eSign	10-Nov-23 to 09-Nov-24	1	135.00	9.00	0.00	135.00

SubTotal	1,035.00
Tax Total*	0.00
Total	1,035.00
Currency	USD
TRANSACTIONS ASSOCIATED TO THIS INVOICE	
Adjustments	0.00
Credits	0.00
Payments	0.00
Invoice Balance	1,035.00

Remittance slips can be emailed to remittance@docusign.com
Tax*-Taxation based on 'Ship To' address information.
If you are tax exempt and have not provided your tax exempt documentation to DocuSign, please send required tax exemption documents to taxexempt@docusign.com
For additional information, including answers to frequently asked billing questions, please visit our Billing Support site at: https://www.docusign.com/support

PLEASE REMIT TO BANKING INFORMATION BELOW:

Please remit electronic payments to:

Account Name: DocuSign, Inc
Bank Name: JPMorgan Chase
Bank Address: New York, NY 10017
ACH Routing #: 322271627
Wire Routing #: 021000021
Account #: 623675136
SWIFT: CHASUS33

Please remit checks to:

DOCUSIGN INC Lockbox
P.O. Box 735445
Dallas, TX 75373-5445

For Courier Deposits (Fed EX, UPS, etc.):

DOCUSIGN INC Lockbox
JPMorgan Chase (TX1-0029)
Attn: DOCUSIGN INC Lockbox 735445
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

When making the payment please quote the invoice number and forward remittance advice to remittance@docusign.com

DocuSign

221 Main St Ste 1000
San Francisco, CA 94105, United States

Palos Heights School District 128
Janet Davis
12809 S McVickers Ave

Palos Heights, IL 60463, United States

Phone:
E-mail: placeholder@palos128.org

Statement Date: 11/27/2023

Transaction Date	Document	Due date	Days Past Due		Total amount	Payments/Credits	Balance due
11/22/2023	111100233209	12/22/2023	0	USD	1,035.00	-	1,035.00

Total due by USD 1,035.00

Janet Davis <jdavis@palos128.org>

Monthly Statement for 44709 - Palos Heights School District 128 $1,035.00

1 message

DocuSign Collections Team <collections@docusign.com> Mon, Nov 27, 2023 at 8:06 AM
Reply-To: collections@docusign.com
To: jdavis@palos128.org

Dear Valued Customer,

Please find attached your monthly statement and copies of your open invoices.

Your current account balance is $1,035.00.

You can view your account by using this link.

Please visit your customer portal to view current statement, past invoices and payment history. From your customer portal, you'll have the ability to:

1. Create promise to pay - Click green credit card button next to the invoice you would like to create a promise to pay for. This will notify the DocuSign, Inc. - Oracle team internally that you have set a payment date for this invoice.

2. Flag a dispute - Click on the dropdown next to the invoice you would like to flag a dispute for and click "Dispute". This will allow us to review any potential discrepancies or unapplied credit memo's listed on the account.

3. Download invoice copies - Click on the dropdown next to the invoice you would like to download an invoice print out for and click "Download to PDF". This will allow you to download your invoice in PDF format.

4. Email us - In the top right hand corner of your customer portal, you have the ability to send us an email directly from this page.

For any questions please reach out to our AR team at collections@docusign.com.

0011W00001rkERYQA2

Regards,
Tammy Kruger
DocuSign®

2 attachments

111100233209.pdf
15K

Palos Heights School District 128 Statement.pdf
12K

DocuSign

DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Oct 31, 2023
Prepared By: Christy Wang
Quote Number: Q-01314823

ORDER FORM

Address Information

Bill To:
Palos Heights School District 128
12809 S McVickers Ave,
Palos Heights, IL, 60463-2351
United States

Billing Contact Name:
Janet Davis
Billing Email Address:
jdavis@palos128.org
Billing Phone:
(708) 597-9040

Ship To:
Palos Heights School District 128
12809 S McVickers Ave,
Palos Heights, IL, 60463-2351
United States

Shipping Contact Name:
Janet Davis
Shipping Email Address:
jdavis@palos128.org
Shipping Phone:
(708) 597-9040

Order Details

Order Start Date: Nov 10, 2023
Order End Date: Nov 9, 2024
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Standard Edition - Envelope Subs.	SUB-1996169-1	Nov 10, 2023	Nov 9, 2024	300	$900.00
Premier Support - eSign	SUB-1996169-1	Nov 10, 2023	Nov 9, 2024	1	$135.00

Grand Total: $1,035.00

Product Details

eSignature Envelope Allowance: 300

Overage/Usage Fees

eSignature Standard Edition - Envelope Subs. (Per Transaction): $4.00

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: https://www.docusign.com/company/terms-and-conditions/msa and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?
Please select Yes or No:
If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@erp.docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer	**DocuSign, Inc.**
Signature:	Signature:
Name:	Name:
Job Title:	Job Title:
Date:	Date:

PALOS HEIGHTS
SCHOOL DISTRICT #128
12809 SOUTH McVICKER • PALOS HEIGHTS, IL 60463

ROSELLE, ILLINOIS
70-1558/719
VOID AFTER 90 DAYS

041218

DISTRICT	CHECK NO.	VOUCHER NO.	DATE	NET AMOUNT
Palos Heights School District 128	41218	1104	12/14/2022	

EXPENSE

$**********1,035.00

One Thousand Thirty Five and 00/100 Dollars

PAY TO THE ORDER OF

DOCUSIGN, INC.
P.O.BOX 735445
DALLAS, TX 75373-5445

⑈041218⑈ ⑆071915580⑆ 04⑈297⑈281⑈9⑈

PALOS HEIGHTS
SCHOOL DISTRICT #128
12809 SOUTH McVICKER • PALOS HEIGHTS, IL 60463

1369	DOCUSIGN, INC.	1104	12/14/2022	41218
Vendor Number	Vendor Name	Voucher	Date	Check Number

PO Number	Invoice	Amount
230250	111100042269	1,035.00

TOTAL: $1,035.00

DocuSign

DocuSign, Inc.

INVOICE

Invoice #: 111100042269
Invoice Date: 18-Nov-2022
Payment Terms: Net 30
Due Date: 18-Dec-2022
Account Number: 44709

Bill To: Palos Heights School District 128
Janet Davis
jdavis@palos128.org
12809 S McVickers Ave
Palos Heights, IL, 60463-2351
United States

Ship To: Palos Heights School District 128
Janet Davis
jdavis@palos128.org
12809 S McVickers Ave
Palos Heights, IL, 60463-2351
United States

PO Number	Quote Number	Description	Service Period	Quantity	Subtotal	Tax Rate	Tax Amount	Line Total
230250	Q-00962228	eSignature Standard Edition - Envelope Subs.	10-Nov-22 to 09-Nov-23	300	900.00	9.00	0.00	900.00
230250	Q-00962228	Premier Support	10-Nov-22 to 09-Nov-23	1	135.00	9.00	0.00	135.00

PO# 230250

SubTotal	1,035.00
Tax Total*	0.00
Total	1,035.00
Currency	USD
TRANSACTIONS ASSOCIATED TO THIS INVOICE	
Adjustments	0.00
Credits	0.00
Payments	0.00
Invoice Balance	1,035.00

Remittance slips can be emailed to remittance@docusign.com
Tax*-Taxation based on 'Ship To' address information.
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For additional information, including answers to frequently asked billing questions, please visit our Billing Support site at: https://www.docusign.com/support

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Account Name: DocuSign, Inc
Bank Name: JPMorgan Chase
Bank Address: New York, NY 10017
ACH Routing #: 322271627
Wire Routing #: 021000021
Account #: 623675136
SWIFT: CHASUS33

Please remit checks to:

DOCUSIGN INC Lockbox
P.O. Box 735445
Dallas, TX 75373-5445

For Courier Deposits (Fed EX, UPS, etc.):

DOCUSIGN INC Lockbox
JPMorgan Chase (TX1-0029)
Attn: DOCUSIGN INC Lockbox 735445
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

Laura Kriha <lkriha@palos128.org>

FOIA request reply

1 message

Kim Anoman <kanoman@palos128.org>
To: DataRequests@erieri.com, Laura Kriha <lkriha@palos128.org>

Per your FOIA request below, attached is the information on the spreadsheet you provided. Please let me know if you have any questions.

Data Requests <DataRequests@erieri.com>
to Data

Dear **FOIA Officer:**

This is a request under the Freedom of Information Act.

I request that a copy of the following documents containing education job salary information be provided. We are looking to collect information on salaries for different jobs/positions in the pub

The following are options to provide the requested information:

1. You may fill out the attached Excel file.
    a. **(Preferred)** You may e-mail your completed questionnaire to: DataRequests@erieri.com
1. You may provide a copy of your own document in Excel/CVS format or other table formats, containing the following information: **Job Titles, Incumbent Count (# of employees in th**
    1.
    a. The definition of the information we are seeking are available in the attached Excel Questionnaire file under “Job Data”.

In order to help to determine fees, you should know that I am affiliated with a private corporation and am seeking information for use in the company’s business.

If this request will incur any fees, please inform me first.

Thank you for your consideration of this request.

Sincerely,

Jennifer Mitchell

5141 California Ave., Suite 270

Irvine, CA 92617

ECONOMIC RESEARCH INSTITUTE

Kim Anoman
Business Manager
Palos Heights School District #128
708-597-9040

FOIA - 2026_Education_Salary_Questionnaire.xlsx
318K

2026 Education Salary Survey

ERI Economic Research Institute | 111 Academy, Suite 270, Irvine, CA 92617 | (800) 627-3697 | DataRequests@erieri.com

Please include the name of your organization and appropriate contact information for clarification of data. ERI assures that all data collected in this questionnaire shall remain confidential. Your organization name will appear in the participant list of the completed report unless you specifically request it not be listed.

Organization Demographics and Job Data with Benchmark Job Descriptions

Complete compensation information for organization matches to the following job list.

A list of ERI Job Codes, Job Titles and Job Descriptions is provided to assist you with job matching. As a general guideline, if 75% or more of the job content is similar, the match may be considered strong. The Job Data worksheet is pre-populated with these job codes and titles for your convenience. If you are unable to find matches to your organization's jobs, use the Job Data Addendum tab to complete your submission. If you are an ERI Assessor subscriber and have hybrid jobs to include, please contact us and we will send you a hybrid job form.

Report data only for jobs that exist within your organization.

It is recommended that you keep a copy of the completed questionnaire for your records.

Submission: You may email your completed questionnaire to:
DataRequests@erieri.com

If you have a large number of jobs and/or locations, please call us to discuss how we might simplify your participation.

You will be notified by email when your submission has been received. If you do not receive an email acknowledgement, or if you have any questions, please call ERI at (**800) 627-3697** or email ***DataRequests@erieri.com***.

An organization's name is never identifie

Organization Name*:

Street Address:

City:

County:

State/Province:

Organization Website:

Contact Name*:

Contact Title:

Contact Phone Number*:

Contact Email Address*:

A*

ed with its related data in the survey report. To assist us in eliminating possible duplications, however, please provide the exact, offic

Organization Demographics

Questions marked with an asterisk (*) indicate required informa

Palos Heights School
12809 S McVi
Palos Height
Cook
Illinois

www.palos128

Kimberly Ano
Business Man
708-597-9040
kanoman@palos

Total Employment

Enter the number of people directl

120

Please continue to the **Job Data** tab to complete your US Government C

y

cial name of your organization. (Please do not abbreviate the organization name unless the abbreviation is commonly used.)

ation.

District 128		
ckers		
s, IL		
	Postal Code:	60463
3.org		

man		
ager		
	Extension:	1103
128.org		

y employed by your organization.

Contractors Salary Survey submission.

ERI Job Number & Job Title:(prepopulated) F
job form. If certain jobs are not on the list bel

Incumbent Count*: Total number of individu
inserted rows. We will assume job number ar

Annual Salary*: Annual salaries are considere
report the averaged annual salary or pay rate

Variable Pay: Variable pay includes cash com

Incumbent Years Experience: Years of experi

Union: Enter "Union" for Union employees; "

Contractor/School District Employee: Enter '

Postal Code*: Report physical location of the

Required Certificate(s) &/or License(s): List

Position Min Education Required: List the mi

Position Min Years Experience: List the minir

Position Reports To: List the position title of

Data Effective Date:

ERI JOB NUMBER	JOB TITLE
3575	Academic Accessibility Aide
244037	Academic Advising Director

111013	Academic Advisor
3754	Academic Facilitator

6117	Academic Vice President
3574	Accessibility Assistant
3573	Accessibility Tester
3586	Accommodation Specialist
2858	Administrator College
2823	Administrator School (Primary/High School)

8331	Admissions Coordinator College
2864	Admissions Evaluator
5727	Admissions Sales Representative

8333	Admissions Specialist College
2837	Adult Education Teacher
3941	After School Aide
9902	After School Director

3942	After School Manager
3943	After School Supervisor
3779	After School Teacher
2406	Agronomist

6443	Analytical Chemist
3114	Animal Scientist
2866	Anthropologist
2086	Aquatic Biologist

2542	Archaeologist
2543	Archivist
2763	Artifacts Conservator

10975	Artistic Performing Arts Director
3422	Asset Management Analyst
206	Asset Management Director

3541	Asset Management Specialist
70229	Assistant Principal
2872	Assistant Professor

3609	Assistive Technology Specialist
3708	Assistive Technology Trainer
43493	Associate Dean

2873	Associate Professor
9958	Associate Vice Chancellor
8295	Associate Vice Provost

2832	Attendance Officer
2851	Audiovisual Librarian
3712	Badging Specialist
3590	Best Practice Manager
3591	Best Practice Specialist

3592	Best Practice Supervisor
7752	Big Data Engineer
4009	Biologist
6100	Biomedical Research Scientist

1238	Biophysicist
5992	BioProcess Scientist
2738	Bookmobile Librarian

1244	Botanist
2743	Braille Library Clerk
7924	Bursar
4011	Bus Driver
5559	Business Manager College/University

3391	Call Center Administrator
3392	Call Center Coordinator
245510	Campus Director
3696	Campus Manager
8351	Campus Safety Officer

101858	Career Advisor
2994	Catalog Librarian
4017	Chemist
2840	Child Development Specialist

3498	Clinical Informatics Analyst
3033	Clinical Psychologist

5845	Clinical Research Associate
9261	Clinical Research Coordinator
246077	Clinical Research Director

9263	Clinical Research Scientist
9742	College Admissions Associate
9617	College Admissions Manager

15342	College Chancellor
45781	Commercial Director
3577	Commercial Operations Specialist
5276	Computer Information Scientist
2546	Conservation Technician

70924	Counseling Director
2659	Counselor
3533	Cultural Resource Specialist

111640	Curator of Education
76961	Curriculum Coordinator
86697	Curriculum Developer

9709	Curriculum Manager
3384	Customer Experience Associate
7717	Data Engineer

2579	Deaf Interpreter
2865	Dean of Students
253555	Debate Teacher
7729	Department Head College or University
161	Diesel Mechanic

17405	Dietary Manager
6031	Dietitian Supervisor
6085	Digital Archivist
3429	Digital Transformation Specialist

964	Director International Student Services
6501	Director of Curriculum and Instruction
54068	Director Student Services

3536	Disease Intervention Specialist
5998	Document Retention Specialist
2877	Driving Instructor

3225	Economist
2825	Education Consultant
87364	Education Coordinator
18580	Education Director

2830	Educational Specialist
8310	E-Learning Specialist
8308	Employment Placement Specialist

18997	Employment Specialist
1820	Employment Supervisor
1233	Environmental Scientist

19929	Enzymologist
5074	Epidemiologist
3524	Ethical Hacker

5240	Evaluator Special Needs
3036	Experimental Psychologist
2878	Extension Work Instructor

3390	Faculty Physician
8312	Financial Aid Assistant
2862	Financial Aid Counselor

8314	Financial Aid Specialist
9501	Flight Instructor
738	Food Chemist
4110	Food Service Worker
2463	Forest Ecologist
49027	Full Professor University

2859	Fundraiser
7541	Fundraising Director
2896	Fundraising Manager

9112	Genetics Counselor
1448	Geologist
1446	Geophysicist

3388	Global Security Operations Center Operator
2310	Governess
64591	Government Affairs Representative
88145	Graduate Assistant
2860	Grant Coordinator

9352	Grant Writer
2826	Guard School-Crossing
2112	Guidance Counselor
7769	Health Education Coordinator
7768	Health Educator (Non-Technical)

2839	Hearing Impaired Teacher
3008	Histopathologist
2841	Home Economist

88344	Housing Coordinator
2704	Hydrologist
3399	Institutional Review Board Administrator

3398	Institutional Review Board Analyst
532	Institutional Review Board Director
3397	Institutional Review Board Manager
3750	Instructional Design Manager
3756	Instructional Design Supervisor

5860	Instructional Designer
5222	Instructor Business Education
5247	Instructor Flying (Ground)

2879	Instructor Flying (In-Flight)
5252	Instructor Physical Education
8297	International Student Advisor
3475	Internet of Things Architect

2578	Interpreter
1840	Labor Relations Director
1841	Labor Relations Manager
1843	Labor Relations Specialist

1842	Labor Relations Supervisor
103848	Language Specialist
3582	Lean Six Sigma Business Analyst
9888	Learning Architect

4045	Librarian
2747	Librarian Acquisitions
7524	Librarian Branch
7522	Librarian Deputy Director

2992	Librarian Head
742	Librarian Technical
2742	Library Assistant
112532	Library Associate

2744	Library Consultant
8299	Library Services Coordinator
103926	Library Specialist
2746	Library Technical Assistant

6158	Licensing Compliance Specialist
250004	Literacy Specialist
5913	Major Gifts Manager
104193	Manufacturing Operator
1054	Materials Scientist

32	Mathematical Technician
31	Mathematician
250500	Mathematics Instructor

68814	Media Center Director School
250552	Media Center Specialist
9633	Medical Library Assistant

2913	Medical Physicist
92068	Medical Resident
2993	Medical Technology Teaching Supervisor
2540	Meteorologist

5022	Metrologist
1235	Microbiologist
1693	Microfilm Camera Operator
1695	Microfilm Clerk

1696	Microfilm Processor
1694	Microfilming Document Preparer
38	Mineralogist

27519	Molecular Biologist
9235	Molecular Technologist
2852	Music Librarian

2844	Music Teacher
3433	NetSuite Analyst
2707	Nuclear Fuels Research Engineer

3039	Nuclear Health Physicist
3026	Nurse Public Health
2855	Nursery School Attendant

3020	Nursing Instructor
8579	Online College/University School Teacher
8580	Online Elementary School Teacher
8581	Online Secondary School Teacher

3537	Orientation and Mobility Specialist
2953	Parasitologist
3370	People Experience Manager
2999	Pharmacologist
7514	Physicist BS

4069	Physicist PhD
2944	Physiologist
112984	Placement Coordinator
2414	Plant Pathologist

2870	Political Scientist
3729	Pre-Award Manager
93556	Preschool Director
2845	Preschool Teacher
4071	Primary School Teacher

2824	Principal Headmaster
2871	Professor
5933	Program/Project Management Office Analyst
3418	Program/Project Management Office Assistant

5931	Program/Project Management Office Director
5935	Program/Project Management Office Manager
6433	Proposal Development Director

6434	Proposal Development Manager
6435	Proposal Development Specialist
6432	Proposal Development Vice President

59685	Provost
3032	Psychologist
2710	Reactor Operator Test & Research
5388	Records Management Director

31735	Records Manager
2856	Registrar College or University
1012	Research Associate
9104	Research Chemist

1031	Research Engineer
3312	Research Manager
1015	Research Technician
1016	Researcher Scientific
5097	Researcher Social Medical

2863	Residence Counselor
3267	Residence Manager
2889	Residence Supervisor
2846	Resource Teacher
3405	Sales Enablement Manager
3404	Sales Enablement Specialist

9708	Scholarship Manager
365	School Library Media Specialist
3027	School Nurse

2834	School Psychologist
2827	School Secretary
2867	Scientific Linguist

4079	Secondary School Teacher
3369	Security Account Manager
3410	Security Operations Center Manager
1454	Seismologist
7767	Social Worker School

2754	Sociologist
2441	Soil Scientist
7730	Special Education Administrator

6554	Special Education Advocate
9817	Special Education Case Manager
7731	Special Education Director

9785	Special Education Supervisor
2843	Special Education Teacher

5080	Special Education Teacher Aide
2740	Special Library Librarian
2945	Speech Pathologist

2880	Sports Instructor
3426	Startup Project Manager
5046	Statistician

5045	Statistician Mathematical
8298	Student Affairs Specialist
3287	Student Retention Specialist
253779	Student Services Coordinator
253797	Study Abroad Advisor

91321	Substitute Teacher
2822	Superintendent Schools
8208	Surveillance Analyst
6530	Surveillance Manager

6537	Surveillance Operator
1756	Surveillance System Monitor
5777	Tape Librarian
2847	Teacher (Visually Impaired Students)
2849	Teacher Aide

2861	Teacher College/University
5256	Teacher Museums
743	Technical Editor

741	Technical Illustrator
1989	Technical Publications Manager
750	Technical Training Coordinator

751	Technical Writer
1990	Technical Writers Supervisor
37434	Technician Library

9025	Top Education Officer
2983	Toxicologist
6013	Trailer Mechanic
3710	Training Systems Engineer

2831	Tutor
70886	University Athletic Director
1225	University Laboratory Supervisor
1886	Unix Administrator

62826	Vice Chancellor
505	Vice President Call Center Operations
516	Vice President Commercial Operations
530	Vice President Economic Development

415	Vice President Education
544	Vice President Electrical Engineering
889293	Vice President Organizational Ethics
84790	Vice President Student Affairs

8296	Vice Provost
5085	Vocational Rehabilitation Counselor
2848	Vocational Teacher (Disabled Students)
2882	Vocational Training Instructor

1823	Work Study Coordinator
3385	Workflow Engineer
28247	Youth Program Director
1245	Zoologist

For the best possible match to our benchmark jobs, please use the provided job descriptions as reference. As a general guideline
low, please add it to the list.

als making up information on a given row. ERI prefers to have individual incumbents listed separately but will accept averaged
nd title should be those that appear immediately above inserted rows.

ed base pay and should be reported in terms of annual gross amounts (prior to national/local tax treatments) based on a stand
e (do not report ranges).

pensation separate from annual base salary, such as bonuses, commissions, and incentives. Report the actual dollar amount pa

ience should reflect the incumbent's entire career within the position.

'Non-Union" for Non-union employees

"Contractor" for contracted jobs; "SD" for permanent School District jobs

job by postal code. Please do not report multiple locations on the same line.

all certificates or licenses that your organization requires to hold this position**.**

inimum education required for this position**.**

mum years of work experience required to enter this position.

this position's direct supervisor.

Report data only for jobs that exist withi

Enter the "data as of" date for the salary information provided.

Columns marked with an asterisk (*) indicat

JOB DESCRIPTION
Endeavors to ensure equal access to educational opportunities for a student with a disability. Supports the student's class sessions by attending and taking notes. Aids with hands-on tasks for coursework. Tutors outside of class time. Maintains confidentiality of the student's personal information and adheres to applicable privacy laws and ethical standards. Expresses sensitivity, understanding, and respect for diverse populations within the workplace.
Directs and coordinates all operational aspects of the Academic Advising Department, its processes, its advisors, support staff, and budget. Provides vision to the university advising community; and oversees the integration, facilitation, creation, enabling, and fostering of positive outcomes in academic advising that supports the success of students. Develops and implements strategic recruitment, enrollment, admission, registration, and advisement processes to ensure that the university meets or exceeds student retention and graduation goals. Utilizes data to analyze existing goals and programs to strategically plan for desired outcomes, recommends improvements, and assists in implementing department goals, procedures, and controls. Liaises between the academic advising committee and the academic advising faculty, and serves as a resource for the faculty regarding issues of academic assistance. Develops and implements training for faculty advisors. Interprets and applies academic and campus policy and best practices in providing information and analysis for the university advising community.

Provides advising services to students and promotes personal growth, academic and career planning, and decision making. Aids and guides college students in recognizing their academic strengths and achieving their professional and educational goals. Reviews and monitors the academic success of students, including GPA, SAP, graduation progress, midterm warnings, and student honors. Provides student advocacy to resolve issues that affect student satisfaction. Advises student in all phases of academic and career planning, including selecting a major, examining and selecting courses and programs, scheduling, registration, transfer requirements, articulations with other educational institutions, and graduation requirements. Advises, coordinates, and refers students with specific learning needs regarding the identification and utilization of support services. Collaborates with Admissions Department staff to monitor program capacity, assist in student admissions, and monitor student progress. Conducts recruitment, orientation, and retention activities for traditional and non-traditional students, visits high schools and businesses/industries, attends college fairs, conducts campus tours, etc. Advises student organizations and assists with student activities. Participates and assists in special events such as serving as multicultural liaison, community outreach work, etc.

Develops and facilitates instructional strategies tailored to diverse learners within an academic environment. Coordinates with school administrators and faculty to enhance instructional quality and integrate best practices throughout the curriculum. Provides specialized training and mentoring to new and seasoned educators to foster professional growth and instructional effectiveness. Implements data-driven approaches to improve educational outcomes, including conducting detailed assessments to monitor and analyze student performance. Engages in curriculum development, offering expert guidance to ensure alignment with educational standards and learning objectives. Supports educators in understanding and applying assessment data within the classroom setting. Leads professional development workshops and training sessions, focusing on innovative teaching techniques and the integration of technology in learning. Collaborates with educational leaders to plan and execute school improvement initiatives, aligning with the strategic goals of the institution. Offers support and feedback to educators, aiming to enhance instructional practices and student learning experiences. Participates in the evaluation of teaching methods and curricula, providing constructive feedback to promote continuous improvement. Ensures compliance with educational standards and regulations, maintaining a commitment to professional ethics and the institution's mission. Advocates for a collaborative and inclusive educational environment, fostering open communication among staff to facilitate shared learning and professional development. Encourages the integration of new technologies and educational tools to enhance learning outcomes and operational efficiency within the school.

Directs, oversees, and coordinates the planning, development, delivery, administration, and review of all academic programs and services, instruction and assessment, research, academic policies and procedures, and strategic academic efforts and initiatives in a college or university. Determines scheduling of courses and recommends implementation of additional courses. Heads all personnel matters relating to the faculty including recruitment, development, and evaluation of faculty and academic support staff; provides personnel management and direction to deans, chairpersons, and academic administrators, promoting faculty advancement. Promotes a rich intellectual and professional institutional culture, fostering student success, creating an active learning environment in the classroom and beyond, and enhancing teaching, service, and institutional diversity. Advises the President and educational institution on academic matters. Coordinates activities of student advisors. Participates in activities of faculty committees. Coordinates and sustains collaborative leadership in advancing the mission of the college. Ensures the academic integrity of the college, and supports enrollment management initiatives and innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment. Provides strategic leadership and direction to facilitate innovation in teaching and learning; increases student retention and graduation rates. Works collaboratively with the President, President's Council, and other academic and faculty leaders to maintain and enhance the quality of academic programs, student success, and faculty excellence in teaching, research, and service. Oversees enrollment management, credit and non-credit continuing education initiatives, accreditation, and assessment of learning outcomes. Oversees and administers all budgetary matters relating to the academic programs, resource allocation, and the overall financial and contractual management for Academic Affairs in line with the college's strategic priorities. Promotes and actively represents the college to external constituencies including other post-secondary institutions, businesses, and industries. Ensures that the activities of Academic Affairs meet the requirements of the college's accrediting and licensing agencies. Serves as liaison officer with accrediting agencies which evaluate academic programs. May serve as Chief Administrative Officer in absence of the President. May provide general direction to the Librarian, Director of Admissions, and Registrar.
Aids in implementing and troubleshooting software and hardware as it relates to accessibility. Supports the development of accessibility standards. Provides administrative and confidential support. Communicates with students, faculty, and families.
Evaluates the accessibility of digital products. Identifies potential accessibility barriers for users with disabilities. Interviews staff members to identify user issues. Abides by design principles, guidelines and policies related to accessibility. Utilizes various testing methods to identify and address barriers.
Determines reasonable accommodations for organizations. Supports employees or students with proper resources. Implements best practices. Advises stakeholders on supportive practices and policies. Reviews relevant laws and policies.
Oversees and coordinates all administrative affairs of a college, as the senior administrative officer. Administers fiscal operations such as budget planning, personnel, purchasing, and physical plant. Directs hiring and training of personnel. Negotiates for improvement of and additions to school buildings and equipment. Directs and coordinates activities of administrative staffs and services. Uses expertise and judgment for planning and accomplishing goals. May develop, devise, and execute policies and procedures for various school activities.
Directs administration of elementary or secondary school within authority of governing board. Develops or expands programs or services. Administers fiscal operations such as budget planning and accounting. Oversees hiring and training of personnel. Negotiates for improvement of and additions to school buildings and equipment. Directs and coordinates activities of teaching and administrative staffs and services. Develops policies and procedures for various school activities. May be required to hold certification from State.

Represents the college as the primary point of contact for the admissions office and all admissions-related events and activities, and assures compliance of State and Federal regulations. Plans, organizes, and coordinates office and marketing activities, recruitment and new student orientation programs, and all campus-wide recruiting events. Supports the Admissions Director in managing a team of Admission Evaluators and other admissions support staff, including student workers; communicates pertinent features of college programs, admission requirements, financial assistance, and other essential information to appropriate staff. Implements strategic plans and initiatives to achieve the enrollment objectives. Organizes and makes presentations to groups of prospective students to educate them about the educational opportunities available at the institution. Analyzes the needs for each student and follows through accordingly; answers questions, provides appropriate forms, and provides a referral to the appropriate person or department. Develops and maintains cordial relationships with management, faculty, administrative teams, and students and parents. Accompanies new students on walk-in and scheduled admissions appointments, assists them in completing admission forms and other paperwork, explains the school policies and enrollment process, discusses programs, and advises them to help them get started at the college. Provides assistance to students for housing needs, tuition fee collection, and part-time jobs. Serves on college committees; attends meetings, conferences, and workshops to maintain general knowledge of college activities, programs, and requirements; and stays updated on issues relating to admissions.

Examines and assesses academic records of students to determine eligibility for graduation or for admission to college, university, or graduate school. Reads course prerequisites, degree equivalents, and accreditation of schools, and ascertains grade-point averages to establish students' qualifications for admission, transfer, or graduation. Compares transcripts of courses with school entrance or degree requirements and prepares evaluation form listing courses for graduation. Explains evaluations to students. Refers students with academic discrepancies to proper department heads for further action. Prepares list of accepted applicants or of degree candidates and submits it for approval. Issues registration permits and records acceptances and fees paid. Performs related duties, such as preparing commencement programs and compiling student averages for honors. May advise students concerning their eligibility for teacher certificates. May specialize in evaluation of transfer students' records.

Recruits, pursues, talks to, and screens prospective students into various desirable college or university facilities/programs, using telephone, people relationship, and follow-up skills. Assists the Admissions Director of a college, university, or technical school in the sales aspects of the admissions process, which includes explaining the goals and values of the school and supplying information to prospective students about courses of study, scholarships and financial aid, admissions requirements, and campus life. Visits high schools, technical schools, and community colleges to encourage freshman and transfer applicants and to arrange interviews. Interviews prospective students to obtain interest, education history, training, and possible job skills and to answer questions about the educational facilities and the opportunities it offers. Listens, recognizes, and analyzes the needs of prospective students in order to provide them with the educational solutions for their career needs, and refers them to appropriate individuals for advice about courses of study, financial aid and scholarships, or other specialized information. Assists prospective students in enrollment process for specific classes and programs. Assists in the planning and implementation of programs and activities designed for student recruitment and retention. Conducts research to develop a profile of those students attracted to the college, analyzes the effectiveness of recruiting techniques, and studies the expectations of incoming students. May arrange travel and lodging for selected applicants. May conduct campus tours for potential students.

Performs program-specific admissions duties which may include enrollment services, new student recruitment, community outreach, public information, and promotional events for a college. Assists with the development and implementation of marketing and recruitment strategies for assigned programs, such as informational workshops and college visitations and tours. Helps create and distribute brochures, promotional fliers, and related materials. Checks admissions forms and refers prospective students to placement testing or advising. Processes paperwork, maintains contracts, and coordinates student insurance requirements. Reviews transcripts and helps students develop an educational plan. Works with students throughout the enrollment process, interprets policies and procedures, and counsels students on issues that will impact their placement, enrollment, financial assistance, transfers, transferrable credits, and eligibility for refund of tuition charges upon withdrawal from classes; and participates in new student orientation. Exchanges academic information with other state colleges and universities. Keeps current on changing policies and information.

Instructs out-of-school youths and adults in academic and nonacademic courses in public or private schools or other organizations. Readies outline of instructional program and examines and assembles material to be presented. Presents lectures and discussions to group to increase students' knowledge or vocational competence. Tests and grades students on achievement in class. Determines and observes students' achievements. Uses expertise and judgment to project and complete goals. Teaches courses, such as citizenship, fine arts, and homemaking, to enrich students' cultural and academic backgrounds. Conducts workshops and demonstrations to teach such skills as driving and dancing, or to provide training for parenthood. May teach basic courses in American history, principles, ideas, and customs and in English to foreign-born people. May be required to hold certification from State.

Assists after-school teachers in the care and supervision of students during after-school programs. Facilitates and helps running common after school activities, such as homework help, recreational activities, and creative projects. Monitors student behavior and informs parents of the student's progress and any updates to the program. Keeps a clean and organized classroom and ensures that materials and supplies are readily available. Observes safety concerns and incidents and reports them to other after-school program staff. Adapts activities to accommodate student needs and interests.

Plans, organizes, and coordinates after school program operations or childcare centers that provide academic support, recreation activities, and/or other programs for children. Develops and manages programs, determines students' needs and interests, manages the staff, oversees operations, and builds relationships with the community. Provides community resources for students. Researches, collects, and evaluates program data; and proposes, creates, and implements fun and engaging developmentally appropriate individual and group curriculum and activities and programs. Plans games, sports, and arts and crafts activities. Supervises all program and fitness activities and monitors children's behavior. Maintains and manages the program after school budget. Collaborates with school administrators, teachers, and community affiliates. Creates tutoring programs to meet the specific needs of students. Mentors and provides academic instruction, advocacy, and crisis management to at-risk students. Increases membership base by creating a positive and fun atmosphere. Generates and distributes newsletters and schedules of weekly activities. Creates, maintains, and updates files for each child in the program, and reports and documents behavioral issues, injuries, or incidents and presents them to parents. Interviews, hires, trains, mentors, schedules, and supervises staff, students, and volunteers. Maintains positive relations and liaises with parents, school and community faculty, and visitors.

Oversees and coordinates comprehensive after-school programs while maintaining operational compliance with policies and procedures. Develops and implements program strategies to ensure the program is aligned with site-level objectives, requirements, and expectations. Provides guidance and oversight to program staff in managing the day-to-day functions of the sites and collaborates with supervisors to maintain a safe and efficient working environment. Reviews budgets and helps with upkeeping on-site inventory for the program. Participtes in after school program related meetings, training sessions, and events. Responds to and manages critical incidents and emergency situations related to the after-school program. Analyzes student attendance and program frequency for evaluations and improvements.

Leads and supervises the day-to-day operations of the after-school program and monitors both students and program staff. Creates and administrates engaging curriculum, student events, field trips, and community service projects. Ensures staff development by managing recruitment, training, and performance evaluations for program staff. Converses with parents, school staff, and the community to promote participation and engagement. Enforces and follows safety plans and emergency procedures. Addresses questions and concerns that parents or guardians may have, and serves as the main point of contact. Keeps inventory of all supplies, snacks, and equipment.

Leads and engages children or adolescents during after school hours, providing a safe and fun environment. Creates and implements lesson plans and activities that support academic and social growth. Assists with homework completion and provides individualized support to meet each participant’s learning needs. Enforces classroom rules. Communicates with parents and guardians about their child's progress and any concerns. Ensures the safety and well-being of students during indoor and outdoor activities. Works with other staff to plan and coordinate various activities, including arts, sports, and educational games.

Studies ways to improve on the process of growing farm crops in order to increase crop productivity, nutritional value, and quality of seed. Plans and experiments with or evaluates field-crop problems, and develops new methods of growing crops to secure more efficient production, higher yield, and improved quality. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Plans and carries out breeding studies at experiment stations or farms to develop and improve varieties of field crops, such as cotton, tobacco, or cereal, with respect to characteristics, such as yield, quality, health, adaptation to specific soils or climates, and resistance to diseases and pests. Discovers methods of farming to help protect welfare of crops and the environment. Studies soils and crop production to discover best methods of planting, cultivation, harvesting, and effects of various climatic conditions. Develops methods for control of noxious weeds, crop diseases, and insect pests. May specialize in specific field crop, group of field crops, or specific agronomic problem.

Plans, researches, analyzes, synthesizes, and experiments with substances for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Analyzes the chemical nature and make-up of substances using a variety of modern analytical techniques, methods, and high technology instrumentation. Analyzes samples from various sources to provide information on compounds or quantities of compounds present, using analytical techniques and instrumentation, such as gas and high performance liquid chromatography (HPLC), ion chromatography, electrochromatography, and spectroscopy (infrared and ultraviolet, amongst others). Interprets data and adheres to strict guidelines on documentation when recording data. Reports scientific results, and develops new analytical techniques for the analysis of drugs and other chemicals. Confers with scientists and engineers regarding research, and prepares technical papers and reports. Prepares standards and specifications for processes, facilities, products, and tests. Serves as a liaison with customers, staff, and suppliers. Maintains awareness of and remains up to date with health and safety issues in all aspects of the work undertaken. Prepares documentation for product license applications, e.g., with the Medicines and Healthcare Products Regulatory Agency (MHRA) or the US Food and Drug Administration (FDA), setting the specifications for finished products and possibly investigating the reaction mechanisms of new molecules. May work in areas as diverse as chemical or forensic analysis, process development, product validation, quality control, toxicology, and drug formulation and development.

Designs better, more efficient ways of producing and processing meat, poultry, eggs, and milk through the study of genetics, nutrition, reproduction, growth, and development of animals. Develops and enhances practices in feeding, housing, sanitation, and parasite and disease control. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Heads research in selection, breeding, feeding, management, and marketing of beef and dual-purpose cattle, horses, mules, sheep, dogs, goats, and pet animals. Oversees breeding practices to improve strains of animals. May specialize in animal nutritional research. May be designated according to animal specialty.

Notices and studies differences to distribution, origin, evolution, and races of humans, cultures they have created, and their distribution and physical characteristics. Gathers, analyzes, and documents data on human physique, social customs, and artifacts, such as weapons, tools, pottery, and clothing. Applies anthropological data and techniques to solution of problems in human relations in fields, such as industrial relations, race and ethnic relations, social work, political administration, education, public health, and programs involving transcultural or foreign relations. May specialize in application of anthropological concepts to current problems. May specialize in study of relationships between language and culture and sociolinguistic studies, in study of relationship between individual personality and culture, or in study of complex, industrialized societies. In cases where there is a specific field of specialization, may be designated accordingly.

Studies plants and animals living in water and environmental conditions affecting them. Establishes, categorizes, and maintains many types of marine life. Analyzes salinity, temperature, acidity, light, oxygen content, and other physical conditions of water to determine their relationship to aquatic life. Excludes paraprofessional positions. Investigates the effects of pollution on aquatic life. Examines various types of water life, such as plankton, worms, clams, mussels, and snails. Oversees programs to detect differences and trends in aquatic communities. May specialize in study of salt water aquatic life or fresh water aquatic life. May specialize in culture, breeding, and raising of aquatic life, such as shrimp, lobsters, clams, oysters, or fish, and commercial fish farm operations.

Reconstructs record of extinct cultures, especially preliterate cultures. Unearths archaeological sites, documents, itemizes, and studies unearthed items. Researches, categorizes, and interprets artifacts, architectural features, and types of structures recovered by excavation in order to determine age and cultural identity. Identifies, classifies, preserves, and reconstructs archeological sites and artifacts. Establishes chronological sequence of development of each culture from simpler to more advanced levels. Analyzes findings, reconstructs earlier cultures, studies their histories, and determines their influence on modern life. May specialize in study of literate periods of major civilizations in Near and Middle East. May specialize in study of past Colombian history of the Americas. In cases where there is a specific field of specialization, may be designated accordingly.

Assesses and edits permanent records and historically-valuable documents, participates in research activities based on archival materials, and controls safekeeping of archival documents and materials. Assesses documents, such as government records, minutes of corporate board meetings, letters from famous people, and charters of nonprofit foundations, by ascertaining date of writing, author, or original recipient of letter, to appraise value to posterity or to employing organization. Leads activities of workers engaged in cataloging and safekeeping of valuable materials, and directs disposition of worthless materials. Prepares or directs preparation of document descriptions and reference aids for use of archives, such as accession lists, indexes, guides, bibliographies, abstracts, and microfilmed copies of documents. Directs filing and cross indexing of selected documents in alphabetical and chronological order in manual or computerized database systems. Advises government agencies, scholars, journalists, and others conducting research by supplying available materials and information according to familiarity with archives and with political, economic, military, and social history of period. Requests or recommends pertinent materials available in libraries, private collections, or other archives. Selects and edits documents for publication and display, according to knowledge of subject, literary or journalistic expression, and techniques for presentation and display. May be designated according to subject matter specialty or according to nature of employing institution. In smaller organizations, may direct activities of libraries. May supervise activities of other workers in unit.

Cleanses, restores, and safeguards archeological specimens and historical artifacts according to accepted chemical and physical techniques and training in archeological science. Cleans and refurbishes or reinforces specimens, such as weapons, mummified remains, and pottery, using hand tools and prescribed chemical agents. Restores artifacts by polishing, joining together broken fragments, or other procedures, using hand tools, power tools, and acid, chemical, or electrolytic corrosion-removal baths. Treats specimens to prevent or minimize deterioration, according to accepted procedures. Records treatment of each artifact. Prepares reports of activities. May plan and conduct research to improve methods of restoring and preserving specimen. May use laser technology to remove layers of corrosion or oxidation or paint to reveal original artwork.

Directs and oversees performing arts programs, including theater productions, music performances, dance events, and related activities. Develops and implements long-term and short-term plans to enhance the quality and impact of performing arts programs. Manages program budgets, monitors expenditures, and ensures that financial resources are allocated effectively to support program goals. Collaborates with internal and external stakeholders to design and modify curriculum that meet educational and artistic standards. Recruits, supervises, and develops performing arts staff, including performers, instructors, technical personnel, and administrative staff. Works with school principals, community organizations, performing arts groups, and vendors to foster partnerships and enhance program offerings. Assesses program effectiveness, attendance, and outcomes to make data-driven decisions for continuous improvement. Engages with students to foster a passion for the performing arts, provide guidance, and create opportunities for growth and expression. Communicates program updates, events, and achievements to students, parents, staff, and the community. Oversees the planning, rehearsal, and execution of performances, ensuring high-quality production standards. Coordinates the procurement of equipment, props, costumes, and other resources needed for performing arts productions. Acts as a liaison and representative of the performing arts programs within the community, building support and engagement. Stays informed about industry trends, best practices, and emerging technologies to continuously enhance program offerings. Ensures that program activities adhere to legal, safety, and ethical guidelines. Maintains accurate records of program activities, attendance, budgets, and other relevant data. Encourages and provides opportunities for staff and performers to enhance their skills and knowledge.

Conducts financial analysis to support asset and portfolio management operations and evaluation of potential investment opportunities. Analyzes data from statistical tools and identifies trends in financial markets and portfolio performance based on findings from analysis. Collaborates and converses with portfolio managers and investment analysts to develop investment strategies and provide recommendations for new asset acquisition. Develops and maintains financial models, spreadsheets, and databases to support reporting projects. Monitors client portfolios for irregularities and risks in performance and future valuation of given assets. Continuously evaluates and assesses investment performance and market conditions. Proposes adjustments to investment strategies in tandem with evolving market conditions. May participate in due diligence activities, including auditing financial statements, conducting market research, and ensuring consistency in asset valuation. May assist in the development and implementation of investment policies, guidelines, and procedures. May coordinate with internal and external stakeholders to ensure timely and accurate communication and planning of investment activities. May support the development of marketing materials and client presentations.

Directs and manages asset portfolios on sales, marketing, and revenue management initiatives assessing the effectiveness and proposing corrective actions if necessary. Runs financial performance analysis on company assets to maximize revenue, profit, and returns. Collaborates on the evaluation of potential acquisitions, investments, and development of properties and markets to assess risk and financial performance. Manages relationships and readies contracts with third parties such as funding agencies, energy service companies, property management, and construction project managers for planning, budgeting, and executing projects. Understands and ensures compliance with federal, state, and local, regulatory requirements for property and financial assets. Ensures compliance with all municipal regulations and tax credit with portfolios' agreements. Develops rental policies and procedures and ensure compliance. Directs and provide guidance in implementing the rehabilitation of existing housing properties.

Oversees and optimizes the management of an organization's assets to ensure operational efficiency, reliability, and cost-effectiveness. Creates, implements, and refines the asset management strategy, aligning it with the organization's goals and objectives. Manages and maintains a comprehensive inventory of organizational assets, including equipment, facilities, and infrastructure. Utilizes asset management software and tools to track asset location, condition, and performance. Performs risk assessments to identify potential asset failures and develops strategies to mitigate risks. Provides data and insights on asset maintenance, replacement, and improvement requirements to contribute to operational decision making. Coordinates the procurement of assets, parts, equipment, and services from vendors. Assesses asset performance, including equipment uptime, maintenance costs, and operational efficiency. Collaborates with teams to schedule and oversee asset maintenance activities, ensuring assets remain in optimal working condition. Ensures that asset management practices adhere to industry standards and regulatory requirements. Maintains records of asset-related data, and prepares reports on asset performance, maintenance, and budget utilization. Develops and implements strategies for managing asset lifecycles, including replacement and disposal plans. Conducts audits to verify asset data accuracy and compliance with asset management policies. Identifies opportunities for improving asset management processes and efficiency.
Administers school student personnel program in primary or secondary school. Coordinates use of school facilities for day-to-day activities and special events. Collaborates with principal and board members in developing, defining, and enforcing school policies, guidelines, and code of ethics for students, staff, and faculty. Plans and supervises student activity programs. Disciplines and counsels students in cases of attendance and behavior problems, and meets with parents to discuss student behavioral or learning problems. Guides individuals and groups for personal problems, educational and vocational objectives, and social and recreational activities. Interacts with students, teachers, other administrators, board members, and parents. Works with teachers to develop curriculum standards, and evaluates teachers and learning materials to determine areas where improvement is needed. Assures the safety of students; walks around school buildings and property to monitor safety and security, or directs and coordinates teacher supervision of areas such as halls and cafeteria. Enforces attendance rules, and supervises students in attendance at assemblies and athletic events. Observes and evaluates teacher performance. Arranges for and oversees substitute teachers. Works with administrators to coordinate and supervise student teachers' program. Provides instructional leadership and may teach courses. Assists Principal in interviewing and hiring teachers. Organizes and administers in-service teacher training. Acts as Principal in absence of principal.
Teaches college or university courses for undergraduate or graduate students, with faculty rank lower than that of Associate Professor in traditional hierarchy as determined by institution's estimate of scholarly maturity. Educates students in one or more subjects, such as economics, chemistry, law, or medicine, within a prescribed curriculum. Develops course objectives and curriculum outlines for course of study, and presents lectures to students. Develops, administers, and grades examinations, or assigns this work to others, or assigns this work to others. Compiles bibliographies of specialized materials for outside reading assignments. Stimulates class discussions. Directs research of other teachers or graduate students working for advanced academic degrees. Conducts research in particular field of knowledge and publishes findings in professional journals. Performs related duties, such as advising students on academic and vocational curricula and acting as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry.

Evaluates people with disabilities to determine their special requirements, preferences, and objectives for assistive technology solutions. Designs and executes individualized assistive technology solutions in conjunction with clients, their families, and interdisciplinary teams to improve their quality of life. Keeps up with the most recent developments in assistive technology and incorporates them into environments and daily activities. Encourages the adoption of assistive technologies and best practices and advocates for accessibility and diversity in a variety of contexts. Forms and maintains associations with industry leaders, vendors, and specialists to enable access to the most appropriate assistive technologies.

Assists individuals with disabilities in acquiring the necessary skills to utilize various assistive technologies that enhance their academic, professional, and daily activities. Assesses individual needs and tailors training programs, ensuring accessibility and ease of use. Conducts detailed assessments to determine the appropriate assistive technologies for individuals based on their specific challenges and goals. Designs and facilitates personalized training sessions for a range of assistive devices and software, including screen readers, displays, and specialized communication tools. Collaborates with educational institutions, employers, and other organizations to implement effective assistive technology solutions. Stays current with the latest advancements in assistive technology and continuously seeks to upgrade training protocols and materials. Follows up with clients to ensure they utilize the technology in their environments. Records training processes, progress reports, and outcomes to track the effectiveness of the instructional programs. Works closely with families, caregivers, and other support personnel to foster a supportive learning environment for the client. Participates in community outreach programs to raise awareness about the benefits of assistive technology. Engages in professional development opportunities to enhance skills and knowledge in the field of assistive technology. Adheres to all privacy regulations and ensures the confidentiality of sensitive information.

Oversees and supervises staff of one or more of the following areas: undergraduate education, graduate education, research, administration and finance, and faculty affairs. Plans, implements, administers, monitors, evaluates, and modifies multiple projects, programs, processes, and operations related to assigned areas of responsibility; and ensures alignment with the university's mission, values, goals, and objectives, as well as all local, State, and Federal mandated guidelines, laws, and regulations. Evaluates and oversees the development of professional development plans and goals for assigned staff in accordance with good management practices, campus policies, and college bargaining agreements. Liaises between the Dean, academic departments, faculty members, administrators, student services, external agencies, and others to execute their and the Dean's vision and ensure the institution's mission is successful. Oversees and coordinates the development and facilitation of programs and activities that support student recruitment, student orientation, campus tours, resource events, outreach, education, and retention. Evaluates and communicates the impact of potential legal or regulatory changes that affect the university. Collaborates with Associate Deans in other colleges or universities to realize new academic degree programs and to ensure that the support services, academic courses, and degree programs offered by their college meet the needs of faculty members and students in other colleges and complement their degree programs. Develops materials and programs to support faculty members, including orientations to welcome new non-tenure faculty to the university. Responds to, investigates, and resolves student, faculty, and/or staff grievances and complaints and student behavioral concerns, including disciplinary and health and safety issues. Hires, evaluates, trains, disciplines and recommends dismissal of staff as necessary. May chair relevant committees and serve on institutional-level committees.

Lectures college or university courses for undergraduate or graduate students, with faculty rank lower than that of professor in traditional hierarchy as determined by institution's estimate of scholarly maturity. Teaches one or more subjects, such as economics, chemistry, law, or medicine, within a prescribed curriculum. Prepares and delivers lectures to students. Compiles bibliographies of specialized materials for outside reading assignments. Stimulates class discussions. Compiles, administers, and grades examinations, or assigns this work to others. Oversees research of other teachers or graduate students working for advanced academic degrees. Conducts research in particular field of knowledge and publishes findings in professional journals. Performs related duties, such as advising students on academic and vocational curricula and acting as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry.

Represents the Vice Chancellor, acting his or her absences in more than one major academic programs or areas in schools, colleges, or universities. Aids the Chancellor and Vice Chancellors in setting broad campus strategy. Collaborates with a school's leadership and faculty to provide effective leadership and supervision for academic support. Promotes and supports the facility's mission, initiatives, policies, and procedures. Contributes to the development of courses that are innovative and engaging. Oversees the formal evaluation and recommendation of the faculty for reappointment of contracts. Assists in coordinating and delivering in-service events, such as admissions events and professional development activities. Attends leadership and ad hoc meetings, school-related events, and receptions and serves on various committees. Informs academic department heads about important school news, deadlines, and initiatives. Makes formal presentations to top leadership, the Board of Trustees, and the Foundation Board. Creates academic calendars and agendas; plans, sets up, and directs meetings and events for campus visitors and students, including open houses, family day, awards ceremonies, and commencement. Addresses concerns of parents, students, and faculty, consulting with the Dean and top faculty members when necessary. Supervises academic services positions, such as management of the library and mentorship programs. Participates on the student conduct committee that identifies and resolves academic violations, and coordinates hearings regarding violations.

Collaborates with Vice Provosts, Associate Deans, faculty, and the Provost's executive management team to ensure strategic planning and program initiatives are aligned with the university's academic and research vision. Reviews and contributes in the process of developing and implementing policies, monitoring progress on the academic strategic plan, and ensuring compliance. Discovers and develops talents of faculty and maximizes their opportunities, expands and enhances the nomination process, develops profiles for more competitive and prestigious recognition, develops and promotes knowledge of available awards and recognition, and promotes and identifies potential faculty nominates for distinguished awards, honors, and prestigious fellowships. Communicates, coordinates, and integrates the Provost office's initiatives, priorities, and objectives while maintaining close coordination of academic affairs. Analyzes, identifies, and prioritizes situations that may have impact potential, and reports issues with recommendations for resolution to the Vice Provost. Assesses, plans, executes, and manages the flow of projects, ensures projects move forward, tracks their progress through completion, and helps develop effective and timely responses to senior management concerns. Researches and manages special projects per the Office of the Provost. Establishes and maintains strong relationships with stakeholders across the university. Ensures the Vice Provost is well prepared for meetings and other internal and external organization or committee affiliations.

Investigates continued absences of pupils from public schools to determine if such absences are lawful and known to parents. Assists school principals in dealing with student problems associated with drugs, alcohol, violence, and excessive truancy. Helps school officials in providing a safe environment for students, staff, and the community. Creates interventions that will ensure good attendance. Verifies addresses and unexcused absences. Conducts home visits to determine reasons for excessive unexcused absences. Makes contacts with parents and works with them to understand their responsibilities. Writes citations when necessary. Assists parents in getting students back to school without any more unexcused absences. May appear in court on behalf of the school district.

Creates audiovisual programs and administrates library of film and other audiovisual materials. Assists patrons in selection of materials, utilizing knowledge of collections. Informs other library personnel about advised audiovisual materials and appropriate selection for particular needs and uses. Initiates and maintains contact with major film distributors and resources for procurement of tapes, cassettes, CD's, and DVD's. Evaluates materials, considering their technical, informational, and aesthetic qualities, and selects materials for library collections. Prepares summaries of acquisitions for catalog. Prepares and arranges audiovisual programs for presentation to groups and may lead discussions after film showings. Advises those planning audiovisual programs on technical problems, such as acoustics, lighting, and program content. Evaluates audiovisual equipment and gives advice in selection of equipment, considering factors, such as intended use, quality, and price. May advise in planning and layout of physical facilities for audiovisual services. May operate film projectors, splicers, rewinders, film inspection equipment, tape and record playing equipment, and CD and DCD equipment. May train personnel in operation and maintenance of audiovisual equipment. May select, procure, and maintain framed art prints collection.

Processes and issues badges and credentials, adhering to established guidelines and security policies. Manages and maintains access control systems, entering and updating data for proper badge functionality. Coordinates with security personnel to set up and administer access levels and restrictions based on specific role requirements. Conducts regular audits of the badging system to ensure compliance with regulatory standards and internal protocols. Assists badge holders with access issues, providing troubleshooting support and revoking credentials. Keeps records of badge issuance, renewals, and deactivations to ensure accurate and up-to-date information is available. Provides training on badging procedures and systems to new employees and security staff to ensure consistent understanding and implementation of badging processes. Engages in continuous learning to keep abreast of new technologies and practices in the field of security badging and access control.

Identifies industry best practices and benchmarks organizational processes against set standards. Analyzes current operational procedures to pinpoint areas for improvement. Collaborates with department heads to develop and integrate best practice strategies. Leads cross-functional teams to implement process enhancements and monitors outcomes. Trains staff on new protocols and best practice methodologies. Conducts regular reviews to ensure adherence to established best practices. Facilitates workshops and seminars to foster a culture of continuous improvement. Reports to senior management on progress and impact of best practice initiatives. Stays abreast of emerging trends and innovations within the industry. Establishes a framework for sustainable growth and operational excellence through best practices.

Evaluates current operational protocols to identify areas for enhancement. Researches industry standards and gathers data on best practices for organizational processes. Collaborates with departments to share and implement effective practices. Develops training materials and guidelines to educate staff on updated procedures. Monitors the implementation of best practices across the organization. Analyzes the effectiveness of new practices through performance metrics. Provides regular reports to management on the status and results of best practice adoption. Stays informed on industry trends to continually improve organizational standards. Supports the creation of a culture focused on quality and efficiency. Aids in the coordination of internal audits to ensure compliance with best practices.

Oversees the identification and implementation of best practice processes across the organization. Analyzes current procedures to identify areas for improvement and efficiency gains. Supervises a team of specialists in the research and adoption of industry-leading standards and practices. Collaborates with department heads to ensure best practices are integrated into daily operations. Develops and delivers training programs to embed best practices into the organizational culture. Monitors the ongoing performance of implemented strategies to measure effectiveness and make adjustments. Reports regularly to senior management on progress and impact of best practice initiatives. Guides the continuous improvement of organizational processes, fostering innovation and excellence.

Develops, engineers, maintains, runs tests, evaluates, and implements big data infrastructure, projects, tools, and solutions within an organization, working with the latest database technologies, in order to get results from vast amounts of data quickly. Selects and integrates big data tools and frameworks required to provide requested capabilities. Collects, stores, processes, manages, analyzes, and visualizes large sets of data to turn information into insights using multiple platforms; chooses optimal solutions to use for those purposes; maintains, implements, and monitors them; and integrates them with the architecture used across the organization. Defines data retention policies, deals regularly with petabytes or exabytes, solves complex problems, and implements big data solutions on premises or in the cloud. Assists in documenting requirements and resolving uncertainties and conflicts. Determines the needed hardware and software design needs, and develops prototypes and proof of concepts for the selected solutions. Monitors performance and recommends necessary infrastructure changes.

Studies basic principles of plant and animal life, such as origin, relationship, development, anatomy, and functions. Collects and analyzes biological data samples and communicates test results to state and federal representatives and general public. Utilizes knowledge related to genetics and molecules to manipulate genetic material. Enhances the field of health, agriculture, and/or the environment, utilzing knowledge to make improvements. Excludes paraprofessional positions. May prepare environmental impact reports. May specialize in research centering around particular plant, animal, or aspect of biology. May teach subject matter at school, training facility, or other instructional institution. May specialize in wildlife research and management.

Researches and runs various laboratory tests and experiments on a wide range of subject matter, including organs, bodily fluids, cells, human tissues, and the immune system and viruses, and analyzes results to help clinicians diagnose, cure, or treat diseases. Develops advanced diagnostic tools or therapeutic strategies, often focusing on disease-causing micro-organisms and the possible drugs and treatments for their effects. Aids in evaluating the effectiveness of treatments. Specializes in one or more area such as medical microbiology, clinical chemistry, transfusion science, hematology, histopathology, cytology, immunology, and virology. Tests human samples such as blood, tissue, urine, cerebrospinal fluid or tissue, and fecal material for enzymes, hormones, and other constituents. Grows, tests, and analyzes cell cultures grown from affected tissue samples and identifying blood groups. Studies the effects of various drugs and treatments on lab cultures. Works with computers, sophisticated automated machinery, microscopes and other hi-tech laboratory equipment. Assures that the necessary turnaround times for reporting results are achieved. Records test and analysis results and communicates the results and recommendations to medical staff, who use the information to diagnose and treat the patient's illness. Monitors the effects of medication and other programs of treatment by carrying out further tests. Assists in the production of laboratory documentation relating to policies and standard operating procedures. Develops new methods of investigation and keeps up to date with diagnostic innovations. Implements quality control procedures (both internal and external) to maintain accurate results.

Studies physical principles of living cells and organisms, their electrical and mechanical energy, and related phenomena. Identifies fundamental principles and laws of biophysics regarding application to industry. Researches basic biological questions using physics and its related sciences of physical chemistry, electrical engineering, mathematics, and computer science. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Evaluates dynamics in such areas as seeing and hearing; the transmission of electrical impulses along nerves and muscles and damage to cells and tissues caused by x-rays and nuclear particles; manner in which characteristics of plants and animals are carried forward through successive generations; and absorption of light by chlorophyll in photosynthesis or by pigments of eye involved in vision. Analyzes functions of electronic and human brains, such as transfer of information into brain from outside (learning), transfer and manipulation of information within brain (thinking), and storage of information (memory). Studies spatial configuration of submicroscopic molecules, such as proteins, using x-ray and electron microscope. May specialize in one activity, such as use of radiation and nuclear particles for treating cancer or use of atomic isotopes to discover transformation of substances in cells.

Develops new research techniques and/or methodologies to discover and create new products or processes, optimize current products or processes, and leads transfer and scales up or scales down efforts of new products or processes from laboratory development to operations units in the development, optimization, confirmation of processes, and validation and manufacturing of products. Designs, plans, schedules, and executes experiments, leading the optimization efforts of current processes and products to evaluate different growth parameters, medium components, and new equipment and to improve consistency, stability, and yields of product antigens. Utilizes bio-analytical methods (animal testing, analytical chemistry, biochemistry, biotechnology, immunology, microbiology, molecular biology, or virology), independently or through collaboration with internal departments or contract labs, to provide analysis and testing support to BioProcess Science projects, to aid in troubleshooting biologic quality controls (BioQC) and manufacturing issues, and/or to improve analyses used in products and bring in innovative chemical tests. Develops cost-effective raw material, in-process, release, and stability assays for licensed vaccine and immunotherapeutic products. Uses internal/external scientific literature, collaborations, and emerging trends to identify potential breakthrough ideas and technology for improving a product from lab scale development through commercialization. Leads the setting up, operation, and validation of new equipment. Works with vendors and engineering to secure resources to evaluate instruments or equipment. Designs, schedules, executes, and writes protocols, generates reports for studies. Communicates work orally, in writing, and in presentation format, following good documentation practices and records retention procedures. Remains compliant with documentation guidelines and current SOPs related to experimentation, reporting data, and training. Creates and improves SOPs and forms, and treats reports and data with a high level of integrity and ethics. Operates and ensures maintenance of calibrated equipment, and maintains a clean, safe, orderly, and compliant lab. Contributes to expanding the scientific network and knowledge base through publications and presentations. Keeps current with changes in BioProcess Science. Assists in training junior scientists.

Structures the acquisition, organization, maintenance, utilization, and retention of materials bookmobile. Keeps library collections of books and publications maintained. Drives bookmobile, providing library services from mobile library within given geographical area. Surveys needs and picks books and materials for library. Publicizes visits to area to stimulate reading interest. Maintains log of mileage, materials checked out, and the amount of collected fines. Records stats on circulation, how many visitors are received, special item requests, and arranges for their delivery during the next visit. May prepare special collections for schools and other groups. May arrange bookmobile schedule. May drive bookmobile. May be responsible for maintaining the bookmobile and any equipment in it.

Studies all aspects of plant life and their environment; identifies, defines, and categorizes plants; studies structure, genetics, and function of plant parts and biochemistry of plant processes. Evaluates development and life processes, physiology, heredity, environment, distribution, anatomy, morphology, and economic value of plants for application in such fields as agronomy, forestry, fisheries, horticulture, pharmacology, conversation, and resource management. Excludes paraprofessional positions. Studies behavior of chromosomes and reproduction and internal and external structures. Examines mechanics and biochemistry of plants and plant cells, using microscopes, staining techniques, and scientific equipment. Investigates environment and plant communities and effect of rainfall, temperature, climate, soil, and elevation on plant growth from seed to mature plants. May study the effect of things, such as sunlight, soil, and other organisms on plants and prepare reports. May be designated according to field of specialization.

Assists patrons who have vision problems. Checks borrowers list of desired reading material. Locates those materials or closely-related substitutes from library collection of Braille volumes, large type volumes, CD's, tape cassettes, and open reel talking books. Completes paper work and gives or mails to borrower. Compares borrower's written request with list or chart of available titles. Selects books or materials, such as large type or Braille volumes, tape cassettes, and open reel tape talking books, following borrower's request, or selects substitute titles, following such criteria as age, education, interest, and sex of borrower. Obtains books or materials from shelves. Types address label to prepare books or materials for mailing. May type records, such as material or issue cards. May receive and inspect talking books returned to library.

Initiates and moderates activities of workers engaged in keeping complete books of tuition fees and other receipts for educational institution. Periodically reports receipts to board of trustees or other body ultimately responsible for financial condition of institution. Leads the collections process. Administrates data input and troubleshoots input errors. Processes write-offs as needed. Reconciles and executes the refund process and ACH payments. Monitors and evaluates cashiering procedures. Collaborates with various departments to ensure audit compliance.

Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and takes tickets or cash fares. Regulates heating, lighting, and ventilating systems for passenger comfort. Adheres to local traffic regulations. Requires a commercial driver's license. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

Manages and administers business affairs of college or university and develops operating budget draft for submission to board of trustees. Oversees control of budget upon its approval by board, including collection, custody, investment, disbursement, accounting, and auditing of all college funds. Plans and develops, with Director Student Services, policies and procedures governing financial relations with students, dormitories, cafeterias, bookstores, and recreational and parking facilities. Audits financial status of student organization accounts, campus food services, housing, and bookstores. Administers financial aspects of student loans, scholarships, and student credit. Negotiates with groups, such as foundations, for university loans. Keeps financial records and prepares annual financial report. Formulates and administers policies and procedures for development and management of physical plant, including custodial care, sanitation, and fire and police protection. Negotiates with industry representatives on costs and materials for building construction. Develops policies and procedures for procurement of goods and nonpersonal services for university. Coordinates service operations, such as printing, duplicating, mail and messenger service, bindery, and machine computing and tabulating. Recruits, supervises, and oversees training of clerical staff.

Answers customer inquiries by providing clear and accurate information. Handles phone calls and directs them to the appropriate employee. Enters claim information into project tracking software and dispatches it to the relevant servicing branch. Assures quality control of received information. Verifies and confirms the accuracy of customer information. Processes department transfers and after-hours calls according to established procedures. Manages call forwarding and other call center features. Communicates effectively with co-workers, management, and customers. Prepares specialized reports for the accounting department in a timely manner. Works independently on assignments and follows directions for other tasks. Reviews after-hours call log for new job information and messages and takes appropriate action.
Tracks handle times, monitors calls, and confirms that customer service standards are maintained. Interviews candidates and hires new employees. Collaborates with call center managers to develop training materials and schedules. Records details about each call including dates, times, issues discussed, outcomes, and follow-up actions. Provides support to call center personnel during call center operations. Evaluates the quality of calls to ensure that agents are providing high quality customer service. Determines when problems need to be addressed, such as when an agent is speaking too quickly or using slang terms that are confusing to customers. Maintains records of all customer interactions and other data relevant to each call center.
Manages and oversees all aspects of campus operations, ensuring a cohesive educational environment and aligning with institutional goals. Supervises various campus functions, including academic affairs, student services, and administrative tasks, to promote an optimal learning experience for students. Contributes to strategic planning, budget management, and compliance with educational standards and regulations. Fosters relationships with local communities and industries to enhance educational and career opportunities for students. Heads initiatives for student recruitment, retention, and success, and collaborates with faculty and staff to maintain a dynamic and supportive campus atmosphere.
Develops and executes processes and procedures that enhance student engagement, success, and overall campus life. Analyzes and reports on campus operations data, identifying needs and securing resources to address them. Enhances the educational and service quality, maintaining strong relationships to support student needs. Supervises administrative staff and manages the campus' daily logistical and emergency operations, ensuring a safe and conducive learning environment. Implements plans to enhance student retention and completion, integrating innovative solutions and community resources to improve service delivery and campus operations. Oversees the compliance with all relevant regulations and standards, ensuring the campus meets all academic and operational requirements.
Performs routine security and public safety patrol duties on campus; and gives personal, equipment, and real property security and protection for faculty, staff, students, and visitors. Responds to requests for assistance and emergencies. Enforces vehicle and traffic regulations and assists in investigating crimes. Patrols and monitors parking lots and parking garages. Examines doors, windows, and gates to ensure security; and checks emergency call boxes and streetlights and reports malfunctions as required. Watches for and reports irregularities, such as security breaches, facility and safety hazards, presence of suspicious or unauthorized persons and/or security code violators, and emergency situations; and contacts emergency responders as required. Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles. Provides transportation to and escorts visitors, students, staff, and faculty as necessary; and provides other public assistance, such as lockout services, jump-starts, and gives routine information. Prepares routine and standardized reports. Conducts educational activities related to safety and crime prevention.

Advises and provides information and guidance about career choice, employment training, and further education opportunities to clients, including adults, young people, job or career changers, the unemployed, and college students. Evaluates personal characteristics, skills, and interests by discussing career or education options in one-on-one interviews and group work. Identifies skill gaps and how to deal with them, and finds options for suitable careers. Runs small group sessions or gives presentations to large groups, covering all aspects of careers and other topics related to personal development. Advises how to write a good CV (Curriculum Vitae) and covering letter, assists with the job application process and job hunting, provides advice on interview techniques, and helps to locate relevant training courses. Works and liaises with schools, employers, and professional organizations. Promotes and markets services. Writes career literature, action plans, and reports. Plans and organizes career fairs and conventions. Researches and keeps current with labor market information, training providers and events, legislation and professional regulations, and careers in the job market.

Compiles and catalogs information on print and nonprint library materials, such as books and periodicals, identify materials and integrating information into library catalog, using various classification systems, including the Dewey Decimal system. Produces a log that identifies a book or publication's author, title, subject, publisher, publication date, edition, classification number, and location in the library. Verifies and cross-references data with information printed on the title page of books, and integrates changes into the data systems. Marks classification number from log into library material for identification. Records purchase information and new information, such as death date of author and revised edition date, to amend library log. Maintains knowledge of current trends in professional cataloging rules and standards. Gives advice, offers demonstrations, and provides information on best practices and up-to-date polices in cataloging. Resolves cataloging and database problems, and aids in the maintenance of the online catalog. May supervise activities of other workers in unit.

Researches, analyzes, synthesizes, and experiments on substances, for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Excludes paraprofessional chemists. Devises new equipment, and develops formulas, processes, and methods for solution of technical problems. Analyzes organic and inorganic compounds to determine chemical and physical properties, utilizing such techniques as chromatography, spectroscopy, and spectrophotometry. Induces changes in composition of substances by introduction of heat, light, energy, and chemical catalysts. Conducts research on manufactured products to develop and improve products. Conducts research into composition, structure, properties, relationships, and reactions of matter. Confers with scientists and engineers regarding research, and prepares technical papers and reports. Prepares standards and specifications for processes, facilities, products, and tests.

Instructs parents of mentally- and physically-disabled children in therapy techniques and behavior modification. Assesses child's responses to determine levels of child's physical development and mental development. Observes and interacts with child and converses with child's parents and other professionals periodically to obtain information relating to child's mental and physical development. Determines parent's ability to comprehend and apply therapeutic and behavior modification techniques and parent's social and emotional needs to formulate teaching plan. Develops individual teaching plan covering self-help, motor, social, cognitive, and language skills development for parents to implement in home. Instructs parents individually or in groups in behavior modification, physical development, language development, and conceptual learning exercises and activities. Revises teaching plan to correspond with child's rate of development. Counsels parents and organizes groups of parents in similar situations to provide social and emotional support for parents. Refers parents and child to social service agencies and facilities for additional services and financial assistance. Consults and coordinates plans with other professionals. Teaches preschool subjects, such as limited vocabulary sign language and color recognition, to children capable of learning such subjects.

Evaluates, analyzes, implements, and optimizes clinical systems, data, processes, and technology to support healthcare providers. Collaborates with healthcare providers and administrators to understand clinical needs and workflows, and enhance patient care, clinical outcomes, and operational efficiency. Develops and integrates informatics solutions to improve clinical efficiency, quality, and patient safety. Assesses clinical information systems and recommends updates and enhancements. Maintains electronic health records (EHR) and other clinical software applications. Confirms data integrity, accuracy, and compliance with regulatory requirements. Acts as a bridge between clinical and technical teams, translating clinical needs into technical requirements. Supports the selection and implementation of new clinical information systems or upgrades. Trains and provides support to healthcare staff in the use of clinical informatics tools. Monitors clinical data and identifies trends, patterns, and opportunities for clinical quality improvement. Prepares and presents relevant data, reports, and analytics.
Diagnoses or evaluates mental and emotional disorders of individuals, and administers programs of treatment. Advises and administers programs of treatment to mentally and emotionally disturbed individuals to help them with adjustments to their lives; aids medical and surgical patients deal with illnesses or injuries; assists in treating rehabilitation patients; and treats individuals in times of personal crisis, such as a divorce or death of a loved one. Interviews patients and studies medical and social case histories. Observes patients and selects, administers, and interprets intelligence, achievement, interest, personality, and other psychological tests to diagnose disorders and formulate plans of treatment. Treats psychological disorders to effect improved adjustments utilizing various psychological techniques, such as milieu therapy, psychodrama, play therapy, and hypnosis. Selects approach to use in individual therapy, such as directive, non-directive, and supportive therapy, and plans frequency, intensity, and duration of therapy. May collaborate with Psychiatrist and other specialists in developing treatment programs for patients. May instruct and direct students serving psychological internships in hospitals and clinics. May develop experimental designs and conduct research in the fields of personality development and adjustment, diagnosis, treatment, and prevention of mental disorders. May serve as a consultant to industrial, social, educational, welfare, and other agencies on individual cases or in evaluation, planning, and development of mental health programs. May specialize in behavior problems and therapy, crime and delinquency, group therapy, individual diagnosis and therapy, mental deficiency, objective tests, projective techniques, or speech pathology.

Designs, administers, researches, and studies designated clinical trials including investigator selection (who is responsible for the conduct of the trial at the trial site), analysis of potential patient recruitment, and preparation of trial related documentation, following company standard operating procedures and in accordance with Good Clinical Practice. Establishes, monitors throughout its duration, and closes down trial sites on completion of the trial. Coordinates with the ethics committee, which safeguards the rights, safety, and wellbeing of all trial subjects; and organizes ethics committee submissions with follow through to ensure successful outcome. Identifies and assesses the suitability of facilities to be used as the investigational/clinical trial site; sets up trial sites, which includes ensuring each center has the required trial materials, including the trial drug often known as the investigational medicinal product. Manages regulatory authority applications and approvals that oversee the research and marketing of new and existing drugs; and runs clinical trials on new and existing medical methods and drugs to test for their effectiveness, risks, and benefits to ensure they are safe to allow on to the market. Develops and writes clinical trial protocols, outlines the purpose and methodology of a trial, presents trial protocols to a steering committee, and ensures procedures are in place for appropriate optimization of patients into the clinical trial. Plans the requirements for clinical trial materials, orders clinical trial materials, sets up and monitors the systems whereby the materials can be shipped to the investigator, maintains procedures to account for the material, checks the expiration of material, and requesting extensions if necessary. Carries out various stages or phases of trials, including trials on healthy humans, trials on patients with a disease, and studies conducted after the launch of a new drug to monitor safety and side effects. Manages patient recruitment strategies to increase patient randomization into the trial. Trains the site staff to trial-specific industry standards, and liaises with doctors/consultants or investigators on conducting the trial. Oversees and provides management to assistants to ensure that their role and contribution is optimized. Coordinates the movement of laboratory samples and the resulting data when central laboratory facilities are used. Designs data collection forms; collects completed forms from hospitals, general practices, and other research sites; and verifies that data entered onto the forms are consistent with patient clinical notes/source data/document verification and are immediately entered into the database. Discusses results with a medical statistician, who usually writes technical trial reports. Writes visit reports and files; and prepares and collates trial documentation and reports, protocols, including case report forms, investigators brochures, consent documents, letters of agreement, and confidentiality agreements. Archives study documentation and correspondence. Prepares final

Coordinates and participates in clinical research studies by performing a variety of complex activities involved in the collection, compilation, documentation, and analysis of clinical research data. Assists in the determination of guidelines for the collection of clinical data or administration of clinical studies. Coordinates and implements procedures for data collection from patient charts, medical records, interviews, questionnaires, diagnostic tests and other sources. Codes, evaluates, and interprets collected data and prepares appropriate documentation. Obtains blood samples, cultures, tissues, and other specimens for laboratory analysis. Ensures compliance with protocol guidelines and requirements of regulatory agencies. Educates staff members regarding study design and time lines. Evaluates and interprets collected clinical data in conjunction with the principal researcher. Coordinates preparation of manuscripts for publication. Assists in the preparation of amendments to protocols or modifications to study design, as appropriate. Coordinates the development of forms, questionnaires, and the application of research techniques. Reviews journals, abstracts, and scientific literature to remain abreast of new developments. May schedule patients for study procedures.

Plans, directs, and oversees the organization's Clinical Research staff. Develops and evaluates specific research and data collection methodologies, protocols, systems, and techniques. Heads the administration of clinical trials and studies. Ensures regulatory and scientific integrity of Clinical Research staff and projects. Develops and oversees budgets, negotiations, policies, procedures, objectives, and initiatives for the department.

Plans, organizes, and researches various assignments to increase scientific knowledge on medical-related topics. Specifies and researches complex problems. Defines the scope of assigned project, investigating subject area. Determines feasibility of projects in terms of staff, time, and resources to ensure that results effective results. Plans and performs quantitative and qualitative research procedures in various areas of biology, chemistry, physics, and other biomedical, dental, or related scientific areas. Plans and conducts experiments and analyzes the results of studies. Draws conclusions and makes recommendations that typically have a major impact on scientific research activities. Communicates findings through presentations at conferences and publication in specialist scientific and medical journals. Maintains detailed records of work. Remains informed of other research begin conducted related to field of study. Scientists who work within a university setting are typically involved in the teaching of students. May be concerned with gaining research funding to continue with work or to extend studies.

Assists the director in several duties related to admission procedures, selection of students, maintaining the database of all the information related to the admissions and general administration. Enters relevant data to track the new accepted students, their related documents, and status regarding the completion of admission procedures as well as data of students who have been denied the admission. Prepares admission related documents and letters on behalf of the Director. Guides the students on the requirement of essential documents that need to be attached. Circulates the files in the faculty and create admission files. Follows up with students through emails, telephone, or regular mail or in person. Manages data and information related to the details of prospective students from the inquiry calls to the steps taken for follow up. Keeps the Director informed of the final status of admission as to how many students have been admitted, the waiting list, and the number of rejected students. Provides outstanding customer service to the prospective students as well as the current students. Gathers all the basic information related to the school or college, and answers the frequently asked questions by the parents and students. Maintains the stationery and admission materials and notifies the Director whenever there is need. Plans and schedules meetings, tours, dates, and interviews with the prospective families and the Director or Associate Director of Admissions. Keeps records of all the money generated during the application, enrollment and re-enrollment procedures. Performs other administration related duties as required.

Manages the daily operations of the admissions program at a private or public college or university, and provides direct supervision to the admissions program team leads who are responsible for daily admissions activity. Organizes, administers, and supervises the work and procedures of the admissions program. Oversees the planning and implementation of admissions and recruiting programs. Assists in the development and updating of promotional resources and materials. Develops and monitors statistical records to be able to improve recruitment strategies, yield management, forecasting, and overall operational efficiency. Assists in the development of the college or university marketing plan that promotes the institution's visibility and general recruitment efforts. Guides targeted students through the exploration, application, orientation, and registration processes from the point of initial contact through to assignment to a Faculty Advisor. Assists in the development of the annual office and individual goals. Processes and accounts for spending of the admissions program's annual budget. Meets qualitative and quantitative enrollment goals for the assigned application targets. Monitors admissions expenditure in liaison with the Finance Department. Analyses admissions data and produces conversion and comparison reports. Evaluates and implements admissions process improvements by measuring performance against admissions goals. Assists in the development of policies and procedures for admissions as required. Performs daily tracking of processed forms and interactions to ensure the correct routing of data. Monitors, tracks, and manages admissions leads using tracking system guidelines. Oversees assigned personnel, including work allocation, training, performance evaluations, recommendations for personnel actions, and problem resolution. May report on press coverage and maximize coverage with local and regional media.

Oversees development and implementation of an academic strategic plan consistent with college or university goals and in accordance with community needs. Coordinates and directs all administrative and academic affairs, and provides the leadership and strategic direction to take a college to the next level of program delivery, displaying innovation, flexibility, and leadership as a visionary. Develops and directs the institution's budget and financial affairs. Provides a physical working environment that offers a positive and productive climate for all students and faculty, utilizing relationship management, customer focus, quality, and problem-solving skills. Provides overall leadership in directing the campus programs in learning, discovery, and engagement. Transforms the institution, capitalizing on the university's strengths to advance new technologies, promote sustainable development, and stimulate economic opportunities. Guides and mentors staff and students; and oversees the recruitment, hiring, training, retention, and review of faculty and staff.

Directs, manages, and oversees the commercial activities of an organization, including sales, marketing, business development, and customer relations to ensure the commercial success of the organization and accelerate expansion. Drives business growth and maximizes revenue and profitability. Develops and implements commercial strategies that achieve established business goals. Collaborates with sales and marketing teams to develop campaigns and set campaign and profit targets. Contributes to pricing strategies and promoting brand awareness. Requisitions and reviews marketing trend reports to investigate and determine market values, conditions, and business opportunities. Establishes and maintains relationships with clients, customers, and other firms.

Develops ways to streamline company processes. Evaluates company policies, operations, and procedures. Identifies areas of improvement in company processes. Implements projects that optimize performance. Coordinates with internal and external groups.

Designs computer information systems to provide management or clients with specific data. Plans and develops methods and procedures for collecting, organizing, interpreting, and classifying information for input and retrieval to and from computer. Utilizes knowledge of electronic data processing principles, system and computer capabilities, mathematics, symbolic language, and optical or pattern recognition principles. Resolves problems in input, storage, and retrieval of information, and develops alternate designs. May specialize in specific field of information science, such as scientific or engineering research, or in specific discipline, such as business, medicine, education, aerospace, or library science.

Repairs, preserves, cleans, treats, and records documentation for works of art, artifacts, and specimens using x-rays, chemical testing, microscopes, special lights, and other laboratory equipment and techniques to determine condition, need for treatment or restoration, and the appropriate method of preservation. This is a paraprofessional position requiring a background in chemistry, archaeology or studio art, and art history. Studies descriptive information on object or conducts standard chemical and physical tests to determine such factors as age, composition, and original appearance, and plans methods or procedures for restoring object. Cleans object or broken pieces, using such methods as scraping and applying solvents to metal objects; washing statuary, using soap solutions; or cleaning and polishing furniture and silver objects. Repairs objects, using glue or solder, to assemble broken pieces, buffing assembled object where repaired, or repainting faded or incomplete designs with paint of same chemical composition and color in order to restore original appearance. Notifies superior when problem of restoration requires outside experts. Fabricates or repairs picture frames for paintings, using hand tools, power tools, and machines. Mounts pictures in frames.

Directs personnel engaged in providing educational and vocational guidance for students and graduates. Coordinates and implements daily administrative and programmatic department needs. Supports the development of and assures successful implementation of school counseling programs based upon the identified needs of the students in the individual school building, district, or state. Analyzes counseling and guidance procedures and techniques to improve quality of counseling service. Assists staff to build and maintain relationships with students, colleges, partner non-profits, high school personnel, and other agencies. Analyzes counseling and guidance procedures and techniques to improve quality of service. Conducts in-service training program and professional development seminars for professional staff. Hires qualified, diverse school counselors; and assigns and evaluates work of personnel. Addresses community groups and faculty members to interpret counseling service. Advocates for students' needs and promotes programs and processes that eliminate barriers that prevent equity to a rigorous education for all students. Advises students on course selection, admissions testing, co-curricular activities, and post-secondary planning; and assists them in learning their strengths and building academic and personal skills. Counsels individuals and groups relative to personal and social problems and educational and vocational objectives. Assumes major role with colleges, college prep seminars, essay writing, and application workshops. Communicates with parents and mentors. Demonstrates leadership experience in planning, organizing and implementing counseling and advisement programs. Addresses community groups and faculty members to interpret counseling service. Supervises maintenance of occupational library for use by counseling personnel. Directs activities of testing and occupational service center. May supervise auxiliary services, such as student learning center. May supervise in-service training programs in counseling, testing, or occupational information for graduate students. May teach graduate courses in psychology, guidance, and related subjects. May participate in appraising eligibility of students for admission to specific colleges and universities.

Advises and provides guidance services with personal, family, educational, mental health, and career decisions and problems. Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources. Counsels individuals and provides group educational and vocational guidance services. Excludes paraprofessional positions. Assists individuals to understand and overcome social and emotional problems. Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources to appraise their interests, aptitudes, abilities, and personality characteristics for vocational and educational planning. Compiles and studies occupational, educational, and economic information to aid counselors in making and carrying out vocational and educational objectives. May engage in research and follow-up activities to evaluate counseling techniques. May refer students to placement service. May teach classes.

Preserves and maintains historic properties and cultural resources and ensures compliance with Federal historic preservation laws and regulations. Conducts record searches and surveys, identifies and assesses cultural resources, and provides technical expertise on areas of concern. Reviews project descriptions, drawings, maps, and photographs and evaluates potential impacts on cultural resources. Produces comprehensive cultural resource documents that summarize research and analysis results and serve as records for compliance and project assessment. Collaborates with federal, local, state, tribal, and territorial governments to ensure adherence to historic preservation laws and regulations. May be required to coordinate and carry out basic to moderately complex site inspections that validate and document damage.

Evaluates and provides leadership, guidance, and management oversight of a museum's educational programs. Directs, develops, implements, and coordinates innovative and balanced education programs for diverse audiences in accordance with the museum's mission and strategic goals. Oversees daily and long-range operations of education development including scheduling of programs, daily maintenance, safety, and evaluation. Participates in long-range planning to establish a strategic plan for the museum's educational programs. Collaborates with senior staff, the Executive Director, the Education Committee, and Media Relations. Directs staff, temporary and contract employees, volunteers, and interns; and directs and coordinates the volunteer program. Reviews, maintains, and catalogs objects in the education collection. Represents the museum's Education Committee, and is a member of the museum's exhibits and programs team. Maintains ongoing relationships with educational partners and allied professionals. Develops relationships with teachers and schools; plans, implements, and supervises school-based programs and partnerships; and develops education workshops and programs for teachers. Keeps up-to-date with Federal, State, and skills curriculum standards. Maintains an education contact list to keep the educational community informed of programs. Develops educational materials, including educators' guides and packets, family guides, special brochures, and web-based materials and articles for the newsletter; and maintains the museum's educational resource gallery. Develops, implements, updates, and maintains the education page on the museum's website. Prepares the annual budget and monitors expenditures.

Develops, reforms, and standardizes educational curriculum for teachers, instructional institutions, and training workshops. Builds, enhances and innovates on current teaching methodology, observes teachers and classrooms, reviews current curriculum and teaching materials, and convenes with parents and students on curriculum needs and feedback. Advises on initiatives related to new program development that align with student growth and success. Ensures that education programs, curriculum, and policies adhere to state and national requirements, including legislative acts, minimum testing score thresholds, and state education board mandates. Navigates and communicates complex state education requirements, standards and textbooks for teachers and administrators to understand. May provide support for new degree and certificate proposals, as well as reviewing and validating the credibility of proposed degree and certificate programs against established programs. May oversee new program approvals process by State education boards, monitoring all stages of the process from feasibility, validation, approvals and implementation. May specialize different education fields, including grade levels in primary school, specific subjects or disciplines, and special education. May liaise with other departments in the institution, disseminating reports and publications.

Coordinates with the Human Resources department to analyze, design and develop training solutions. Writes instructional materials for instructor led virtual and classroom training. Develops exams to support learning objectives. Administers exams and maintains student records. Assesses and provides feedback on existing curriculum. Trains new instructors. Creates activities to measure how well course objectives have been learned by students. Reviews and revises curriculum as needed. Assists other curriculum developers in revising curriculum.

Plans, develops and manages individual or overall learning curriculums based on organizational goals and student feedback. Collects student feedback and heads research in order to improve learning materials, processes and distribution. Collaborates with product designers, developers and other cross function team members to ensure information and learning materials are delivered accurately and timely. Trains new educators on appropriate curriculum to ensure students are delivered desired information. Assures that instructors and educators have required materials needed to deliver information according to curriculum. Works with cross functional teams in all stages of course development to ensure learning materials are relevant and appropriate. Receives instructor-specific feedback and coaches instructors on techniques to improve communication of course content. Participates in meetings with other curriculum managers and stakeholders to brainstorm needs for new curriculums. Researches and shares latest industry advancements to educators, staff members and learners. Reviews metrics on the effectiveness of current curriculum and implements improvements as needed. May assist in the production and development of course videos, tests and projects. May recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action.

Answers questions and discusses concerns with customers on the phone, via email, or through online chats. Determines the best way to address customer needs. Explains how products and services benefit the customer. Processes returns and exchanges Forwards larger issues to management. Maintains accurate records of each customer interaction.

Manages and coordinates with internal or external parties the collection, compilation, normalization, and standard analysis of data assets across diverse projects and data platforms. Develops, maintains, evaluates, and tests valuates data solutions within an organization. Develops and executes plans, policies, and practices that control, protect, deliver, and enhance the value and integrity of the organization's data and information assets and programs. Collects, stores, processes, and analyzes raw and/or complex data from multiple sources, recommends ways to apply the data, chooses and designs optimal data solutions, and builds data processing systems, using expertise in data warehousing solutions and working with the latest database technologies. Maintains, implements, and monitors the quality of the data and information with the architecture used across the company; reports on results and identifies and recommends system application changes required to improve the quality of data in all applications. Investigates data quality problems, conducts analysis to determine root causes of problems, corrects errors, and develops prototypes, process improvement plans across all programs, and proof of concepts for the selected solutions. Processes unstructured data into a form suitable for analysis, followed by doing the analysis. Integrates innovations and algorithms into the organization's data systems, working closely with engineering team. Implements complex data projects with a focus on collecting, parsing, managing, analyzing, and visualizing large sets of data to turn information into insights using multiple platforms. Decides on hardware and software design needs and acts according to the decisions. Serves as a data subject matter expert, collaborates with business owners or external clients to establish an analysis plan to answer key business questions, and delivers both reporting results and insights. Generates specific and operational reports in support of objectives and initiatives, and presents and communicates complex analytical data and results to appropriate audiences.

Interprets and facilitates communication between those who use visual language, such as sign language, and those who do not use or understand visual language. Converts manual communication, such as sign language, to verbal or written language for hearing individuals or others who do not use sign language. Translates spoken material into sign language to communicate with those who are hard-of-hearing. Aids hard-of-hearing individuals in understanding what is being said in various situations, such as conferences, business meetings, legal proceedings, healthcare appointments, government agencies, or video relay. Recites sign language translations for hearing individuals and practices confidential, accurate, impartial, inclusive, accessible, and dependable interpretation to perform translation assignments. Performs pre-interpretation preparation, including researching the subject matter, terminology, and materials relevant to an assignment. Assesses the communication skills of an audience and adjusts communication methods accordingly. Utilizes a range of communication strategies and techniques to bridge communication gaps between hard-of-hearing and non-verbal communicators and verbal communicators. Accompanies clients and visits works sites to perform translation services. Educates individuals on hard-of-hearing culture and appropriate communication methods. May translate meetings, concerts, television news, and other broadcasts for hard-of-hearing viewers.

Directs and coordinates student programs of college or university. Formulates and develops student personnel policies. Advises staff members on problems relating to policy, program, and administration. Directs and assists in planning social, recreational, and curricular programs. Counsels or advises individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and financial assistance. Reviews reports of student misconduct cases that require disciplinary action to ensure that commendations conform to university policies. Sponsors and advises student organizations. Reviews budget and directs appropriations of student services unit. Represents university in community on matters pertaining to student personnel program and activities. May teach classes related to field of expertise. May direct admissions, foreign student services, health services, student union, and testing services.

Educates students, using various teaching methods such as lecture, demonstration, and oral participation, and utilizes audiovisual aids and other materials to supplement presentations. Teaches students public speaking and debate skills, following curriculum guidelines or requirements of State and school. Motivates students to practice reading, writing, and critical thinking. Reviews the debate subject so that students understand the topic at hand and aids students with preparing speeches, rebuttals, and cross examinations. Assigns topics to research, grades student work, and monitors student progress to ensure set curriculum goals are met. May manage the logistics of students participating in debate competitions.

Administers affairs of college department, such as English, Biological Sciences, or Mathematics department. Develops and implements department goals, policies, and procedures. Acts as the department representative for the students, administration, and external constituencies. Reviews department offerings and curriculum and recommends new or improved programs. Arranges schedules of classes and assigns teaching staff to conduct classes. Recruits undergraduate and graduate students and responds to their needs, problems, petitions, requests, and degree applications. Manages and coordinates the use of department space, facilities, and equipment. Establishes and administers department budget. Proposes funding sources and research ideas and manages grants, programs and development projects. Recruits, interviews, hires, develops and evaluates faculty. Plans and reviews compensation, tenure and promotion actions and enforces policies and procedures.

Repairs and keeps up diesel engines used to power machines, such as buses, ships, trucks, railroad trains, electric generators, and construction machinery, using hand tools, precision measuring instruments, and machine tools. Detects trouble, disassembles engines, and examines parts for defects and excessive wear. Reconditions and replaces parts, such as pistons, bearings, gears, valves, and bushings, using engine lathes, boring machines, hand tools, and precision measuring instruments. May weld and cut parts, using arc-welding and flame cutting equipment.

Evaluates the diet of clients and advises about food and nutrition. Meets with clients, identifies their nutritional needs, and develops custom dietary programs. Partners with physicians to improve the health of clients. Researches meal and diet options to offer to clients during consultations. Specializes in food knowledge and educates clients and kitchen teams on how to plan and prepare nutritional meals. Manages food service operations at facilities such as cafeterias and residential communities and confirms compliance with state and federal food handling regulations.

Supervises Dietitians and coordinates their activities in an institution, such as a mental health facility, prisons, youth residential facility, veterans' hospital, or educational facility, by scheduling work assignments and setting priorities. Utilizes knowledge of organization policies and procedures, supervisory techniques, personnel policies, and regulations of dietetic, nutritional, and food service programs. Contributes to planning and implementing quality assurance program activities for the dietetic service. Reviews dietary/nutrition programs to ensure compliance with Federal and State standards and regulations. Inspects food preparation and food service for conformance with prescribed diets and standards of sanitation, palatability, appearance, and nutritional quality. Develops, reviews, and adapts therapeutic and modified diets to meet the needs of individual residents and/or clients in cooperation with health staff. Assists in developing policies, procedures, and standards for institution food service programs. Participates in procurement and inspection of food supplies, and in inspection of food preparation and service, for conformance with instructions and standards. Evaluates and confirms employee performance through the review of completed work assignments and work techniques. Identifies staff development and training needs, and works with management to ensure that training is obtained. Ensures proper labor relations and conditions of employment are maintained. Maintains records, prepare reports, and composes correspondence relative to the work. Works with Manager in planning, directing, and implementing nutrition care, nutrition education, diet therapy, and food service programs to serve residents of institution.

Secures, records, preserves, and keeps documents and records maintained that have historical or important significance for individuals or organizations such as museums, libraries, government agencies, foundations, or corporations. Discusses archive needs with managers and locates original materials produced in a variety of formats, including files, books, papers, maps, photographs, documents, prints, recordings, films, and computer-generated records. Converts and preserves materials in a digital format for long-term storage and preservation. Organizes and catalogs records, and prepares them for public access or storage. Writes descriptions of the preserved records, which researchers may use to locate materials. Assists researchers with locating and retrieving relevant records, and suggests the implementation of new technologies that make documents more readily accessible.

Collaborates with product owners, solutions architects, IT delivery managers, business leaders, and all other relevant stakeholders. Engages and leverages methodologies outlined in the relevant project area. Evaluates functionality from third-party cloud solutions, identifiesopportunities to meet business requirements and needs such as: page layouts, workflows, and reporting dashboards. Manages the deployment and tests of new business applications. Manages and conducts technical trainings and coaching sessions. Applies statistical methods and performs mathematical calculations to identify optimal targets, determines the proper strategy for digital transformation, and executes that strategy. Collects, cleans, and transforms data with a focus on quality and adherence to business rules. Assesses the effectiveness of extraction algorithms and identifies defects in the extraction process. Supports end users in understanding the extracted data. Provides weekly updates to stakeholders.

Acts as Primary Designated School Official (PDSO) for a given university's international program. Develops and enhances international student programs, student application processes and immigration document processing. Advises and assists international students, faculty and staff with application processing and documents gathering. Oversees the daily operations of the International Student department. Coordinates with financial and administrative departments of the university to efficiently process international students. Retains international student enrollment through program development based on student feedback, evolving trends in student choices of majors, and study programs that cater to high demand fields from student home countries. May coordinate with university departments to align the credibility of the given university's classes with external schools. May meet with directors of foreign universities international exchange directors to plan and develop international programs between schools. May maintain up to date knowledge of foreign relations and legislation related to immigration. May develops programs and initiatives in collaboration with student life teams to ensure international students study experience is enriching and fulfilling. May handle emergencies and world events that directly impact international students as needed.
Directs and coordinates Curriculum, Instruction, and Assessment Team operations for a school district or school; heads the strategic planning process, and manages the execution of the strategic vision. Oversees the curriculum, instruction, and assessment information gathering; and manages the maintenance, review, evaluation, revision, distribution, recommendation, and feedback process. Provides leadership to the curriculum development, instructional strategies, and assessments; assists in the development of district goals; and implements and supports the strategic direction and overall operations. Provides curriculum training, instructional development, and evaluation for administrative staff, new teachers, and experienced teachers based on the district's priorities and teacher needs; and guides the development, implementation, and evaluation of in-service training programs for district certificated personnel. Works with individual schools to assist in site-level curriculum, instructional, and assessment efforts; and visits schools to build relationships with school leadership and teachers. Supervises and evaluates site Principals. Directs creation and publication of curriculum guides and materials prepared by district personnel for general distribution among instructional staff. Provides leadership and consultation to teacher work groups. Provides leadership and guidance to all school programs, which may include English Language Development, Visual and Performing Arts, Human Growth and Development, Counseling, P.E., etc. Recommends new courses for appropriate grade levels and materials for such courses, along with their effect upon graduation requirements. Integrates technology into district-wide curriculum and instruction. Represents the district at all regional meetings involving curriculum, instruction, assessment, and special projects. Facilitates proficiency testing for schools. Maintains active membership in local, state, and national professional organizations relevant to curriculum and instruction.
Advises the administration on supporting student satisfaction and success by analyzing and reviewing data. Promotes the development of student communities through orientation programs between the school, staff, and students and guides staff to increase student engagement and collaboration. Manages the budget to cover materials and equipment and monitors all expenditures by maintaining an inventory record of materials purchased by the school. Heads school, district, and other professional meetings to present the plans, mission, and goals of the school. Confirms student programs are effectively delivered and implements program evaluation procedures. Observes and documents professional practices and provides feedback. Writes and reviews annual goals for teams. Provides workshops, coaching, and training on procedures and protocols.

Develops relationships between public health agencies and private healthcare providers and ensures disease control, prevention, and intervention efforts. Oversees partner notification services to inform individuals exposed to communicable diseases. Provides communication and customer service to individuals impacted by infectious diseases and healthcare professionals. Maintains confidentiality and demonstrates sensitivity in interactions. Assures adherence to the requirements of grants, including the reporting and documentation of partner notification activities.

Assists in daily activities for the operations of the organization's document retention activities and processes, maintaining electronic and hard-copy controlled documents, department files, and resource materials. Carries out the operational requirements that result from policies, procedures, regulations, and guidances governing the management of documents that exist in print and electronic form. Prepares, adheres to, and controls the record retention schedule, maintains records inventory and other records associated with retention and destruction of documents, and manages methods for disseminating information. Prepares, scans, checks, and organizes documents, adhering to policies, procedures, and quality controls. Ensures completeness of files, researches missing documents, and removes non-essential material. Coordinates and maintains the flow, location, and storage of electronic and hard-copied controlled documents such as notebooks, procedures, photographs, computer printouts, protocols, technical reports, audits, facility records, validation documents, department files, resource materials, and important certificates. Retrieves organized and complete records for internal requests, agency requests, and regulatory inspections. Organizes and catalogues documents and records, and assists in developing a classification systems to facilitate easy access to stored documents. Prepares document descriptions to preserve records. Enters, transcribes, stores, and maintains details of documents. Provides assistance and conducts searches for users needing or initiating stored documents. Delivers information by telephone, in written form, email, or in person, and provides paper or electronic copies upon request. Communicates with external archiving facilities (long-term storage). Ensures that items are properly packed, catalogued, tracked, scanned, and acquired or discarded to provide a chain of custody. Processes documentation into and out of the company archive. Implements procedures governing the management of records. Provides feedback to determine needs, assess risk mitigation, and ensure compliance to company procedures and regulations. Provides support for internal audits for company document-retention compliance. Establishes and maintains effective communication and coordination with management and with other departments to obtain and convey information and/or to correct transactions.

Teaches individuals and groups in theory and application of automobile driving skills. Educates students, demonstrating and explaining handling of automobile in emergencies, driving techniques, and mechanical operation of automobile. Utilizes diagrams, audiovisual aids, and/or driving simulators to train students. Provides instruction on the parts and functions of a vehicle, and on-road regulations. Evaluates individual's driving habits and reactions under various driving conditions to ensure conformance with vehicle operational standards and state vehicle code. May test hearing and vision of individuals, using lettered charts and colored lights. May teach motor vehicle regulations and insurance laws. May teach operation of vehicles other than automobile and be identified according to type of vehicle.

Plans, designs, and researches to aid in interpretation of economic relationships and in solution of problems arising from production and distribution of goods and services. Studies how society distributes scarce resources such as land, labor, raw materials, and machinery to produce goods and services. Plans and conducts research, collects and analyzes data, monitors economic trends, and develops economic forecasts. Utilizes mathematical models to help forecast answers to economic questions. Studies economic and statistical data in area of specialization. Devises methods and procedures for collecting and processing data, utilizing knowledge of available sources of data and various econometric and sampling techniques. Compiles data relating to research area, such as employment, productivity, and wages and hours. Reviews and analyzes economic data in order to prepare reports detailing results of investigation, and to stay abreast of economic changes. Organizes data into report format and arranges for preparation of graphic illustrations of research findings. Formulates recommendations, policies, or plans to aid in market interpretation or solution of economic problems, such as recommending changes in methods of agricultural financing, domestic, and international monetary policies, or policies that regulate investment and transfer of capital. May supervise and assign work to staff. May testify at regulatory or legislative hearings to present recommendations.

Plans and coordinates educational policies for specific subject area or grade level. Develops programs and curricula for in-service education of teaching personnel. Establishes guidelines for educational programs, upon conferring with Federal, State, and local school officials. Confers with lay and professional groups to disseminate and receive input on teaching methods. Reviews and evaluates curricula for use in schools and assists in adaptation to local needs. Interprets and enforces provisions of state education codes and rules and regulations of State Board of Education. Conducts or participates in workshops, committees, and conferences designed to promote intellectual, social, and physical welfare of students. Studies and prepares recommendations on instructional materials, teaching aids, and related equipment. Prepares or approves manuals, guidelines, and reports on State educational policies and practices for distribution to school districts. Advises school officials on implementation of State and Federal programs and procedures. Conducts research into areas, such as teaching methods and techniques. May perform tasks at local school district level or as independent consultant in area of expertise. May be designated as consultant in specific area, such as reading, elementary education, or audiovisual education.

Designs, develops and implements education programs for students and employees within the scope of an institution's curriculum. Studies and reviews programs and education strategies for adherence to present curriculum standards. Enhances and improves existing educational programs and plans, evaluates present processes and devises strategies to circumvent shortcomings. Executes learning plans in accordance with established protocols, reviews student performance and progress. Analyzes student success and pitfalls, classroom observations, and program feedback to design solutions towards program innovation, and future program development. Assists in hiring efforts of qualified educators and of staff that meet the demands of the organizations educational programs. May monitor industry trends in educational strategy and pitch patterns of teaching to curriculum coordinators. May coordinate location requirements, ensuring classroom reservations, session scheduling, facilities coordination and physical equipment enable streamlined execution of plans. May educate peers and new hires on education plans and strategies. May choose subject and grade level areas to specialize and gain expertise in. May undertake performance reviews and peer reviews of teaching staff, evaluating job performance and correlating with student success.

Develops curriculum for education content that is customized for the facility. Implements and maintains educational tools to ensure the successful education of the students. Determines needs, priorities and required skill set of faculty members with upper management on a regular basis. Evaluates facility metrics related to retention, attendance and completion of courses to measure against objectives. Develops and monitors departmental budgets. Attends and leads regular staff meetings. Complies with all government laws and regulations. Reviews curriculum with faculty members to improve quality of instruction on a regular basis. May recruit, hire, train staff, evaluate employee performance, and recommend and initiate promotions, transfers and disciplinary action.

Heads research activities concerned with educational programs and services in school system. Develops and designs procedures to determine if program objectives are being met. Writes questionnaires and interviews school staff and administrators to obtain information about curriculum. Develops tests to measure effectiveness of curriculum or services and to interpret pupil intellectual and social development and group and school progress. Evaluates data obtained from study and prepares narrative and statistical reports for dissemination to school administrators. Formulates recommendations and procedures for current and proposed units of instruction. Develops in-service training program for staff. May devise questionnaire to evaluate training program. May specialize in research activities concerned with elementary, secondary, college, or other specialized educational programs. May evaluate staff performance. May plan budget.
Designs and develops online courses through the creation and improvement of online course content such as videos, graphics and animations. Provides subject-matter expertise on online learning platforms and concepts to support organizational learning strategy and objectives. Collaborates with staff members and instructional designers to select and implement appropriate online content that supports course learning goals and objectives. Trains full-time and part-time instructors on how to navigate online learning platforms and specific course content through online course instructional guides. Identifies areas of improvement in specific online courses and online learning strategy. Keeps informed on new online learning platforms, in-demand online courses and effective online information delivery methods. Participates in planning meetings with instructors, instructional designers and other e-learning team members. Compiles and analyzes feedback from past, present and prospective students and instructors to ensure a high-quality of online learning. Assists in creating and revising online course instructional guides to train instructors. May participate in the scripting, recording and distribution of audio and video for online course content.
Discovers, screens, conducts interviews with, and places qualified job candidates in open positions within an organization. Searches for candidates who possess the skill set, educational background, and work experience required in roles. Conducts extensive research based on the position needs, interacts with employers and prospective applicants, and matches job requirements with possible candidates. Uses email, cold-calling, instant messaging applications, Internet research, and electronic databases to solicit candidates for job openings. Rates and refers applications of best qualified merit promotion candidates to selecting officials, along with other candidates determined to meet basic eligibility requirements of a position. Educates candidates on the company's compensation and benefits packages, help them fill out and submit their new hire documentation, and makes sure that all necessary paperwork is processed with the appropriate departments. Gives advice to managers, employees, and job applicants regarding information and interpretation of a company's recruitment and placement procedures, practices, policies, and guidelines. Reviews recruitment and placement actions and provides guidance on complex and/or sensitive issues. Schedules orientation training, arranges travel and hotel accommodations for new employees, and submits employee status and performance reports to management.

Assists a diverse population of clients in obtaining and maintaining employment that is consistent with their vocational goals. Assesses client's education, work experience, skills, abilities, qualifications, and job interest; and attempts to match them with available employment, training, or other opportunities or services. Engages, builds trust with, and advises clients. Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the clients; keeps current on the local job market and identifies appropriate job placement and training opportunities. Assists clients in obtaining information about their benefits and how they will be affected by employment in order to help them make good decisions about employment opportunities. Interacts with public and private employers to develop on-the-job training and job placement sites for clients. Maintains working relationships with employers, academic and vocational training institutions, and support service and community resource agencies. Develops and implements short- and long-term goals, employment, and training plans with clients, and adjusts employment plans according to clients' needs and preferences. Provides education and support to employers, which may include negotiating job accommodations and maintaining contact with the employer's Employment Specialist. Follows up with clients to assist in maintaining employment, provides outreach services and timely interventions, and responds appropriately to situations. Participates in meetings with mental health treatment team, if applicable, and communicates individually with team members between meetings in order to coordinate and integrate vocational services into mental health treatment. May arrange for employment interviews, attend job fairs, conduct special workshops, presentations, group orientations, or perform other training and outreach activities.

Supervises activities of employment-related staff workers. Aids manager in coordination of employment activities, such as those concerned with preparing job requisitions; recruiting, testing, and interviewing candidates; checking references and doing background checks; evaluating qualifications of prospective employees; referring qualified applicants to appropriate department manager for further consideration; on-the-job indoctrination and additional training; supervisory follow-up, development, and rating of employees; and conducting exit interviews. Organizes preliminary indoctrination and training for newly hired employees according to policy. Develops statistical reports concerning recruitments, interviews, hires, transfers, promotions, terminations, and performance appraisals, utilizing knowledge of job requirements, valid selection processes, and legislation concerning equal employment practices. Recommends measures to improve methods, performance, and quality of service, and suggests changes in working conditions to increase efficiency. Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures.

Solves problems endangering the earth and its inhabitants by conducting research and interpreting findings, using knowledge of mathematical, statistical, and physical science concepts and approaches. Plans and researches environmental studies to develop methods or theories of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Examines surveys; studies collected samples of air, water, and earth; and performs historical research. Identifies potential threats and harmful pollutants or hazards to humans, plants, or animals; determines the extent and sources of environmental changes; and finds ways to prevent future damage. Excludes paraprofessional positions. Designs and evaluates waste disposal sites, preserves water supplies, and reclaims contaminated land and water. Determines data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Utilizes knowledge of mathematical, statistical, and engineering analysis techniques to prepare and provide reports, graphs, charts, and statistical models from synthesized data that includes findings from tests and evaluations and a plan of action to help control or fix environmental issues in particular areas.

Provides enzymology expertise to projects involving the study of metabolic pathways and the development of enzyme-targeted therapies. Executes kinetic and mechanistic assays, characterizes enzyme targets, and investigates the mode of action of inhibitors. Collaborates with project teams, offers technical insights, and supports the project progression. Oversees the development, implementation, and performance of automated biochemical assays for enzymology studies.
Plans, directs, and coordinates studies concerned with incidence of disease and effects of genetics, environment, lifestyle, chemicals, and other factors on health. Collects and analyzes such information as the race, gender and age of the people with the disease; their shared biological characteristics, such as a family history of the disease or common blood types; shared personal habits, such as tobacco and drug use and diet and exercise patterns; and social and economic factors. Analyzes data collected to determine probable effects on disease and mortality rates, using valid statistical techniques and knowledge of epidemiology. Plans methods of conducting epidemiological studies, and provides detailed specifications for collecting data to personnel participating in studies. Selects occupational groups for study and to arrange for collection of data concerning work history of individuals and disease concentration and mortality rates among groups. Studies many different diseases that may include outbreaks of diseases. Conducts studies to find risk factors for diseases such as something in a person's lifestyle that makes it more likely that a disease will develop. Develops codes to facilitate computer input of demographic and epidemiological data for use by data processing personnel engaged in programming epidemiological statistics. Compares statistics on causes of death among members of selected working populations with those among general population, using life-table analyses. Presents data in designated statistical format to illustrate common patterns among workers in selected occupations. Initiates and maintains contacts with statistical and data processing managers in other agencies to maintain access to epidemiological source materials. Evaluates materials from all sources for addition to or amendment of epidemiological data bank. May conduct studies to find viruses or bacteria. May plan and direct activities of clerical and statistical personnel engaged in tabulation and analysis of epidemiological information to ensure accomplishment of objectives.
Conducts security assessments and vulnerability tests to identify and mitigate potential threats and weaknesses. Understands cybersecurity principles and ethical hacking practices. Evaluates the effectiveness of systems, applications, and networks, including identifying vulnerabilities, weaknesses, and potential risks. Simulates real-world cyberattacks and identifies vulnerabilities before malicious actors can exploit them. Utilizes advanced scanning tools, methodologies, and manual testing to identify vulnerabilities. Develops and recommends security solutions, countermeasures, and best practices to mitigate identified risks and vulnerabilities. Creates comprehensive reports detailing assessment findings and recommendations for mitigation strategies. Contributes to training personnel to promote security awareness within the organization. Ensures systems and networks adhere to relevant cybersecurity standards, regulations, and compliance requirements. Collaborates with cross-functional teams, security analysts, and IT personnel to implement security measures and strengthen overall security posture. Maintains knowledge of the latest cybersecurity trends, hacking techniques, and emerging technologies to adapt to evolving threats. Engages with clients to provide insights into potential security gaps and educate them on best practices in cybersecurity.

Assesses type and degree of disability of special needs children to aid in determining special programs and services required to meet educational needs. Examines referrals of children having or suspected of having learning disabilities, developmental disabilities, behavioral disorders, or physical disabilities to determine evaluation procedure. Talks with school or other personnel, and combs records to obtain additional information on nature and severity of disability. Observes student behavior, and rates strength and weakness of factors such as rapport, motivation, cooperativeness, aggression, attention span, and task completion. Selects, administers, and scores variety of preliminary tests to measure individual's aptitudes, educational achievements, perceptual motor skills, vision, and hearing. Reports findings for staff consideration in placement of children in educational programs. May test preschool children to detect learning disabilities and recommend follow-up activities, consultation, or services. May administer work-related tests and review records and other data to assess student vocational interests and abilities. May specialize in evaluating student readiness to transfer from special classes to regular classroom and in providing supportive services to regular classroom teacher.
Plans and conducts experimental research studies involving motivation, thinking, attention, learning and memory, sensory and perceptual processes, effects of substance abuse, and genetic and neurological factors affecting behavior. Plans, designs, conducts, and analyzes results of experiments to study problems in psychology. Formulates hypotheses and experimental designs to investigate problems of perception, memory, learning, personality, and cognitive processes. Requires advanced study in the field of psychology. Designs and constructs equipment and apparatus for laboratory study. Selects, controls, and modifies variables in laboratory experiments with humans or animals, and observes and records behavior in relation to variables. Analyzes test results, using statistical techniques, and evaluates significance of data in relation to original hypothesis. Collaborates with other scientists in such fields as physiology, biology, and sociology in conducting interdisciplinary studies of behavior and formulating theories of behavior. Writes papers describing experiments and interpreting test results for publication or for presentation at scientific meetings. May specialize in aesthetics, memory, learning, autonomic functions, electroencephalography, feeling and emotion, motivation, motor skills, perception, or higher order cognitive processes. May conduct experiments to study relationship of behavior to various bodily mechanisms. May specialize in study of animal behavior to develop theories of animal and human behavior.
Teaches evening classes for extension service of college or university. Plans course of study designed to meet community, organization, and student needs. Educates and lectures students in subject matter, utilizing various methods, including demonstrations and uses of audiovisual aids and other materials to supplement presentations. Develops or follows teaching outline for course of study. Assigns lessons and corrects homework and classroom papers. Conducts and corrects examinations and assigns course grades. May deliver lectures to commercial or community organizations to promote agricultural development or domestic skills. May train Extension Agents or Workers.

Provides patient care in the clinic, hospital, and other care settings with ambulatory care under the oversight of the clinical site director. Writes, revises and monitors assigned curricular areas and reviews and revises curriculum at least annually. Acts as an advisor for assigned residents, including meeting with advisees, preparing documentation for advisee(s), and developing individualized learning plans. Prepares and presents didactic lectures and leads group discussions. Supervises care provided by residents in the hospital that complies with regulations, organizational policies and procedures, and hospital regulations, and medical staff bylaws. Responds to requests for direct supervision in the office or hospital and remains available for indirect supervision, including giving advice and answering questions. Reviews medical records and co-sign notes as supervisory responsibility. Provides direct patient care to own patient panel in clinic sessions. Evaluates resident performance and advises Program Director on decisions regarding resident progression. Participates in recruitment and selection of each year's new resident class. Performs educational administrative duties as assigned. Actively participates in clinic-wide quality assurance program initiatives, including chart audits, clinical quality measures, and patient satisfaction metrics (peer reviews). Supports residents in scholarly activities.

Assists Financial Aid Specialist and Financial Aid Counselor in helping students and parents with all aspects of the financial aid process; helps with the completion of financial aid applications; and gives information on available programs, procedures, and eligibility requirements. Looks over, verifies, and assesses applications and support documents in accordance with established guidelines to determine financial aid eligibility. Meets with new students to explain their financial aid package. Interacts with students and/or families to follow up on missing or deficient information; and relays and discusses the status of applications. Provides information to students and families regarding the options for obtaining financial aid, the process for requesting aid, and the eligibility requirements for receiving and maintaining aid. Maintains financial aid activity database, and prepares routine statistical reports and correspondence; sets up files on aid claimants, and maintains demographic data. Ensures files and paperwork are complete and accurate. Responds to inquiries and researches and resolves problems related to transactions handled by the department. Processes and accounts for loans, government checks, promissory notes, and/or other types of financial assistance; monitors expenditure to budget and, as appropriate, reconciles ledgers. Reviews checks and promissory notes with respect to current eligibility of intended aid recipient, ensures aid is paid to students' accounts in a timely manner, returns ineligible checks to awarding agencies, and returns non-valid promissory notes to students.

Interviews students applying for financial aid, such as loans, grants-in-aid, or scholarships; and evaluates financial aid applications in order to determine eligibility for various financial aid programs. Advises students and parents on financial aid programs and of their rights and responsibilities concerning financial aid; provides information to them, replies to their questions regarding financial aid sources, updates them with information about the status of their financial aid applications. and awards funds from the various university-controlled programs in accordance with established Federal, State, and institution guidelines. Confers with individuals and groups to explain the financial aid programs and associated application processes, and answers questions relating to financial assistance available to students. Questions students to obtain information needed to determine eligibility for aid, collects data, and keeps accurate records. Evaluates data on students' applications, such as proposed budget, family income, or transcript of grades, comparing it with eligibility requirements of assistance program. Determines amount of aid, considering such factors as funds available, extent of demand, and needs of students. Authorizes release of funds to students and prepares required records and reports. Assists in selection of candidates for financial awards or aid granted by specific department. May specialize in specific aid program.

Aids in the administration and delivery of Federal, State, institutional, and private financial aid and student loan programs including certification, transmission, entrance and exit counseling, and default management. Coordinates and allocates financial aid resources to eligible recipients in accordance with all Federal and State rules and regulations. Advises prospective and continuing students and families on financial aid application procedures, eligibility requirements, college policies, and availability of Federal, State, local, and institutional financial aid. Collects and processes documentation required for verification of a student's financial aid application in accordance with federal regulations. Informs students of missing information, and whether or not they are eligible for financial aid programs. Participates in financial aid events, and conducts financial aid informational presentations to special groups. Assists in the management of due dates for various Federal and State reports, surveys, etc. Assists in updating financial aid forms. Maintains an up-to-date Financial Aid operations manual, proper records retention policy, and documentation of financial aid records storage. Attends training workshops and conferences in order to learn and stay current on financial aid regulations and processing.
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Researches and analyzes chemistry of foods to develop and improve foods and beverages and assures compliance with food laws and standards of quality and purity. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Experiments with natural and synthetic materials or byproducts to develop new foods, additives, preservatives, anti-adulteration agents, and related products. Studies effects of various methods of processing, preservation, and packaging on composition and properties of foods, such as color, texture, aroma, taste, shelf life, and nutritive content. Tests food and beverage samples, such as starch, sugar, cereals, beer, canned and dehydrated food products, meats, vegetables, dairy foods, and other products to ensure compliance with food laws and standards of quality and purity. May perform, or supervise workers performing, quality control tests in food processing, canning, freezing, brewing, or distilling. May specialize in particular food or process.
Serves school students, hospital patients, or other patrons of dining area, and performs a variety of duties on the tray line. Prepares and delivers food trays. Reads production orders on color-coded menu cards on trays to determine appropriate items to place on tray. Apportions and places food servings on plates and trays according to diet list on menu card. Prepares food items such as sandwiches, salads, soups, and beverages. Places items such as eating utensils, napkins, and condiments on trays. Examines filled tray for completeness and places on cart and pushes cart from kitchen to dining area or patient rooms. Serves trays to patrons. Collects and stacks dirty dishes on cart and returns cart to kitchen. Washes dishes and cleans work area, tables, cabinets, and ovens. Collects and places garbage and trash in designated containers. In hospitals, may place servings in blender to make foods for soft or liquid diets. May record amount and types of special food items served to patients.
Examines ways to manage, improve, and protect forests to maximize their use. Conducts research in environmental factors affecting forests. Carries out studies to determine what conditions account for prevalence of different varieties of trees. Investigates adaptability of different species to new environmental conditions, such as changes in soil type, climate, and altitude. Checks and studies classification, life history, light and soil requirements, and resistance to disease and insects of different species.
Researches subjects pertaining to their department and makes a significant impact in their field. Plans instruction materials and syllabi to facilitate learning for students at the university level. Teaches students about subject matters in which they have achieved expertise. Mentors junior faculty and students and encourages and assesses student research projects. Acts as a senior-level professor and heads department activities and administrative activities. Presents research findings to peers and the community for review. This rank of a professor often focuses on research more than teaching and is typically achieved several years after earning tenure.

Arranges and structures fundraising program for charities or other causes, and writes to, telephones, or visits individuals or establishments to solicit funds or gifts-in-kind. Writes, calls, or sees potential contributors and persuades them to contribute funds or gifts-in-kind by explaining purpose and benefits of fundraising program. Compiles and analyzes information about potential contributors to develop mailing or contact list and to plan selling approach. Takes pledges or funds from contributors. Records expenses incurred and contributions received. May train volunteers to perform certain duties to assist fundraising. May organize volunteers and plan social functions to raise funds. May prepare fundraising brochures for mail-solicitation programs.

Directs, plans, develops, and establishes policies and objectives of fundraising function in accordance with objectives of organization. Oversees employees engaged in fundraising activities. Plans, coordinates, and oversees fundraising programs for charities or other causes. Directs and coordinates activities of employees engaged in the following activities. Contacts fraternal organizations, businesses, individuals, establishments, labor organizations, etc., by telephone, in person, or by mail to solicit donations. Develops list of prospective donor groups by using such sources as newspaper items, companies' records, local merchants, organizational, professional, and industrial listings and directories and other sources. Compiles and analyzes information about potential contributors and to plan selling approach. Contacts prospective donor groups to explain requirements and benefits of contributions. Promotes goodwill. Writes, telephones, or visits potential contributors and persuades them to contribute funds or gifts-in-kind by explaining purpose and benefits of fund raising program. Takes pledges or funds from contributors. Records expenses incurred and contributions received. Assists in preparation of annual budget by providing data and making recommendations. May write letter to express appreciation for donation. May organize volunteers and plan social functions to raise funds. May prepare fundraising brochures for mail-solicitation programs. May train volunteers to perform certain duties to assist fundraising. May speak at meetings about services available. May prepare applications for grants. May recruit, hire, train staff, evaluate employee performance, and initiate promotions, transfers, and disciplinary action.

Manages, plans, and coordinates fundraising programs for charities or other causes. Develops and implements policies and objectives of fundraising function in accordance with objectives of group or organization, as part of a team. Identifies and implements donor cultivation and solicitation strategies while working closely with volunteers, staff, and management. Develops and manages relationships with new and existing foundations, corporations, and community organizations. Researches individual giving opportunities, and schedules one-on-one visits with prospects and donors. Promotes goodwill and generates public awareness for group or organization. Recruits, trains, and motivates volunteers to perform certain duties to assist in fundraising. Recruits, hires, trains, and motivates permanent paid staff. Plans and oversees special donor recognition activities. Accepts pledges or funds from contributors and writes letter to express appreciation for donation. Records expenses incurred and contributions received. Ensures that all fundraising practices comply with accounting standards, State and Federal codes, and established group or organization policies and procedures. Assists in preparation of annual budget by providing data and making recommendations. May prepare fundraising brochures for mail-solicitation programs. May provide leadership for relevant market research in region. May speak at meetings about services available. May prepare applications for grants. May contribute input for group or organization website.

Provides genetic counseling to individuals and families in specified areas of clinical genetics, such as obstetrics, pediatrics, oncology, and neurology, to help them understand and adapt to birth defects or genetic disorders by providing them with information, education, and reassurance. Analyzes and interprets test results and genetic information from family histories, and identifies patients or families at risk for specific diseases, disorders, or syndromes, particularly as it applies to children. Advises patients or relatives of the risks, consequences, and nature of inherited disorders and diseases, the probability of developing or transmitting them, recurrence risks, and the options open to them in management and family planning. Conducts risk assessments and recommends medical or genetic testing based on analysis. Works with couples who want children to understand their in passing on certain birth defects or genetic disorders to their unborn children. Gains an in-depth understanding of the family history of each patient and thoroughly records the medical history of each patient, spending ample time evaluating the data. Determines or coordinates treatment plans by requesting laboratory services, reviewing genetics or counseling literature, and considering histories or diagnostic data. Explains diagnostic procedures, such ultrasound, fetal blood sampling, and amniocentesis. Assesses patients' psychological or emotional needs such as those relating to stress, fear of test results, financial issues, and marital conflicts to make referral recommendations or assist patients in managing test outcomes. Supports and counsels patients if they find out they or their children are at risk for certain genetic diseases or disorders, and helps them with more difficult aspects and findings. Provides support as patients go through extensive and sometimes invasive genetic tests. Educates physicians and health professionals at prenatal clinics, pediatric care centers, and adult genetic centers. Participates in clinical research studies.
Studies the composition, structure, and history of the earth's crust and ocean bottom. Analyzes rocks, minerals, and fossil remains to identify and determine sequence of processes affecting the development of earth. Utilizes knowledge of chemistry, physics, biology, and mathematics to explain these phenomena and to help locate mineral, geothermal, and petroleum deposits and underground water resources. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Translates geological knowledge to engineering problems encountered in construction projects, such as dams, tunnels, and large buildings. Evaluates fossil plants and animals to determine their evolutionary sequence and age. Prepares geologic reports and maps, interprets research data, and recommends further study or action. May conduct or participate in environmental studies and prepare environmental reports. May apply principles of rock and soil mechanics for engineering projects. May apply all branches of geologic knowledge to conditions that affect planning, design, construction, operation, and safety to engineering projects.
Studies the earth's surface and also its internal composition, using principles of physics, mathematics, and chemistry. Researches ground and surface waters, atmosphere, oceans, and magnetic, electrical, and gravitational forces. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Evaluates and interprets seismic, gravitational, electrical, thermal, and magnetic forces affecting earth, utilizing principles of physics, mathematics, and chemistry. Analyzes data obtained to compute shape of earth, estimate composition and structure of the Earth's interior, determine flow pattern of ocean tides and currents, study physical properties of atmosphere, and help locate petroleum and mineral deposits. Investigates origin and activity of glaciers, volcanoes, and earthquakes. Compiles data to prepare navigational charts and maps, predict atmospheric conditions, prepare environmental reports, and establish water supply and flood-control programs. May study specific aspect of geophysics.

Monitors surveillance systems, alarms, and video equipment in the global security operations center (GSOC). Works with other business units and acts as a liaison during emergencies, crisis response, and conveying business information. Performs maintenance and repairs to security equipment and all access control to ensure they are working properly. Responds to emergencies and safety incidents and contacts security officers, police, fire, or medical enforcements as required. Completes incident reports and work orders and assists with investigations. Monitors local and remote sites' traffic. Issues access badges for employees, visitors, and vendors. May assist company armorer with weapons check-in and checkout and with audit laws and required regulations.
Cares for child or children in a private home, overseeing their recreation, diet, health, and deportment. Instructs children in foreign languages and good health and personal habits. Takes disciplinary measures to control children's behavior. Arranges parties, outings, and picnics for children. Ascertains cause of behavior problems of children and devises means for solving them.
Advocates for the organization's interests, building government relationships and shaping public policy. Develops and nurtures relationships with government officials, agencies, and stakeholders. Represents the organization's interests by communicating its stance on legislative and regulatory matters. Monitors, assesses, and analyzes proposed and existing legislation, regulations, and policies. Provides insightful analysis and recommendations on policy positions. Develops and implements advocacy strategies to influence government decision-making. Coordinates lobbying efforts, including preparing briefing materials and testimony for legislative hearings. Engages in outreach to legislators and their staff to educate them about the organization's priorities and positions. Organizes and participates in meetings, conferences, and advocacy events. Assists in the development of government affairs strategies, goals, and objectives. Collaborates with cross-functional teams to align government relations efforts with organizational objectives. Ensures compliance with lobbying and campaign finance regulations. Prepares and submits required reports to government authorities in accordance with the law. Identifies and anticipates emerging legislative and regulatory issues that may affect the organization. Works with the public relations and communications team to manage public messaging and media relations related to government affairs. Recommends proactive responses and mitigation strategies.
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Locates and applies for grants on behalf of an organization, agency, institution, or unit of local government. Creates and structures grant-funded programs. Examines literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations. Discusses program requirements and sources of funds available with administrative personnel. Communicates with personnel affected by proposed programs in order to develop program goals and objectives, outlines how funds are to be used, and explains procedures necessary to obtain funding. Works with fiscal officer in preparing narrative justification for purchase of new equipment and other budgetary expenditures. Develops and submits proposal to officials for approval. Completes grant-specific reports, and researches the availability of both public and private grants. Writes grant application according to format required and submits application to funding agency or foundation. Meets with representatives of funding sources to work out final details of proposal. Directs and coordinates evaluation and monitoring of grant-funded programs, or writes specifications for evaluation or monitoring of program by outside agency. Follows and reports on the grant funding process, and assists department personnel in writing periodic reports to comply with grant requirements. Maintains master files on grants. Monitors paperwork connected with grant-funded programs.

Prepares and submits grant applications and proposals for the organization for existing or proposed projects that require unbudgeted funds. Prepares grant applications including writing or amending program descriptions and compiling required data. Assists in the development of procedures for the receipt of program funds from various funding sources. Assists in the development of a process to review funding requests and coordinate the review process. Identifies potential funding and grant sources for current programs and provides proposals for funds for emerging health issues. Develops procedures to ensure compliance with grant conditions. Develops response to requests for proposal (RFP's) and letters of intent on grants and funding. Develops budgets and justifications for new proposals and renewals of grants. Initiates and maintains communication with relevant agencies. Instructs and provides reference and information services to staff as requested. Organizes information tools and resources for optimal accessibility. Provides consultation services on research strategies, tactics, and tools. Delivers diverse scientific, medical, technical, and business research/reference services as requested. Reviews books, journals, technical reports, and electronic media relevant to health care needs. Evaluates and proposes technologies, tools, and databases appropriate for data research purposes. May assist in data analysis and the design of data presentation.

Guards street crossings during hours when children are going to or coming from school. Guides actions of children and traffic at street intersections to ensure safe crossing. Stops speeding vehicles and warn drivers. Records license numbers of vehicles disregarding traffic signals and reports infractions to police. May escort children across street. May place caution signs at designated points before going on duty and remove signs at end of shift.

Advises students, focusing on their learning, personal, social, career, and vocational needs. Collects and organizes occupational data to provide source materials and software for school career information center. Teaches students how to take and score self-administered vocational interest and aptitude tests. Schedules appointments for students requiring professional assistance. Counsels students with learning, physical, social, and emotional problems, through conferences held with students on the basis of teacher, parent, principal, or self-referral. Orders, catalogs, and maintains files on materials relating to job opportunities, careers, technical schools, colleges, scholarships, armed forces, and other programs. Provides students and teachers with career information related to students' interests and aptitudes, and demonstrates use of Internet, files, shelf collections, and other information retrieval systems. Keeps records of students enrolled in work experience program and other vocational programs to assist counseling and guidance staff. May make presentations to parent and other groups to publicize activities of career center.

Coordinates and oversees health education programs and services. Designs, develops, and implements program activities/curriculum centered around educating people on the benefits of a healthy lifestyle. Researches health trends and best practices for various health subjects. Assists with marketing and outreach initiatives to expand program base. Performs various administrative tasks required to maintain health education programs. Schedules and supports in the design and implementation of health workshops and seminars.

Creates, arranges and conducts health education programs, disease management programs, prevention programs, and health screenings for group and community needs. Recruits and engages members of the community who are high risk or have special needs. Refers individuals to community resources, including health care, behavioral health care, social services and recovery resources. Consults with community members, health specialists and civic groups to determine health needs and assist in the formulation and implementation of plans to reduce risk factors. Prepares and disseminates educational and informational materials. Collects and analyzes data to determine health trends and efficacy of programs.

Teaches elementary and secondary school subjects to hearing impaired students, using various methods of communication to receive and convey language. Plans curriculum and develops lessons and other instructional materials according to grade level of students, utilizing visual media, such as computer, films, television, and charts. Modifies teaching strategies to meet each student's individual needs. Confers with committee of parents, administrators, testing specialists, social workers, and others to develop individual educational program. Educates students in academic subjects. Instructs students in various forms of communication, such as gestures, sign language, finger spelling, and speech cues. Encourages students to participate in verbal communication classroom learning experiences to ensure their comprehension of subject matter, development of social skills, and ability to communicate in situations encountered in daily living. Tests students' hearing aids to ensure hearing aids are functioning. May attend and interpret lectures and instructions for students enrolled in regular classes. May teach parents how to participate in and enhance students' learning experiences. May teach students to use computer. May specialize in teaching lip reading. May be required to hold certification from State.

Studies human or animal tissue to provide data to delineate cause and progress of disease that impairs body function. Analyzes tissue under microscope to detect characteristics of cell structure indicative of disease and writes diagnostic reports. Excludes paraprofessional positions. Trains and oversees laboratory personnel in preparing tissue sections, or prepares tissue sections from surgical and diagnostic cases and autopsies. Devises and directs use of special stains and methods for isolating, identifying, and studying function, morphology, and pathology of obscure or difficult-to-identify cells, tissues, and connecting fibers. May conduct autopsies to select tissue specimens for study. May engage in research to develop techniques for diagnosing and identifying pathological conditions. May study anatomy of body tissues, formation of organs, and related problems to obtain data on body functions.

Gives homemakers advice in the selection and utilization of household equipment, food, and clothing. Understands homemakers' needs and shares information with manufacturers of household products. Arranges and conducts consumer education service or researches program for equipment, food, textile, or utility company, utilizing principles of home economics. Writes advertising copy and articles of interest to homemakers, tests recipes, equipment, and new household products, conducts radio and television homemakers' programs, and performs other public relations and promotion work for business firms, newspapers, magazines, and radio and television stations. Advises individuals and families on home management practices, such as budget planning, meal preparation, and energy conservation. Teaches improved homemaking practices to homemakers and youths through educational programs, demonstrations, discussions, and home visits. May engage in research in government, private industry, and colleges and universities to explore family relations or child development, develop new products for home, discover facts on food nutrition, and test serviceability of new materials. May specialize in specific area of home economics and be designated according to specialization.

Coordinates a housing program and provides housing assistance for disabled, homeless, and other clients with housing needs. Aids the Director in the process of lease-up, landlord negotiations, and contracts. Develops, implements, and maintains programs, services, policies, and procedures on housing, which may include eligibility, lease agreements, petitions, retention, emergency or temporary housing, special interest housing, and riders to leases. Determines clients' housing needs and preferences through the intake form and assessment; determines available resources of people seeking aid, and works with them to determine what is available to them. Coordinates available funding to aid clients in applying for, qualifying for, and moving into affordable housing and promoting long-term housing stability. Assists clients by making community referrals for credit counseling and legal assistance, assembling letters of support, helping them apply for eligible financial assistance, and by utilizing third parties in paying for all or part of their rent. Facilitates all aspects of the application process once clients become potential qualified applicants. Helps clients to budget and plan for move-in expenses including the security deposit and first month's rent, which may require applying for various programs that offer financial assistance for move-in expenses. Generates resources in the area of housing, including researching available affordable and supportive housing options. Identifies and collaborates with potential local housing stakeholders and community partners; engages landlords to create housing opportunities; and develops relationships with landlords, brokers, and housing programs. Assesses and prioritizes all information and referral inquiries to assure effective advocacy and financial support. Represents the organization at community meetings regarding housing issues for disabled and homeless populations, and assists with educating the community on changing policies as they relate to access to affordable housing. Troubleshoots technical housing issues as they arise with staff and advocates. Completes monthly billing and data submission of rental subsidy and cash assistance. Collaborates with and trains other advocates on housing program.

Studies the quantity, distribution, circulation, and physical properties of underground and surface waters. Analyzes the form and intensity of precipitation, its rate of infiltration into the soil, its movement through the earth, and its return to the ocean and atmosphere. Reviews environmental preservation and flood control. Excludes paraprofessional positions. Evaluates distribution, disposition, and development of waters of land areas. Maps and charts water flow and disposition of sediment. Measures changes in water volume due to evaporation and melting of snow. Studies storm occurrences and nature and movement of glaciers, and determines rate of ground absorption and ultimate disposition of water. Evaluates data obtained in reference to such problems as flood and drought forecasting, soil and water conservation programs, and planning water supply, water power, flood control, drainage, irrigation, crop production, and inland navigation projects.

Reviews applications for human subjects research projects and confirms completeness of the information and that it includes safeguards to protect the wellbeing of human participants. Collaborates with the IRB board to develop policies and procedures for IRB operations. Manages and administrates the IRB electronic submission and tracking system and any IRB records. Determines research project review exemptions. Requests project materials to support research proposal determinations and communicates project modifications. Issues Chair determinations and approval letters for research projects. Contributes to developing training materials for educating human project participants on research compliance. Prepares documents for IRB meetings and writes meeting minutes. Understands and maintains knowledge of IRB accreditation standards and federal human subjects regulations.

Reviews and analyzes Institutional Review Board application submissions and approval letters for research projects involving human subjects. Provides feedback on application submissions and discusses any identified research issues in writing or verbally with research investigators and IRB management. Assesses risks associated with research projects and contributes to designing and modifying protocols to protect human participants. Confirms that research proposals meet basic review standards and comply with federal, state, and administrative regulations, policies, and procedures. Collects technical information from various sources and prepares reports and correspondence related to IRB procedures and review summaries. Maintains knowledge and understanding of federal, state, and IRB regulations and scientific research terminology. Supports IRB activities and investigators and assists with setting up meetings, training, and answering IRB inquiries. Serves as liaison between IRB committees and investigators.
Directs and manages the administration of the Institutional Review Board, which reviews research projects involving human subjects. Develops policies and procedures for IRB operations. Oversees and assigns IRB staff to tasks and reviews the work of IRB analysts. Responds to allegations and complaints of noncompliance and unethical research conduct. Approves and denies project proposals and changes to project activities. Signs approval letters and provides them to IRB administrators for distribution. Supports the IRB Chair with leading meetings and communicating regulatory requirements and organizational policies on conducting ethical human research. Understands and maintains knowledge of IRB accreditation standards, federal human subjects regulations, and grants and contracts. Compels IRB staff and project stakeholder training on the rules and ethical procedures for conducting research. Acts as subject matter expert on human subjects research procedures, the Human Research Protections Program (HRPP), and other human and animal research regulatory documents. May maintain the IRB electronic system and update the applications and other IRB documents. May also serve as the IRB Chair at smaller organizations.
Reviews research projects involving human subjects and confirms that proposals meet ethical and regulatory requirements. Works on a committee for the protection of human research participants. Identifies project issues and collaborates with the investigator to determine compliant protocols. Monitors and helps to facilitate research projects. Manages the operations of a review board and assures compliance with regulations and review board policies. Acts as an expert and point of contact for clinical and behavioral research trials. Understands and maintains knowledge of IRB accreditation standards, federal human subjects regulations, and grants and contracts. Oversees the administration of IRB records. Trains IRB staff, researchers, and project stakeholders on the rules and ethical procedures for conducting research. May also review research projects involving animal subjects.
Manages the planning, design, and implementation of instructional programs and materials. Collaborates with subject matter experts to ensure that the content of courses are accurate and consistent. Confirms that training is designed to meet a diverse audience, accounting for different levels and learning styles. Supervises a team of instructional designers. Maintains knowledge of best practices in instructional design to continuously improve the quality of training materials. Evaluates training materials with the end user in mind.
Facilitates the planning, design, and implementation of innovative end-to-end training courses or learning projects for an engaging learning experience for internal and external audiences. Works with subject matter experts to remain well informed on instructional subjects and ensure that courses are meeting all the necessary knowledge areas. Ensures that training is designed to meet a diverse audience, accounting for different levels and learning styles. Remains knowledgeable of any changes to instructional subjects and conveys necessary changes to designers and managers. Helps with evaluating and improving courses and training materials.

Plans, designs, and implements innovative end-to-end entry, intermediate, and advanced level training courses or learning projects for an engaging learning experience for internal and external audiences. Develops training materials for instructors, such as online course instructional guides. Identifies and plans appropriate instructional content design strategies and objectives, curriculum, learning activities, and assessment materials based on analysis of tasks, learners, and subject matter to engage and educate end users on products, product features, or other various topics, ensuring the content matches the objectives. Applies the use of standards from industry, professional associations, programmatic accreditors, and those identified by local and regional employers to identify the technical competencies to be developed in each program of study. Confers with R&D and subject matter experts to identify and determine needs of the course and appropriate method of delivery based on what the students or end-users need to learn. Develops and publishes interactive and engaging multimedia course content and instructional material for online delivery, including text, graphics, interactive elements, and rich media, using a variety of media and web content applications, audio, and video capture programs. Ensures that the foundational, professional, graduate, and any other appropriate competencies common to all programs of study are appropriately integrated throughout the curriculum. Manages course development projects from inception to completion in accordance with instructional design principles. Determines, communicates, and manages scope of project, requirements, goals, and timeline. Demonstrates and utilizes effective needs analysis, project management, course development, and evaluation skills, as well as knowledge of how people learn and on how to help them learn better. Revises, rewrites, and structures content and activities to shape it for learning needs. Adapts instructional materials and creates media to support learning, e.g., visual aids for face-to-face and various multimedia for e-learning and online. Writes updates, blog posts, and tips; and may expand to include writing content for seminars, webinars, newsletters, or other learning resources. Produces training videos that demonstrate product features, and develops new-feature tours and prompts that will be embedded in the user interface. Uses visual design and coding skills; produces multimedia, creates static and motion graphics, web design, and user experience. Researches and maintains an understanding of teaching methods and tools; pursues and utilizes knowledge of emerging technologies, tools, and trends in education and learning strategies. Remains current with issues related to accessibility, compatibility, and emerging technologies, ensuring that all methods are compliant; and consults with instructors as needed.

Teaches students in commercial subjects, such as word processing, filing, secretarial procedures, business mathematics, office equipment use, and personality development, in business schools, community colleges, or training programs. Educates students in subject matter, utilizing various methods, such as lecture and demonstration, and using audiovisual aids and other materials to supplement presentations. Develops teaching outline for course of study, following curriculum guidelines or requirements. Assigns lessons and corrects homework and classroom papers. Administers tests to evaluate students' progress, records results, and issues reports to inform students of their progress. Maintains discipline in classroom.

Teaches student pilots in flight procedures and techniques and in ground school courses. Develops course outlines, study materials, and instructional procedures for students enrolled in basic, advanced, or instrument ground school. Lectures on various subjects, such as aircraft construction, Federal aviation regulations, and radio navigation. Must be certified by the Federal Aviation Administration. Educates students, demonstrating operation of various aircraft components and instruments and techniques for controlling aircraft during maneuvers, such as taxiing, takeoff, and landing, using synthetic instrument trainers. Evaluates students' actions during training flights to ensure assimilation of classroom instruction and to comply with Federal aviation regulations. Tests and evaluates students' progress, using written and performance tests and verbal interviews. May teach advanced, basic, or instrument courses.

Teaches student pilots in flight procedures and techniques. Educates students on training flights, including demonstrating techniques for controlling aircraft during taxiing, takeoff, spins, stalls, turns, and landings. Requires a Commercial Pilot's Certificate, with Instructor's Rating, issued by the Federal Aviation Administration. Develops training programs. Trains students in conducting pre-flight checks on aircraft. Establishes goals for students to achieve during flights. Teaches the principles of flight, navigation, weather, and the use of radio navigation equipment. Explains operation of aircraft components, such as rudder, flaps, ailerons, compass, altimeter, and tachometer. Teaches qualified pilots about new types of equipment and how to operate different kinds of aircraft. May give students proficiency tests at termination of training.

Teaches students in physical education activities in educational institution. Plans physical education program to promote development of student's physical attributes and social skills. Educates students in individual and team sports, utilizing knowledge of sports techniques and of physical capabilities of students. Organizes, leads, instructs, and referees indoor and outdoor games, such as volleyball, baseball, and basketball. Trains individuals or groups in beginning or advanced calisthenics, gymnastics, or corrective exercises, determining type and level of difficulty of exercises, corrections needed, and prescribed movements, applying knowledge of sports, physiology, and corrective techniques. Teaches and demonstrates use of gymnastic and training apparatus, such as trampolines and weights. Confers with students, parents, and school counselor to resolve student problem. May select, store, order, issue, and inventory equipment, materials, and supplies used in physical education program. May specialize in instructing specific sport, such as tennis, swimming, or basketball. May teach students with disabilities. May be required to hold certification from State.

Advises and educates current and prospective international students on the application process, degree requirements, immigration policies, housing, financial aid and other relevant international student information. Aids the planning and development of international student support programs and provides recommendations on how to enhance international student experience. Develops and administers regular presentations, information sessions and workshops related to international program offerings. Advises international candidates and students through phone communication, email messages, walk-in's and scheduled appointments. Communicates applicant updates with academic departments, immigration entities and international students. Processes admissions applications, enrollments and payments for international student programs. Assists with the planning and development of international student support programs. Reviews international student files and documents for accuracy and compliance with laws and regulations. Keeps abreast on necessary tools and technologies related to international student advising and administration. May lead new international students on campus tours.

Integrates software, hardware, cloud platforms, data analytics tools, edge applications, machine learning and artificial intelligence, and other technology components through the Internet. Designs, architects, configures, and tests Internet of Things (IoT) systems, enabling devices to collect and exchange data. Streamlines and optimizes the interoperability, communication, and connectivity between devices. Identifies and resolves issues in IoT systems and plans system maintenance and updates. Creates technical documentation, including architecture blueprints, specifications, and manuals. Implements security measures and ensures the security and privacy of data in IoT systems. Understands IoT communication protocols, such as MQTT, CoAP, and HTTP to establish device communication. Collaborates with clients and internal organizational teams to identify technology needs. Develops IoT frameworks, solutions, and strategies that align with business objectives. May contribute to the selection of integrated hardware components.

Translates spoken passages from one language into another. Provides consecutive or simultaneous translation between languages. Interprets complete statements from a first language to another, and interprets responses from the second into the first language, in consecutive translation. Explicates either approximate or exact translation, depending on nature of occasion. Transposes verbal material at time it is being spoken, usually hearing material over electronic audio system and broadcasting translation to listeners, in simultaneous interpreting. Confers with others in briefing on subject discussed prior to interpreting session. May be designated according to language or languages interpreted. May specialize in specific subject area.

Directs the labor-management relations activities of an organization. Develops, implements, and administers policy for subordinate managers of departments, such as employment, compensation, labor relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms. Reviews and ensures adherence to all labor contract provisions. Writes directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits. Analyzes wage and salary reports and data to determine competitive compensation plan. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Consults legal staff to ensure that policies comply with Federal and State law. Prepares personnel forecast to project employment needs. Writes and delivers presentation to corporate officers or government officials regarding industrial relations policies and practices.

Manages labor-management relations program of organization. Analyzes collective bargaining agreement to develop interpretation of intent, spirit, and terms of contract. Advises management and labor/union officials in development, application, and interpretation of labor relations policies and practices, according to policy formulated by upper management. Interfaces with Labor Relations Representative in arranging and scheduling meetings between grieving workers, supervisory and managerial personnel, and a labor/union representative to investigate and resolve grievances. Identifies problem areas upon preparing statistical reports, using records of actions taken concerning grievances, arbitration and mediation cases, and related labor relations activities. Monitors implementation of policies concerning wages, hours, and working conditions to ensure compliance with terms of labor contract. Furnishes information, such as reference documents and statistical data concerning labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs, for use in review of current contract provisions and proposed changes. May represent management in labor contract negotiations.

Advises and aids management in administration of labor relations policies, and acts as information resource for such matters. Reviews collective bargaining agreements, and contributes to contract negotiations. Advises management in investigating, answering, and settling grievances. Prepares statistical reports of types and frequency of actions taken concerning grievances, arbitration, mediation, and related labor relations activities in order to identify problem areas. Verifies adherence to terms of labor contract by monitoring day-to-day application of the Fair Labor Standards Act, Labor Management Relations Act, and other Federal and State legislations. Furnishes reference documents and statistical data concerning labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs. May represent the organization in dealings with Wage and Hour Division of the Department of Labor and the National Labor Relations Board.

Supervises labor relations program of establishment. Analyzes text of collective bargaining agreement and develops interpretation of intent, spirit, and terms of contract, to counsel management in development and application of labor relations policies and practices according to policy formulated. Represents management in investigating, answering, and settling grievances. Organizes and schedules grievance meeting between grieving workers and supervisory and managerial personnel. Prepares statistical reports of types and frequency of actions taken concerning grievances, arbitration, mediation, and related labor relations activities in order to identify problem areas. Verifies adherence to terms of labor contract by monitoring day-to-day implementation of policies concerning wages, hours, and working conditions. Represents management in periodic labor contract negotiations or serves as informational resource for such matters as provisions of current contract and significance of proposed changes and by furnishing reference documents and statistical data concerning labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs.
Acts as the in-house language expert, demonstrating proficiency in multiple languages to facilitate accurate and culturally sensitive communication. Translates written and verbal content between languages and ensures clarity and cultural relevance. Localizes content to resonate with target audiences in various regions. Provides real-time interpretation services for meetings, conferences, and client interactions, enabling seamless communication in multilingual settings. Advises colleagues and clients on cultural nuances, norms, and etiquette to prevent misunderstandings and enhance cross-cultural interactions. Develops and delivers language training programs for employees, fostering a multilingual workforce, and promoting diversity and inclusion. Reviews and proofreads translated materials to maintain high linguistic standards and accuracy. Stays up-to-date with language trends, emerging dialects, and linguistic technologies, proposing innovative solutions to enhance language-related processes. Collaborates with various departments, such as customer service and product development, to ensure consistency in language and alignment with organizational goals. Contributes to the creation of multilingual content, including marketing materials, product documentation, and customer communications. Analyzes linguistic data and customer feedback to identify language-related opportunities and challenges and recommend improvements.
Focuses on optimizing business operations through data-driven approaches. Collaborates with internal stakeholders to identify inefficiencies. Designs solutions to inefficiencies. Supports management activities.
Develops learning strategies for employees and customers. Evaluates and replies to issues that are found with learning strategies. Analyzes previous data to improve learning strategies on a regular basis. Communicates with customers to get feedback. Collaborates with management to ensure strategies fit with company objectives. Ensures high priority learning objectives are incorporated. Develops content for online learning including webinars. Determines performance gaps and seeks to remedy them. Designs content that can be adapted to multiple subjects.

Plans the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library. Maintains library collections of books, serial publications, documents, magazines, newspapers, music recordings, audio books, video recordings, Internet resources, and other resource materials, and aids groups and individuals in locating and obtaining requested materials. Illustrates, explains, and assists in use of electronic resources including computer databases and the Internet, as well as print resources such as card or book catalog or book and periodical indexes. Supervises classification, cataloging, indexing, and shelving of books and materials; in small library, may be the one to perform those duties. Searches computer databases, catalog files, and shelves to locate information. Issues and receives materials for circulation or for use in library. Furnishes information on library activities, facilities, rules, and services. Maintains knowledge of new resource technologies, materials, and services. Analyzes and selects information services. Assembles and arranges displays of books and other library materials. Answers correspondence on special reference subjects. Recommends appropriate books for people of different reading levels and with different interests. Selects and orders new resource materials. May compile list of library materials according to subject or interests. May create or assist in creation/maintenance of library website. May develop and manage Internet-based services such as marketing, customer tracking, and client education. May develop public-access computer filtering process. May prepare or assist in preparation of budget. May plan and direct or carry out special projects involving library promotion and outreach activity. May be designated according to specialized functions.

Selects and orders books, periodicals, films, and other materials for library. Reviews publishers' announcements and catalogs, and readies list of publications to be purchased. Compares selections with card catalog and orders-in-process to avoid duplication. Circulates selection lists to branches and departments for comments. Selects vendors on basis of such factors as discount allowance and delivery dates. Collects statistics on purchases, such as total purchases, average price, and fund allocations. May recommend acquisition of materials from individuals or organizations or by exchange with other libraries.

Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. Analyzes and coordinates departmental budget estimates, and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced.

Aids Librarian in the daily functioning, planning, and administration of the library services program. Provides technical guidance and administrative direction over library staff. Coordinates activities of branch or departmental libraries. Analyzes and contributes in the coordination of departmental budget preparation and controls expenditures to administer approved budget. Reviews and evaluates orders for books, serial publications, magazines, newspapers, audio and visual recordings, computer programs, Internet website subscriptions, and other resource materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Assists Director in administering personnel regulations, interviewing and appointing job applicants, staff evaluation, and promoting and discharging employees. Participates in community and professional meetings to discuss and act on library problems. May deliver book reviews and lectures to publicize library activities and services. May examine and select materials to be discarded, repaired, or replaced.

Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget. Reviews, evaluates, and selects orders for literary materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Provides on-line search capabilities. Administers personnel regulations, interviews and selects job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. Keeps current with new technologies which increase the accessibility of resource information. May examine and select materials to be discarded, repaired, or replaced.

Manages library or section containing technical materials for industrial, commercial, or governmental organizations, or for such institutions as schools and hospitals. Selects, orders, organizes, disseminates, and controls special collections of technical books, periodicals, manufacturers' catalogs and specifications, slides, film strips, motion pictures, microforms, journal reprints, and other reference materials. Directs or performs the tasks of classification, indexing, cataloging, shelving, and circulation of technical materials. Searches literature, compiles accession lists, and annotates or abstracts materials. Assists patrons in research problems. Keeps current with new technologies which increase the accessibility of information. May recommend or install changes in library policies and services. May translate or order translation of materials from foreign languages into English. May train other employees engaged in cataloging, locating, filing, or copying selected material.

Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area. Locates books and publications for patrons. Issues borrower's identification card according to established procedures. Maintains files. Repairs books and places plastic covers on new books. Answers inquiries of paraprofessional nature on telephone and in person and refers people requiring professional assistance to Librarian. May prepare material cards or issue cards and duty schedules.

Assists the Librarian with research projects. Takes care of interlibrary loans and maintains various databases. Helps organize special events and outreach events for the community. Assists with planning of and conducts and helps with public tours, class visits, book talks, and in-school assembly and other library programs. Produces graphic information and creates displays to promote library services. Answers patrons' questions about literature, activities, and library services; and helps people find specific materials or information. Issues library cards and checks out books and materials to them. Acquires books and other materials from other libraries, catalogs and shelves materials, assists with the maintenance of library materials, and organizes bookshelves. Answers phones and assists Librarians in in any way needed. Uses electronic circulation system to track down overdue books or materials, sends out overdue notices, and collect fines. May specialize in certain areas if working in a larger library.

Counsels administrators of public libraries. Performs analyses of administrative policies, observes work procedures, and checks data relative to book collections to determine effectiveness of library service to public. Compares allocations for building funds, salaries, and book collections with statewide and national standards, to determine effectiveness of fiscal operations. Gathers statistical data, such as population and community growth rates, and analyzes building plans to determine adequacy of programs for expansion. Prepares evaluation of library systems based on observations and surveys, and recommends measures to improve organization and administration of systems.

Facilitates library services including book rentals, computer rentals, room reservations, printing and copying. Assists librarians in the organization and maintenance of library materials and equipment. Answers inquiries regarding rental availability, library material location, payment and library technology. Shelves and retrieves books, publications, magazines and other physical library materials. Monitors the library and helps enforce library policies, procedures and standards. Processes the rentals of books, e-books, audiobooks, publications and other library materials. Explains library rules, renting procedures and library technology usage to new library users. Coordinates with other staff members to execute new and existing library programs. Communicates regularly with librarians and assists in the completion of administrative tasks. Processes the acquisition of new library materials and enters relevant information into library database. Troubleshoots issues with library equipment and escalates to appropriate staff members if necessary. Tracks supply inventory and orders new supplies as needed. Researches trends and upcoming releases to recommend new materials for purchase. May assist in the setup of book displays. May send reminders to users about rental due dates and associated late return policy.

Performs complex library services and operations that require specialized knowledge of a subject, language, or discipline. Assists library patrons with research and complex and technical assignments and requests; searches computer databases, catalog files, and shelves to locate information. Processes and conducts complex bibliographic searching and verification, and monitors and analyzes changes in bibliographic records for online systems and software. Performs reference management activities and creates and edits complex bibliographic records in all formats. Administrates library programs, prepares invoices, and codes library materials. Interprets and enforces library policies, handles specialized materials, and instructs users in the use of internal and external information resources. Reviews and distributes publisher notices and reports; monitors quality of materials received and oversees the collecting, preparing and processing of library materials; and prepares reports and performs data backup for a library unit and department. Helps patrons find library resources such as books, reference materials, electronic journals, and audiovisual equipment. Maintains periodicals, reference materials, and library collections. Classifies, catalogs, indexes, retrieves, re-shelves, and delivers library books and materials. Sorts, catalogs, and processes other print and non-print materials and returns them to shelves or designated storage areas. Communicates with vendors, publishers, and government agencies regarding orders and requests for library materials. Scans returned items, stamps due dates on library materials, and issues new library cards. May supervise, train, coordinate, and evaluate work performance of staff and student employees.

Assists Librarian in information services: answers questions regarding available references, and helps public in use of available references and bibliographic tools, such as Library of Congress catalog. Performs routine cataloging and coding of library materials, arranges and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, retrieves information from databases, and supervises support staff. Answers routine inquiries and refers people requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Calculates circulation statistics. Directs activities of workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, preparation activities in catalog department, or limited loan or reserve desk operation of circulation department. May operate and maintain audiovisual equipment.

Handles the organization's licensing; and oversees the coordination and completion of all related government, regulatory, and compliance documents in an organization. Manages, reviews, maintains, monitors, processes, and documents all aspects of employee licenses; tracks all licenses and appointments; and implements compliance procedures. Performs background investigations, verifies licenses, processes employee and agency paperwork and contracts, and ensures the accuracy of details and paperwork related to the registrations and licenses of the organization and individuals. Gathers required supporting documents and signatures, and completes and tracks required business license applications. Helps resolve licensing issues as they arise, and reviews and keeps current of licensing practices and requirements. Coordinates renewals and cancellations of individual licenses and company appointments. Ensures individuals maintain their licenses in good standing at all times, completing Continuing Education (CE) and training requirements in order to avoid license lapses, and determines and recommends appropriate CE for individuals based on State requirements. Serves as liaison to employees/agents to answer registration and licensing questions, update State license information, and provide them with product training instructions, notification of deadlines for State license renewals, and any other requirements. Coordinates with Personnel or the Recruiting Department to obtain all necessary required licensing information and documents from new employees.

Designs, develops and coordinates classes, exercises, and materials focusing on student success of reading and writing. Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to students. Gives instruction in the use of alternative literacy practices. Coaches teachers on instructional strategies to aid student literacy development. Develops training programs to support teacher education practices. Observes and provides feedback to teachers within the classroom environment. May lead literacy program for a school or organization.

Manages a major gifts program, to include identifying, cultivating, and soliciting major gift donors with an annual expectation of gift income productivity. Identifies potential major gift donors. Manages a portfolio of prospects and oversees a stewardship portfolio of current donors. Maintains campaign files and donor records. Devises, recommends, and executes cultivation and solicitation strategies, including strategies to generate higher levels of giving. Writes effective solicitation appeals, acknowledgment letters, donor reports, and other materials for fundraising purposes. Collaborates with volunteers and staff as required. Plans and implements marketing strategies and marketing campaigns for major gift donor recognition. Achieves specific annual fundraising and activity goals. Maintains working knowledge and current information on fundraising and tax implications of charitable giving.

Performs setup and operates computer-controlled equipment or more mechanically based machines in a manufacturing plant, and performs maintenance on that equipment. Understands the manufacturing process, converts raw materials and other tangible items into finished products, and meets production targets. Ensures raw materials are fed into the machines and that the machines run smoothly and efficiently. Conducts periodic checks on machine output to be sure it is in line with established quality standards and that all environmental health and safety regulations are adhered to. Carries out routine maintenance, and fixes machines that have broken down. Keeps machines stocked with necessary materials. Attends training sessions for operation of new equipment. May remove and pack finished products.

Researches and studies the structures and chemical properties of materials to develop new products or enhance existing products. Heads scientific studies for understanding, characterizing, and developing materials leading to potential uses for the benefit of science and emerging technologies. Excludes paraprofessional positions. Oversees programs for studying structures and properties of various materials, such as metals, alloys, ceramics, semiconductors, and polymers to obtain research data. Plans experimental laboratory production of materials having special characteristics to confirm feasibility of processes and techniques for potential users. Prepares reports of materials studies for information of other scientists and requesters. May guide technical staff engaged in developing materials for specific use in projected product or device.

Applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment and products. Uses principles and theories of mathematics. Work is more limited in scope and more practically oriented than math scientists. Discusses project plans with professional, scientific, and engineering personnel. Assesses raw data from computer or recorded on photographic film or other media. Picks most practical and accurate combination and sequence of computational methods, using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms. Selects most economical and reliable combination of manual, mechanical, or data processing methods and equipment consistent with data reduction requirements. Modifies standard formulas to conform to data processing method selected. Translates data into numerical values, equations, flowcharts, graphs or other media. Analyzes processed data to detect errors.

Solves economic, scientific, engineering, physics, and business problems, applying mathematical theory, computational techniques, algorithms, and the latest computer technology. Utilizes fundamental mathematics and researches the application of mathematical techniques to science, management, and other fields, and solves or oversees solutions to problems in various fields by mathematical methods. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Conducts research in such branches of mathematics as algebra, geometry, number theory, logic, and topology, and studies and tests hypotheses and alternative theories. Conceives and develops ideas for application of mathematics to wide variety of fields, including science, engineering, military planning, electronic data processing, and management. Applies mathematics or mathematical methods to solution of problems in research, development, production, logistics, and other functional areas, utilizing knowledge of subject or field to which applied, such as physics, engineering, astronomy, biology, economics, business and industrial management, or cryptography. Performs computations, applies methods of numerical analysis, and operates or directs operation computer software programs in solving problems in support of mathematical, scientific, or industrial research activity. Acts as advisor or consultant to research personnel concerning mathematical methods and applications.

Teaches and provides required mathematics instruction to students, and evaluates teaching and learning effectiveness in courses assigned. Plans teaching outline and develops and distributes departmental syllabus to inform students about course requirements, grading requirements, testing assignments, absence policy, and other pertinent information. Educates students, helping them develop critical-thinking abilities by gaining an understanding of mathematic concepts. Prepares, administers, and grades assignments and examinations in a timely manner; and informs students about their progress and provides opportunities which will allow them to succeed. Provides students opportunities for research and outside assignments when appropriate. Provides a safe environment for students, and takes responsibility for the security of assigned equipment, materials, and classrooms. Encourages the use of support services by students, and collaborates with support services staff to ensure that appropriate information is being shared and discussed. Meets all assigned classes on time in the assigned rooms; and follows procedures related to the Registrar's Office, including grade reports and deadlines, attendance record reports, withdrawal deadlines, mid-semester progress reports, etc. Follows the academic calendar and other policies and procedures adopted by the Board of Trustees. Uses current technology to enhance effectiveness, including computers with current software programs, projectors, and other equipment.

Directs, manages, and enhances a school's media center. Develops and communicates a strategic vision for a media center, aligning it with a school's educational objectives. Collaborates with school leadership to integrate media resources into the curriculum and educational programs. Curates, organizes, and maintains a diverse collection of media resources, both physical and digital, ensuring relevance and accessibility. Handles data related to media resources and usage to make informed decisions and improvements. Oversees technology integration into the media center, supporting digital literacy and media production. Controls the media center budget, including procurement of new materials, technology, and software, while maintaining cost-effectiveness. Aids students and staff in utilizing media resources and educational technology. Organizes and conducts training sessions on media literacy, technology use, and curriculum integration. Develops and delivers media literacy programs to help students critically evaluate and analyze media content. Collaborates with the school community to promote media center resources and foster engagement.

Controls and oversees the daily operations of a media center. Ensures that the media center can provide information, technology, and multimedia resources, supporting the organization's educational or informational goals. Curates and maintains a collection of media resources, including books, e-books, DVDs, audiobooks, digital media, and a variety of other media materials. Assists users in locating and accessing media materials and information, providing guidance on search strategies and database utilization. Maintains media center equipment, including computers, audiovisual devices, and software to ensure optimal functionality. Facilitates the scheduling and use of media center resources for various events, meetings, and educational activities. Provides training to users on media center resources and technology, offering guidance on software applications, research tools, and digital media production. Develops and implements strategies to promote the media center's resources and services, fostering engagement within the organization. Conducts media literacy workshops and presentations to help users critically evaluate and analyze media content. Handles the media center's budget, including procurement of new materials and equipment. Develops, reviews, and enforces media center policies and procedures to ensure a safe and efficient environment for users. Collaborates with educational or departmental staff to integrate media resources into curriculum and program goals.

Performs clerical duties and routine library assignments buys, receives, catalogs, circulates, and maintains medical library materials such as books, reports, periodicals, serials, abstracts, medical journals, indexes, manuscripts, slides, and microfilm. Prepares, posts, searches, verifies, files, and maintains a variety of manual and electronic records needed to order, receive, and circulate medical library materials. Issues, displays, renews, and receives returned materials. Inspects returned item for damage. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area. Assists users in the use of library materials and facilities. Locates books and publications for library users. Performs routine library assignments involved in searching records for catalog copy, preparing bibliographies, and book lists and maintaining card catalogs and book shelves. Maintains files. Repairs books and places plastic covers on new books. Answers inquiries of a paraprofessional nature on telephone and in person and refers persons requiring professional assistance to the Medical Librarian.

Utilizes knowledge and methodology of science of physics to all aspects of medicine to address problems related to diagnosis and treatment of human disease. Advises and consults with physicians in such applications as use of ionizing radiation in diagnosis, therapy, treatment planning with externally delivered radiation, as well as use of internally implanted radioactive sources; the complete subject of x-ray equipment, calibration, and dosimetry; medical uses of ultrasound and infrared; bioelectrical investigation of brain and heart; mathematical analysis and applications of computers in medicine; formulation of radiation protection guides and procedures specific to hospital environment; and development of instrumentation for improved patient care and clinical service. Plans, oversees, conducts, and participates in supporting programs to ensure effective and safe use of radiation and radionuclides in human beings by physician specialist. Teaches principles of medical physics to physicians, residents, graduate students, medical students, and technologists by means of lectures, problem solving, and laboratory sessions. Directs and participates in investigations of biophysical techniques associated with any branch of medicine. Conducts research in development of diagnostic and remedial procedures, and develops instrumentation for specific medical applications. Acts as consultant to education, medical research, and other professional groups and organizations.
Provides medical care to patients under the supervision and guidance of medical professionals. Learns, trains, and gains practical experience in a clinical setting. Aids attending physicians and senior medical staff in diagnosing and treating patients. Conducts medical evaluations, examinations, and assessments of patients' health conditions. Documents patients' medical histories, symptoms, diagnoses, and treatment plans. Participates in patient rounds, meetings, and case discussions to enhance medical knowledge and skills. Performs medical procedures and surgeries under supervision. Communicates with patients, families, and medical team members and exercises empathy. Stays updated on the latest medical advancements, techniques, and protocols. Adheres to medical standards, ethical practices, and hospital policies. Collaborates with other healthcare professionals, such as nurses, therapists, and specialists, to provide comprehensive patient care. Contributes to research projects, publications, and medical conferences.
Supervises other instructors and teaches one or more phases of medical technology to students of medicine, medical technology, nursing arts, or to interns. Organizes and directs medical technology training program. Develops curriculums, outlines course materials, and establishes criteria in other matters affecting education and welfare of students. Develops educational policies concerning teaching methods. May act as liaison officer between college or university and laboratory or hospital to coordinate academic and clinical training. May specialize in teaching one phase of medical technology.
Studies the atmosphere physical characteristics, motions, and processes, and the way it affects the rest of our environment. Utilizes results of studies to air pollution control, agriculture, air and sea transportation, defense, and forecasting weather. Researches trends in the earth's climate such as global warming, droughts, or ozone depletion. Excludes paraprofessional positions. Analyzes and interprets meteorological data gathered by surface and upper-air stations, satellites, and radar to prepare reports and forecasts for public and other users. Studies and interprets synoptic reports, maps, photographs, and prognostic charts to predict long- and short-range weather conditions. Operates computer graphic equipment to produce weather reports and maps for analysis, distribution to users, or for use in televised weather broadcast. Issues hurricane and other severe weather warnings. May broadcast weather forecast over television or radio. May prepare special forecasts and briefings for particular audiences, such as those involved in air and sea transportation, agriculture, fire prevention, air-pollution control, and school groups. May direct forecasting services at weather station, or at radio or television broadcasting facility. May conduct basic or applied research in meteorology. May establish and staff weather observation stations.

Develops and evaluates calibration systems that measure characteristics of objects, substances, or phenomena, such as length, mass, time, temperature, electric current, luminous intensity, and derived units of physical or chemical measure. Identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms. Redesigns or adjusts measurement capability to minimize errors. Develops calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements. Directs engineering, quality, and laboratory personnel in design, manufacture, evaluation, and calibration of measurement standards, instruments, and test systems to ensure selection of approved instrumentation. Advises others on methods of resolving measurement problems and exchanges information with other metrology personnel through participation in government and industrial standardization committees and professional societies.

Researches and studies the growth and characteristics of microscopic organisms, such as bacteria, algae, fungi, or other micro-organisms. Evaluates relationships between organisms and disease or the effects of antibiotics on micro-organisms; studies micro-organisms related to environmental, agricultural, virology, or immunology. Specializes in and studies the growth, structure, development, and general characteristics of bacteria and other micro-organisms. Excludes paraprofessional positions. Isolates and makes cultures of significant bacteria or other micro-organisms in prescribed or standard inhibitory media, controlling factors, such as moisture, aeration, temperature, and nutrition. Identifies micro-organisms by microscopic examination of physiological, morphological, and cultural characteristics. Observes action of micro-organisms upon living tissues of plants, higher animals, and other micro-organisms and on dead organic matter. Makes chemical analyses of substances, such as acids, alcohols, and enzymes, produced by bacteria and other micro-organisms on organic matter. May specialize in study of viruses and rickettsiae. May specialize in a particular material or product field.

Operates microfilm camera units to film documents. Prepares and inspects documents to be microfilmed for completeness and correctness of order. Monitors, maintains, and makes adjustments to microfilm camera equipment as necessary to ensure proper operation and to produce high quality reproduction. Places original copies in feed trays, feeds originals into feed rolls, or positions originals on tables beneath camera lenses. Photographs records for permanent storage. Sets controls of unit operation, such as exposure time, margin space, and camera action, according to format instructions. Uses specified camera lens according to document reduction ratios desired on film, and slides lens into position on unit. Loads film into camera and splices film to device that facilitates movement of film through unit. Positions documents on unit, activates camera, and observes control panel to monitor unit operation. Replaces film or realigns documents according to signal lights on control panel. Observes colors on printed documents to determine exposure settings based on predetermined standards, and adjusts unit controls to obtain desired effects. Removes film from unit, and wraps in light-resistant bag for further processing. Completes film identification sheet that indicates indexing numbers of microfilm and attaches sheet to bag for reference by Microfilm Processor. Inspects developed film to insure accuracy and sorts out defective or unsatisfactory images for retakes; checks and compares against original documents to insure proper reproductions.

Creates microfilm copies of statistical and other records for permanent recording and storage, using microfilm equipment, under immediate supervision. Inspects documents to be microfilmed and picks machine setup to produce quality reproduction. Responsible for quality of microfilm images. Operates and cares for a microfilm machine and maintain files. Makes machine adjustments for document to be processed and inserts documents into machine. Responsible for quality of microfilm involving inspecting developed film to ensure accuracy and sorting out defective or unsatisfactory images for retakes, checking and comparing against original document to ensure proper reproductions. Maintains records of documents microfilmed; files film according to standardized filing methods. May perform routine clerical duties, including answering the telephone, routine typing and filing. Performs other duties as required or assigned.

Prepares processing equipment and processes photographic images from film, digital media, or physical documents. Operates, monitors, and maintains microfilming equipment, detecting and assessing problems, and making necessary machine adjustments. Proofs and inspects processed film to ensure the quality of reproductions meets established standards. Provides file references by preparing, storing/filing, and retrieving documents and microfilms. Loads microfilm into machine. Records film processing information, such as film type, developing speed, and rate of chemical replenishment to maintain film log. Examines processed film to ensure numerical order and clarity, using film winder, light table, and magnifier. Mixes and adds chemicals for processing machines and automatic replenishment systems to maintain supply, following specified formula. Processes sample film and measures density of film to enable Microfilm Camera Operator to determine exposure settings for new batches of film. May perform precision tasks such as editing photographic negatives and prints.

Prepares documents for microfilming. Sizes documents into standard microfilming size and format. Notifies microfilm camera operator of special handling, such as manual repositioning, during microfilming. Creates index for company files indicating information, such as firm name and address, product category, and index code, to identify material. Generates documents, such as brochures, pamphlets, and catalogs, for microfilming, using paper cutter, photocopying machine, rubber stamps, and other work devices. Cuts documents into individual pages of standard microfilming size and format when allowed by margin space. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard microfilming size, using photocopying machine. Indicates material that will require special handling, such as manual repositioning, during microfilming. Prepares cover sheet and document folder for material and index card for company files indicating information, such as firm name and address, product category, and index code, to identify material. Inserts material to be filmed in document folder and files folder for processing according to index code and filming priority schedule.

Examines, analyzes, and categorizes minerals, gems, and precious stones. Plans and oversees studies to identify potential new mineral sources. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Isolates specimen from ore, rocks, or matrices. Makes microscopic examination to determine shape, surface markings, and other physical characteristics. Performs physical and chemical tests and makes x-ray examinations to determine composition of specimen and type of crystalline structure. Identifies and classifies samples. Develops data and theories on mode of origin, occurrence, and possible uses of minerals.

Studies the structure and activity of macromolecules and the macromolecular mechanisms found in living things, such as the molecular nature of the gene and its mechanisms of gene replication, mutation, and expression. Analyzes plant, animal, and human genetics and the variation and relationships between them. Researches, categorizes, isolates, and manipulates the molecular components of living cells and organisms in order to understand the interactions between systems in cells, including the interactions between DNA, the repository of genetic information; RNA, a close relative of DNA whose functions range from serving as a temporary working copy of DNA to actual structural and enzymatic functions as well as a functional and structural part of the translational apparatus; and protein, the major structural and enzymatic type of molecule in cells, and learning how these interactions are regulated. Performs routine and specialized methods in molecular biology. Performs testing assays using appropriate laboratory skills in liquid and material handling. Evaluates test results to include recognizing and reporting unusual test results. Tests effectiveness of drugs used for treating diseases and gene growth. Analyzes complex data and solves problems. Assists in the research, preparation, and publication of laboratory results in scientific groups. Uses specific techniques native to molecular biology, and combines these with techniques and ideas from genetics and biochemistry. Studies how genetic information can be encoded in molecules called DNA, and how this information can be used to direct the synthesis of all other kinds of molecules that make up living things. Studies how DNA can be changed and how changes can cause disease. Maintains knowledge of all current theories and principles required to effectively perform duties. Maintains excellent communication with Laboratory Services management. Maintains an accurate and complete record of all tests performed and their results. Develops nucleic acid-based assays, calibrators, and controls. Assists with reviewing and updating standard operating procedures to ensure quality control records are current and complete. Ensures compliance for all inspections to include Federal, State, county, and local regulations. May be researchers, technicians, or teachers. May develop new methods to diagnose and treat disease, new agricultural crops, or new ways to detect and remove pollutants from the environment. May serve as scientific advisor or representative to people in business, education, lawyers, or government officials.

Performs molecular-based procedures and analysis of human biological material in a variety of specialized laboratories to include histocompatibility, molecular diagnostics, cytogenetics, cloning, gene therapy, forensic imaging, DNA sequencing, image cytometry, immunopathology, flow cytometry, and electron microscopy laboratories. Prepares human biological material for specialized microscopic, cellular, serologic, molecular, genetic, and image or flow cytometric analysis, performing complex technical work. Works in a specialty lab, performing varied job duties depending on the type of specialty laboratory worked in. Follows detailed standard operating procedures to perform various nucleic acid extractions from blood, bone marrow, tissues, buccal cells, amniotic fluids, and cultured cells. Assesses the quality of the sample for analysis while performing procedures related to specialized microscopic, molecular, genetic, cellular, serological, electrophoretic, or cytometric analysis. Maintains files of slides, frozen specimens, blocks, cell preparations, micrographs, DNA preparations, gel photos, results, and reports. Maintains the laboratory and performs routine equipment maintenance. Prepares stock solutions and reagents and records quality control of reagent preparation. Assists in inventory maintenance and maintains laboratory database. Maintains complete documentation, prepares reports and addendums to reports, and interprets results of studies.

Classifies and files musical recordings, sheet music, original arrangements, and scores for individual instruments. Designates music for subject matter of program or for specific visual or spoken action. Proposes musical selections to music or program directors, disk jockeys, or others. May issue required music to conductors or other studio personnel. May track musical selections broadcaster. May listen to music, using playback equipment, to verify that quality of recordings meet broadcast standards.

Teaches individuals or groups instrumental or vocal music in public or private school. Plans daily classroom work based on teaching outline prepared for course of study to meet curriculum requirements. Evaluates students' interests, aptitudes, temperament, and individual characteristics to determine suitable instrument for beginner. Sings or plays instrument to demonstrate musical scales, tones, and rhythm. Instructs students in music theory, harmony, score and sight reading, composition, music appreciation, and provides individual or group vocal and instrumental lessons using technical knowledge, aesthetic appreciation, and prescribed teaching techniques. Conducts group rehearsals and instructs and coaches members in their individual parts, in fundamentals of musicianship, and ensemble performance. Critiques performance to identify errors and reinforce correct techniques. Leads orchestra and choral groups in regular and special performances for school program, community activities, concerts, and festivals. Meets with parents of student to resolve student problem. May accompany students on field trips to musical performances. May order, store, and inventory musical instruments, music, and supplies. May teach students with disabilities. May be required to hold certification from State.

Supports end users in all business functions, in the use of NetSuite ERP (Enterprise Resource Planning) application relating to scripts, workflows, saved searches and other ad-hoc configuration setups. Manages tasks related to ERP administration, improvements, upgrades and enhancements. Educates users on NetSuite system functionality and features and helps bridge the gap on processes as needed. Collaborates closely with stakeholders to understand their business requirements, informational needs, and data sources, and conducts requirements gathering meetings and presentations. Translates business needs into a clearly defined and detailed business requirements document, inclusive of business use cases, process flows, traceability matrices, as well as report mock-ups. Documents and analyzes current business processes and underlying systems. Monitors project progress and identifies and escalates potential project risks and delays to management. Communicates and collaborates effectively with technical staff and business users. Coordinates and leads discussions to ensure understanding and alignment to projects and initiatives. Plans user acceptance testing with business stakeholders.

Studies behavior of various fuels and fuel configurations in differentiated reactor environments to determine the safest and most efficient usage of nuclear fuels, applying theoretical and experiential knowledge of reactor physics and thermal and metallurgical characteristics of nuclear fuels and fuel cell claddings. Analyzes available data and consults with other scientists to determine parameters of experimentation and suitability of analytical models. Designs fuels behavior tests and coordinates activities of experimental research team in performance and analysis of test operations. Monitors test reactor indicators of factors such as neutron power level, coolant level, and vital pressure, temperature and humidity readings, and changes, or modifies procedures to meet test goals. Synthesizes analyses of test results and prepares technical reports to disseminate findings and recommendations. Formulates equations that describe phenomena occurring during fissioning of nuclear fuels, and develops analytical models for nuclear fuels research.

Devises and heads research, training, and monitoring programs to protect personnel from radiation hazards. Develops inspection standards, radiation exposure limits for personnel, safe work methods, and decontamination procedures, and evaluates surrounding areas to ensure that radiation is not in excess of permissible standards. Directs testing and monitoring of equipment and recording of personnel and plant area radiation exposure data. Assists in developing standards of permissible concentrations of radioisotopes in liquids and gases. Requests bioassay samples from individuals believed to be exposed. Conducts research pertaining to potential environmental impact of proposed atomic energy related industrial development to determine qualifications for licensing. Requisitions and maintains inventory of instruments. Instructs personnel in principles and regulations related to radiation hazards. Advises public authorities on methods of dealing with radiation hazards and procedures to be followed in radiation incidents, and assists in civil defense planning. If position is in health care field, may evaluate performance of therapeutic radiation equipment utilized in medical treatment of patients. If the position is involved with research, design, development, or standards, may conduct research to develops criteria for design and modification of health physics equipment, such as detectors and counters, to improve radiation protection. May calibrate equipment to assure radiation dosages are as specified. May consult on non-routine medical treatments involving radiation dosages. May instruct radiation technologist or medical personnel on medical physics. May consult with scientific personnel regarding new experiments to determine that equipment or plant design conforms to health physics standards for protection of personnel. May specialize in research concerning decontamination of radioactive equipment and work areas in nuclear plants, laboratories, and other facilities and be designated accordingly.

Instructs individuals and families in health education and disease prevention in community health agency. Determines, oversees, and ensures that health care information is distributed to staff education and outreach programs. Develops and implements research programs that promote and create healthy lifestyles for enrollees. Visits homes to determine patient and family needs, develops plan to meet needs, and provides nursing services. Requires RN license. Instructs family in care and rehabilitation of patient and in maintenance of health and prevention of disease for family members. Gives treatments to patient following physician's instructions. Assists community members and health field personnel to assess, plan for, and provide needed health and related services. Refers patients with social and emotional problems to other community agencies for assistance. Teaches home nursing, maternal and child care, and other subjects related to individual and community welfare. Participates in programs to safeguard health of children, including child health conferences, school health, group instruction for parents, and immunization programs. Assists in preparation of special studies and in research programs. Directs treatment of patient by lower-level nursing personnel. Cooperates with families, community agencies, and medical personnel to arrange for convalescent and rehabilitative care of sick or injured people. May specialize in one phase of community health nursing, such as clinical pediatrics or tuberculosis.

Leads and arranges activities of pre-kindergarten children in nursery schools or in playrooms operated for patrons of theaters, department stores, hotels, and similar organizations. Helps children remove outer garments. Puts together and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities. Directs children in eating, resting, and toileting. Helps children develop habits of caring for own clothing and picking up and putting away toys and books. Maintains discipline. May serve meals and refreshments to children and regulate rest periods. May assist in preparing food and cleaning quarters.

Teaches and demonstrates patient care in classroom and clinical units of hospital to nursing students and nursing personnel, and educates them in principles and application and improved methods of physical, biological, and psychological subjects related to nursing. Lectures students, conducts and supervises laboratory work, assigns lessons, and directs seminars and panels. Supervises student nurses and demonstrates patient care in clinical units of hospital. Requires an RN license in addition to experience and/or additional training. Prepares and administers examinations, evaluates student progress, and maintains records of student classroom and clinical experience. Participates in planning curriculum, teaching schedule, and course outline. Cooperates with medical and nursing personnel in evaluating and improving teaching and nursing practices. Develops, directs, and coordinates in-service orientation and continued education programs for nursing personnel. Conducts training programs for staff development and in improved methods of nursing services and procedures. Gives refresher training as needed. May specialize in specific subject, such as anatomy, chemistry, psychology, or nutrition, or in type of nursing activity, such as nursing of medical or surgical patients. May conduct classes for patients in health practices and procedures.

Teaches specific subjects to college or university students virtually within the assigned and approved instructional delivery system and in accordance with the mission, goals, policies, and procedures of the school. Utilizes various effective teaching methodologies approved by the college. Develops a curriculum and plans and implements teaching outlines and lessons for course of study, and coordinates schedules. Encourages student participation and leads student online discussions of the course material via forums and web chat to keep them active and engaged in learning. Assigns lessons and special projects, and evaluates student papers, projects, and tests. Responds to student comments and questions posted online. Administers tests to evaluate students' progress, records results, and issues reports to inform students of their progress. Supports the students at all stages of their degrees.

Teaches elementary school students from home or other locations in a virtual classroom, using the Internet and online tools. Plans course objectives, designs lesson plans, and abides by curriculum requirements following curriculum guidelines or requirements of state and school. Provides instruction in academic subjects, leads and encourages online discussions, keeping students active and engaged in learning. Assigns homework, special projects, and reading assignments. Responds to student comments and questions posted online. Gives feedback to students; and evaluates students' papers, projects, tests, and other assignments. Maintains records on student progress and grades. Communicates with parents and students through online chat and/or email to provide progress reports and updates. Tracks student attendance to online classes, and reports absences to supervisors, school counselors, and parents. May teach combined grade classes. May specialize by subject taught, such as math, science, or social studies.

Teaches one or more subjects to secondary school students from home or other locations in a virtual classroom, using the Internet and online tools. Evaluates, develops, and implements online instruction programs. Plans course objectives and curriculum outlines, designs lesson plans, and follows curriculum requirements following curriculum guidelines or requirements of state and school. Provides instruction in academic subjects, using teaching methods such as lectures and demonstrations; and leads and encourages online discussions, keeping students active and engaged in learning. Assigns lessons, homework, special projects, and reading assignments. Administers tests and records results. Responds to student comments and questions posted online. Gives feedback to students; and evaluates students' papers, projects, tests, and other assignments. Maintains records on student progress and grades. Communicates with parents and students through online chat and/or email to provide progress reports and updates. Tracks student attendance to online classes, and reports absences to supervisors, school counselors, and parents. Participates in faculty and professional meetings, educational conferences, and teacher training workshops. May teach combined grade classes. May specialize by subject taught, such as math, science, or history.

Performs initial and ongoing assessments of orientation and mobility skills for individuals with visual impairments. Assesses the current skill level of clients and identifies their specific mobility goals and objectives. Determines and communicates the extent of training required for clients to achieve their mobility goals. Creates individualized lesson plans to address unique needs. Keeps progress records, tracks improvements, and records milestones. Trains and instructs clients on orientation and mobility techniques, such as using mobility devices and traveling safely in indoor and outdoor environments. Assists clients in developing and improving balance and coordination skills. Ensures that visually impaired individuals can travel safely, confidently, and efficiently and encourages independence in clients. Works with organizations to advocate for the needs and rights of people with visual impairments and to present seminars within the community that educate the public about individuals with visual impairments.

Studies characteristics, habits, and life cycles of animal parasites, such as protozoans, tapeworms, roundworms, flukes, and other parasitic organisms. Determines manner in which they attack human beings and animals and effects produced. Excludes paraprofessional positions. Researches modes of transmission from host to host. Designs and develops methods and agents to combat parasites. May specialize in study of one variety of parasite, such as animal parasites that attack man, of parasitic worms, or of one-celled, free-living, and parasitic organisms.

Designs, implements, and manages a people experience program considering the purpose and goals of the organization. Contributes to and supports people operations including employee relations, performance management, change management, the people and culture team, and other human resources projects. Partners with talent acquisition to develop hiring plans that encourage diversity and engagement and lead to employee retention. Leads and informs change initiatives. Monitors the employee experience from hiring to end of their employment. Meets with employees and solicits, collects, and reviews employee insights and identifies feedback trends. Interprets and addresses employee issues and concerns. Cultivates a work environment consistent with organizational values and enhances the daily experience of employees. Understands employment law and regulations and provides advice and clarification on human resources questions and changes.

Studies effects of drugs, gases, dusts, and other materials on tissue and physiological processes of animals and human beings. Plans and runs experiments to determine reactions of drugs and other substances on functioning of organs and tissues, noting effects on circulation, respiration, digestion, or other vital processes. Excludes paraprofessional positions. Experiments with animals, such as rats, guinea pigs, and mice, to determine reactions of drugs and other substances on functioning of organs and tissues, noting effects on circulation, respiration, digestion, or other vital processes. Standardizes drug dosages or methods of immunizing against diseases by correlating results of animal experiments with results obtained from clinical experimentation on human beings. Investigates preventative methods and remedies for diseases, such as silicosis and lead, mercury, and ammonia poisoning. Analyzes food preservatives and colorings, vermin poisons, and other materials to determine toxic or nontoxic properties. Standardizes procedures for manufacture of drugs and medicinal compounds.

Researches physical phenomena, develops theories and laws on basis of observation and experiments, and devises methods to apply laws and theories of physics to industry, medicine, and other fields. Experiments with masers, lasers, cyclotrons, betatrons, telescopes, mass spectrometers, electron microscopes, and other equipment to observe structure and properties of matter, transformation and propagation of energy, relationships between matter and energy, and other physical phenomena. Defines and expresses observations and conclusions in mathematical terms. Devises procedures for physical testing of materials. Conducts instrumental analyses to determine physical properties of materials. May work in association with or under the direction of a physicist with an advanced degree in physics.

Researches, evaluates, and identifies principles governing the structure and behavior of matter, the transfer of energy, and the interaction of matter and energy. Plans and conducts research into phases of physical phenomena, develops theories and laws on basis of observation and experiments, and devises methods to apply laws and theories of physics to industry, medicine, and other fields. Performs experiments with masers, lasers, cyclotrons, betatrons, telescopes, mass spectrometers, electron microscopes, and other equipment to observe structure and properties of matter, transformation and propagation of energy, relationships between matter and energy, and other physical phenomena. Describes and expresses observations and conclusions in mathematical terms. Devises procedures for physical testing of materials. Conducts instrumental analyses to determine physical properties of materials. May specialize in one or more branches of physics.

Studies life functions of plants and animals, both in the whole organism and at the cellular or molecular level, under normal and abnormal conditions. Analyzes growth, respiration, circulation, excretion, movement, reproduction, and other functions of plants and animals under normal and abnormal conditions. Excludes paraprofessional positions. Researches cellular structure and organ-system functions of plants and animals. Determines effects of internal and external environmental factors on life processes and functions, using microscope, x-ray equipment, spectroscope, and other equipment through experimentation. Studies and identifies glands and their relationship to bodily functions. May specialize in physiology of particular body area, function, or system. May specialize in physiology of animals, of plants, or of human organisms.

Assists with placing students into their desired career field, working within the career services department of an educational institution. Arranges career fairs and other events where students can gain information about and meet with employers. Surveys career professionals and local employers to maintain knowledge of opportunities as well as hiring requirements for various careers. Keeps records of open roles within the community for students to refer to. Collaborates with businesses to fill roles with qualified candidates for full time positions or internships. May assist with resume review and mock interviews for students.

Studies and notices differences between healthy and diseased plants to determine symptoms of diseased condition. Plans and researches the nature, cause, and control of plant diseases and decay of plant products. Excludes paraprofessional positions. Infuses healthy plants with culture of suspected agents taken from diseased plants and studies effects to determine agents responsible for disease. Isolates disease-causing agent, studies habits and life cycle, and devises methods of destroying or controlling agent. Tests possible control measures under laboratory and field conditions for comparative effectiveness, practicality, and economy. Investigates comparative susceptibility of different varieties of plants and develops varieties immune to disease. Studies rates of spread and intensity of disease under different conditions of soil, climate, and geography, and predicts outbreaks of plant diseases. Determines kinds of plants and insects that harbor or transmit disease. Studies losses from deterioration of perishable plant products in transit or storage, and develops practices to prevent or reduce losses. Determines presence of disease producing agents in seed stocks to reduce losses from seed borne diseases. May specialize in type of plant affected, such as crops, fruit, or forest trees, or by type of disease, such as bacterial, virus, fungus, mycoplasma, or nematode. May inspect flower and vegetable seeds and flowering bulbs for diseases, infections, and insect injuries.

Studies proposed legislation to determine possible effect on an organization, alternatively, the interest of a client, who may be a person, specific group, or the general public. Plans and runs campaigns towards attaining an organization's or client's goals. Evaluates phenomena of political behavior, such as origin, development, operation, and interrelationships of political institutions, to formulate and develop political understandings. Consults with government officials, civic bodies, research agencies, and political parties. Analyzes and interprets results of studies, and prepares reports detailing findings, recommendations, or conclusions. May monitor proposed legislation and regulations for possible impact and effect on client or organization. May conduct research into political philosophy and theories of political systems, utilizing information available on political phenomena, such as governmental institutions, public laws and administration, political party systems, and international law. May organize and conduct public opinion surveys and interpret results. May specialize in specific geographical, political, or philosophical aspect of political behavior.
Oversees and handles the development of grant proposals by working closely with faculty and stakeholders to identify funding opportunities, conceptualize project ideas, and develop competitive proposals. Develops comprehensive proposal plans and strategies, including timelines, responsibilities, and resource allocation. Confirms compliance with institutional, sponsor, and regulatory requirements throughout the proposal development process. Stays current with trends and best practices in preaward management, grant funding mechanisms, and research administration. Implements quality assurance processes to ensure the accuracy, completeness, and integrity of proposal documents and supporting materials.
Establishes, implements, and directs the activities of a preschool and its programs for enrollment, education, and nutrition. Develops, evaluates, and enhances curriculum. Heads daily operations and administrative activities. Complies with state childcare regulations and maintains state licensing requirements. Prepares and manages the annual budget and operating costs. Meets with prospective attendants and provides tours of the childcare center. Oversees enrollment and increases admissions through community outreach. Visits with students and observes classroom activities. Hires, trains, and reviews childcare center staff and preschool teachers.
Instructs children in activities designed to promote safe, social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. Develops and implements a developmentally appropriate preschool program for young children. Plans individual and group activities to stimulate growth in language, social, and motor skills, such as learning to listen to instructions, playing with others, and using play equipment. Assures the development and safety of children in accordance with relevant Federal, State, and local legislation and policies. Establishes policies and procedures including acceptable disciplinary policies. May be required to hold certification from State.
Teaches elementary school students academic, social, and motor skills in public or private schools. Plans course objectives and outline for course of study following curriculum guidelines or requirements of state and school. Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to class. Prepares, administers, and corrects tests, and records results. Assigns lessons, corrects papers, and hears verbal presentations. Teaches rules of conduct. Maintains order in classroom and on playground. Counsels pupils when adjustment and academic problems arise. Discusses pupils' academic and behavioral attitudes and achievements with parents. Keeps attendance and grade records as required by school. May coordinate class field trips. May teach combined grade classes. May specialize by subject taught, such as math, science, or social studies. May be required to hold certification from State.

Directs and coordinates educational, administrative, and counseling activities of primary or secondary school. Develops and evaluates educational program to ensure conformance to state and school board standards. Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives. Confers with teachers, students, and parents concerning educational and behavioral problems in school. Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services. Requisitions and allocates supplies, equipment, and instructional material as needed. Directs preparation of class schedules, cumulative records, and attendance reports. Observes and evaluates teacher performance. Interviews and hires teachers. Walks about school building and property to monitor safety and security. Plans and monitors school budget. May plan and direct building maintenance. May develop and administer educational programs for students with mental or physical disabilities.
Teaches one or more college or university courses, such as economics, chemistry, law, or medicine, to undergraduate or graduate students. Educates students, using various teaching methods, following curriculum guidelines or requirements of state and school. Develops course objectives and curriculum outlines for course of study, and presents lectures to students. Develops, administers, and grades examinations, or assigns this work to others. Collects bibliographies of specialized materials for outside reading assignments. Stimulates class discussions. Directs research of other teachers or graduate students working for advanced academic degrees. Conducts research in particular field of knowledge and publishes findings in professional journals. Performs related duties, such as advising students on academic and vocational curricula and acting as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry.
Facilitates and supports activities in the Program/Project Management Office (PMO) by designing, interpreting, and recommending reports and metrics used in the analysis of key project indicators. Contributes to the development, implementation, and oversight of the project process methodology. Implements and maintains tools and reports necessary in the lifecycle of portfolio management. Supports the governance process to ensure project management standards are met. Assists Program/Project Managers in administering work intake and project setup processes, maintaining resource and role information, and publication of reports. Tracks program level risks, issues, scope, and timing changes. Analyzes and graphically represents metrics on portfolios and projects. Coordinates and consolidates status report information from various managers to produce a summary report for management. Assists in conducting internal and external benchmarking to identify best practices and keep abreast of PMO industry trends. Participates in assigned projects to recommend and implement system or process enhancements. Assists in the design, testing, implementation, and maintenance of all portfolio templates and process workflows in support of the program/project management methodology. Creates and publishes documentation when new features are added or modifications are made to existing tools, workflow, or processes. Coordinates all testing efforts needed in support of tool upgrades. Sets up and maintains reference information in the portfolio management system, such as calendars, organization and portfolio structures, roles, and other configuration elements. May provide administrative support related to the operation and distribution of standard reports from the PMO office.
Assists the PMO team in tracking project outcomes against budget, timeline, and scope goals. Interacts with PMO management and project stakeholders to ensure alignment with project priorities and processes. Facilitates implementation of project management methodology across the organization. Prepares reports on key performance indicators of all active projects. Proposes project management initiatives to management.

Directs and oversees the Program/Project Management Office (PMO) by defining and leading program and project management best practices, policies, procedures, and processes. Establishes and administers an IT project portfolio roadmap that aligns with business goals and objectives. Supports a formal, documented Program/Project Management (PMO) methodology including establishing uniform project processes, IT governance, and project performance standards. Plans, organizes, directs, and tracks all major program components including costs, schedules, resources, deliverables, etc. Develops a strategic PMO plan and manages the tactical implementation of that plan. Leads process development, implementation, and continuous improvement. Identifies program and project deliverables. Oversees and advises on issue escalation and resolution. Directs portfolio management and governance. Administers project change management and generates project and program status reporting. Manages financial profit and loss statements for PMO office, including accurately forecasting costs, operating within established budgets, and attaining margin improvement objectives. Measures, analyzes, and reports on project performance. Provides direction and standards for consistent project management tool utilization. Implements program/project management standards and best practices based on measurable success criteria. Implements a continuous improvement process relative to project management.
Manages the Program/Project Management Office (PMO) by driving program and project management best practices, policies, procedures, and processes. Tracks the status of all projects and manages escalations, project budgets, and reporting. Ensures that program and project management processes are applied consistently and effectively across all assigned initiatives. Creates and applies standardized project management methodologies, including project definition, planning, risk management, project control, and change management, to ensure a repeatable project delivery process. Collaborates with senior management to establish program and project priorities, and ensure IT initiatives align with business goals and objectives. Creates tools for project planning, delivery, management, tracking, communication, and key performance metrics. Monitors, tracks, and reports on the status of programs against budget, timelines, and scope to program/project teams and leadership. Evaluates and mitigates overall program risks. Forecasts the potential impact of program initiatives and enhancements. Designs and enhances the delivery and results of programs/projects by developing program/project management, requirements management, and change management best practices, processes, tools, and techniques. Establishes and manages the IT release calendar and synchronizes each release with external systems. Leads, mentors, and manages assigned staff.
Directs, plans, and coordinates the programs and activities, and oversees staff of the Proposal Development Division or Department. Establishes, formulates, and implements goals, standards, policies, and procedures in alignment with company guidelines. Ensures compliance of company policies, procedures, and objectives. Consults and works with other management to ensure preparation of proposal plans that meet the objectives of the proposal budget and timeline. Prepares the division or department budget, analyzes budget requests to identify areas in which reductions can be made, and allocates operating budget. Reviews and approves all proposals.

Manages and coordinates, through subordinate personnel, activities of the Proposal Development Department in accordance with organization policies and guidelines. Recommends and develops policies and procedures to benefit the department and organization. Oversees the preparation of assigned proposals, from concept through presentation to upper management and the client, meeting the requirements of the client. Defines the scope of work and services to both the client and the internal execution group. Prepares and reviews proposals in a timely manner to comply with internal review and client requirements. Works with other managers to prepare proposal plans that meet the objectives of the proposal budget and timeline. Reviews the inquiry documents for special requirements. Distributes inquiry documents to others involved in the proposal, and estimates preparation as required. Obtains assistance from other departments, such as Engineering, Estimating, Contract Administration, Construction, etc., as required to prepare the proposal. Prepares the initial assessment of the technical, financial, schedule, or any other unusual risks associated with a proposal. Defines the Scope of Work and Services offered to the client, and identifies any clarifications or exceptions to the customer's inquiry. Obtains feedback from projects to incorporate possible improvements in future proposals. Prepares and leads the Proposal-related meetings with supporting documentation.

Coordinates and supports strategic company pursuits, including the development and production of proposals and presentations. Concepts and writes proposals, utilizing broad knowledge of proposal best practices and procedures. Collaborates with others across the organization to provide outstanding client service and excellent proposal and related support. Prepares compliance matrices/outlines and schedules according to proposal best practices deployed by CPPO. Performs detailed analyses of SOQ and RFP requirements. Organizes and coordinates proposal resources, including project management and technical team input, proposal support, and graphics/print teams, reviews all of the work, and ensures completion of all assignments and adherence to CPPO best practices and quality control objectives. Provides writing support in accordance with CPPO Best Practices, including, but not limited to, developing rough drafts and detailed outlines for any part of the proposal process. Schedules, facilitates, and documents significant proposal review in accordance with CPPO best practices and as directed by Proposal Development Manager. Compiles and distributes meeting notes, and reviews comments from all proposal meetings. Ensures incorporation of changes in collaboration and coordination with all support and leadership teams. Provides routine assistance to other proposal teams and under direction of CPPO Proposal Managers or other Proposal Specialists. Researches and compiles information from both external and internal sources, including Internet, intranet, previous proposals, and other databases and data sources. Archives proposal content by uploading to appropriate internal databases or servers as part of proposal closeout procedures. Participates in CPPO training and knowledge sharing activities, and demonstrates progressive ability over time to incorporate best practices into daily work assignments. Performs self-check of work products, and coordinates independent quality control review in accordance with CPPO quality procedures.

Plans, develops, and establishes standards and policies of the Proposal Development function in accordance with objectives of the organization. Devises and administers organization policies, and develops long-range goals and objectives, aiding Executive Vice President or Chief Administrative Officer. Confers with organization officials to plan business goals and objectives, to develop organizational policies, and to coordinate functions. Directs and coordinates activities of department or division to further the attainment of goals and objectives. Reviews analyses of activities, costs, operations, and forecast data to determine department or division progress toward stated goals and objectives. Confers with other executives and administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.

Heads the university in its academic planning and the setting of educational values. Recommends and approves promotions, retentions, special hires, tenure decisions, and new appointments, and helps establish promotion and tenure policies. Allocates resources relative to state funding and overhead funds, prepares budget requests for academic and capital projects, and assigns budgets to the deans and department heads of the university. Oversees the administrative practices associated with enrollment, course offerings, tuition, student fees, and policies and values. Supervises faculty and academic staff to ensure consistent quality standards in curriculum and programs. Oversees the academic integrity of the university and leads planning and program development. Leads efforts to expand interprofessional education experiences across all schools and campuses. Supervises academic services.

Advises individuals and groups in universities and colleges, schools, clinics, rehabilitation centers, Veterans Administration hospitals, and industry to assist individuals in achieving more effective personal, social, educational, and vocational development and adjustment. Collects data about individuals through use of interviews, case history, and observational techniques. Evaluates data to identify causes of problem of individuals and to determine advisability of counseling or referral to other specialists or institutions. Selects and interprets psychological tests designed to assess individual's intelligence, aptitudes, abilities, and interests, applying knowledge of statistical analysis. Conducts counseling or therapeutic interviews to assist individual to gain insight into personal problems, define goals, and plan action reflecting interests, abilities, and needs. Provides occupational, educational, and other information to enable individual to formulate realistic educational and vocational plans. Follows up results of counseling to determine reliability and validity of treatment used. May engage in research to develop and improve diagnostic and counseling techniques. May administer and score psychological tests.

Operates and controls operation of nuclear reactor to create fissionable materials used for research purposes, study structure of atoms, and determine properties of materials. Positions fuel elements (uranium) and object to be irradiated in position in reactor core, using slave manipulators. Installs instrumentation leads in core to measure operating temperature and pressure in reactor working from mockups, blueprints, and wiring and instrumentation diagrams. Activates reactor and inserts object to be irradiated into rabbit (pneumatic) tube, beam hole, or irradiation tunnel according to size of object and nature of experiment. Monitors instruments at console and reactor panels to control chain reaction, following directions of nuclear experimenters. Calculates applicable limits of operating factors, such as temperature and pressure, using standard formulas, and adjusts controls to maintain operating conditions, such as power level, airflow and water flow, temperature, and radiation and neutron levels in reactor within operating limits. Records data, such as type of material irradiated, exposure time, pile atmospheric conditions, and position of control rods in core. Disassembles reactor parts, such as core plug (shield) and control rods, using crane and hand tools. Lifts spent fuel elements and irradiated objects from core, using extension tool, and drops them through chute into canal for recovery of fissionable material. May work as member of team and alternate between operating reactor controls and monitoring instruments, gauges, and other recording devices in control room.

Directs and administers a records management program and develops and implements its policies and procedures. Establishes processes for receiving, archiving, storing, and disposing of records. Assures records management activities comply with legal, regulatory, and organizational requirements. Plans a retention schedule based on legal and business needs. Designs and maintains a filing system for managing digital and physical records. Examines records, identifies the appropriate preservation method, and facilitates the cleaning up records and inventory auditing. Evaluates the records management program and identifies risks and areas for improvement. Creates backups of records and designs and executes a disaster recovery plan for organizational records. Oversees the transfer and destruction of confidential and sensitive information. Collaborates with the information technology department to integrate records management into business systems. Supervises and trains staff on records management policies and processes.

Manages paper and digital records, including their creation, archiving, storage, availability, and disposal. Receives and collects records, including organizational documentation, website content, database information, and research data. Plans and establishes records management policies and procedures. Designs and enables records management systems and oversees records transformation from physical to electronic form. Responds to internal and external requests for documents and information. Collaborates with technology professionals to contribute to the security of information. Maintains knowledge of government legislation such as the Freedom of Information Act and assures compliance with organizational, federal, and legal requirements for records management. Trains staff and customers who utilize or maintain records on accessing and handling information.

Coordinates college or university registration activities. Consults with other officials to devise registration schedules and procedures. Analyzes statistical data on registration for administrative use in formulating policies. Interchanges student information with other colleges or universities. Directs preparation of student transcripts. Prepares commencement list. Directs preparation of statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and students. Directs activities of workers engaged in transcribing and evaluating academic records of students applying for permission to enter college or university. Directs compilation of information, such as class schedules and graduation requirements, for publication in school bulletins and catalogs. Coordinates dissemination of information on courses offered and procedures students are required to follow in order to obtain grade transcripts. Issues official transcripts. Coordinates class schedules with room assignments for optimum use of buildings and equipment. May assign rooms for student activities.

Researches a variety of areas, such as new or existing products, science, social science, law, or medicine. Analyzes verbal or statistical data to prepare reports and studies for use by professional workers. Develops plans for project or studies guidelines for project prepared by professional staff member to outline research and/or development procedures to be followed. Plans schedule according to variety of methods to be used, availability and quantity of resources, and number of subordinate personnel assigned to participate in project. Searches sources, such as reference works, literature, documents, newspapers, statistical records, and other sources of information, to collect, record, analyze, and evaluate facts. Analyzes and evaluates applicability of collected data. Discusses findings with other personnel to evaluate validity of findings. Prepares reports and/or designs and specifications of completed projects. Prepares statistical tabulations. Writes reports or presents data in formats, such as abstracts, bibliographies, graphs, or maps. May prepare for publication in technical journals, for presentation to organization requesting project, or for use in further applied or theoretical research activities. May interview individuals to obtain data or draft correspondence to answer inquiries.

Researches product and process development, and plans, analyzes, synthesizes, and experiments on substances for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Devises new equipment and develops formulas, processes, and methods for solution of technical problems. Analyzes organic and inorganic compounds to determine chemical and physical properties, utilizing such techniques as chromatography, spectroscopy, and spectrophotometry. Induces changes in composition of substances by introduction of heat, light, energy, and chemical catalysts. Conducts research on manufactured products to develop and improve products. Conducts research into composition, structure, properties, relationships, and reactions of matter. Confers with scientists and engineers regarding research and prepares technical papers and reports. Prepares standards and specifications for processes, facilities, products, and tests.

Plans and researches in field of specialization of an engineering discipline to discover facts, or performs research directed toward investigation, evaluation, and application of known engineering theories and principles. Performs or oversees and studies results of engineering personnel performing complex engineering experiments to test, prove, or modify theoretical propositions on basis of research findings and experiences of others researching in related technological areas. Evaluates findings to develop new concepts, products, equipment, or processes or to develop applications of findings to new uses. Prepares technical reports for use by engineering or management personnel for long- and short-range planning, or for use by sales engineering personnel in sales or technical services activities. Classifications are made according to discipline. May use computer-assisted engineering software and equipment.

Manages and heads a variety of continuous and ad hoc research projects. Researches data, products, processes, and/or services for the purpose of improving said data, products, processes, and/or services. Contributes to discussions in meetings with management and/or clients, when appropriate, to determine project purpose and research needs. Designs research proposals, including decisions on methodology, target, geographic quotas, timing, etc. Leads a research team in the organization and monitors field staff and other elements necessary for completion. Attends qualitative research sessions, taking notes and developing a point-of-view from the findings. Maintains fluidity in arguments for both qualitative and quantitative methodologies. Reviews and evaluates research results and makes appropriate recommendations to management. Ensures research reports meet the purpose of the project and are strategically sound in application for the client or management. Analyzes and writes reports for research projects, including the detailed responses to questions brought up during project, as well as the strategic summaries and conclusions most applicable for the specific project. Keeps management informed on progress of projects. Liaises with other departments to ensure staff has the relevant tools for their jobs including the appropriate training for their position and experience. Develops and monitors project budgets and schedules. Controls research expenditures within approved budget limitations. Conducts internal training courses with junior staff and advises and coaches junior staff on research design, methodologies, sampling, project management, and client liaison. Handles recruitment, selection, and ongoing development of the research team, including succession planning; i.e., advising the Research Director and/or Finance Director of future resource requirements and associated budgets.

formulae, or other unknowns, using qualitative analysis. Tests data, using analytical techniques. Records test data and prepares charts, graphs, and reports. Fixes and performs maintenance on experimental or test equipment.

Researches and studies the structures and chemical properties of various materials to develop new products or enhance existing ones. Determines ways to strengthen or combine materials or develop new materials for use in a variety of products. Analyzes, performing quantitative and qualitative analyses, in order to determine the chemical and physical properties of materials, liquids, systems, formulae, or other unknowns. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Utilizes analytical techniques to test data. Records test data and prepares charts, graphs, and reports. Performs maintenance on experimental or test equipment.

Researches social problems for use in planning and organizing social welfare programs. Develops research designs on basis of existing knowledge and evolving theory. Plans and reviews methods of data collection. Collects information and makes judgments through observation, interview, and review of documents. Analyzes and evaluates data. Writes reports containing descriptive, analytical, and evaluative content. Interprets methods employed and findings to individuals within agency and community. May direct work of statistical clerks, statisticians, and others. May collaborate with research workers in other disciplines. May be employed in voluntary or governmental social welfare agencies, community welfare councils, and schools of social work.

Advises students and evaluates their abilities, interests, talents, and personality characteristics in order to develop appropriate academic and career goals. Provides individual and group guidance services relative to problems of scholastic, educational, and personal-social nature to students. Excludes paraprofessional positions. Suggests remedial or corrective actions and assists students in making better adjustments and in planning intelligent life goals. Plans and directs program to orient students and assists in their integration into scholastic life. Investigates reports of misconduct and attempts to resolve or eliminate causes of conflict. May initiate and conduct group conferences to plan and discuss programs and policies related to assignment of quarters, social and recreational activities, and dormitory living. May supervise dormitory activities. May interview all dormitory students to determine need for counseling.

Supervises residents and all operations in a residential facility, such as a school, healthcare institution, temporary placement home, or similar establishments. Assures adherence to the policies and procedures of the facility. Mitigates crisis situations or threats to security, the environment, or other residential concerns. Liaises between residents and staff. Resolves conflicts and de-escalates situations verbally. Acts as a resource and positive influence for the residents. Maintains documentation for residents' health, mental well-being, and any notable incidents.

Supervises and coordinates variety of activities for residents of boarding school, college fraternity or sorority house, care and treatment institution, children's home, or similar establishment. Assigns rooms, aids in planning recreational activities, and oversees work and study programs. Orders supplies and determines need for maintenance, repairs, and furnishings. Counsels residents in identifying and resolving social or other problems. Compiles records of daily activities of residents. Chaperones group-sponsored trips and social functions. Ascertains need for and secures services of physician. Answers telephone and sorts and distributes mail. May escort individuals on trips outside establishment for shopping or to obtain medical or dental services. May hire and supervise activities of housekeeping personnel. May plan menus.

Teaches basic academic subjects, such as reading and math, to students requiring remedial work, using special help programs to improve scholastic level and applying lesson techniques designed for short attention spans. Administers achievement tests, and evaluates test results to discover level of language and math skills. Selects and teaches reading material and math problems related to everyday life of individual student. Confers with school counselors and teaching staff to obtain additional testing information and to gain insight on student behavioral disorders affecting learning process. Designs special help programs for low achievers and encourages parent-teacher cooperation. Attends professional meetings, writes reports, and maintains records.

Develops and implements sales enablement strategies and programs. Supports and provides the sales team with knowledge, resources, and tools such as customer relationship management, content management, analytics, and training software that enable improved sales and increased revenue. Collaborates with sales, marketing, and product teams to align enablement efforts with sales goals. Designs and presents sales training programs and maintains and updates training materials. Works with sales managers to establish performance metrics and monitors and analyzes sales enablement outcomes to identify opportunities for improvement.

Develops and implements sales training programs, tools, and resources to improve the productivity and outcome of a sales team. Supports the sales team by providing tools and resources. Collaborates with sales, marketing, and product teams to align sales training efforts with sales goals. Conducts training sessions to enable and encourage product knowledge, sales skills, and sales tools. Collects feedback and data on sales enablement strategies and programs and recommends products and process improvements to Sales Enablement Manager and Sales Manager. Administers and maintains a knowledge and training library, including sales presentations, case studies, and sales analyses.

Manages, coordinates, implements, maintains, and provides oversight and direction to a college's scholarship program, utilizing knowledge of regulations and laws related to college scholarship programs, academic program requirements, and data reporting and release. Develops and maintains regular contact with students and school districts, and cultivates donor relationships with local scholarship donors, private foundations, corporations, and community organizations to renew and secure potential new scholarship gifts. Prepares new scholarship agreements and renewals, maintains and monitors existing scholarship agreements. Acts as liaison between faculty/staff, students, and the public to provide information and resources regarding scholarship activities and programs. Develops and implements best practices within the scholarship program, assists with scholarship application review and award programs, and handles inquiries from students, parents, and schools. Manages and coordinates the preparation of materials and information for donor stewardship, events management, the awarding process, and marketing the scholarship program to potential recipients. Advises students on the process and coordination with the business office, academic schools, and Financial Aid Department. Organizes fundraising projects for philanthropic purposes. Analyzes data, resolves problems, and makes sound independent decisions.

Identifies and meets needs of students and faculty for information, and develops programs to stimulate students' interests in reading and use of types of resources. Selects and organizes books, films, tapes, records, and other materials and equipment. Suggests appropriate books to students for classroom assignments and personal readings. Plans and carries out program of instruction in use by school library media center. Prepares and administers budget for media center. Confers with faculty to provide materials for classroom instruction. Confers with parents, faculty, public librarians, and community organizations to develop programs to enrich students' communications skills. Reviews records to compile lists of overdue materials and notifies borrowers to arrange for their return.

Promotes good health and provides health care services to students. Plans school health program, in cooperation with medical authority and administrative school personnel. Evaluates students, performing medical examinations. Reviews findings to determine health status of pupils and progress of program. Instructs classes in subjects, such as child care, first aid, and home nursing, and establishes nursing policies to meet emergencies. Requires RN license. Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations, provides first-aid, and maintains health records of students. Counsels students in good health habits. Works with community agencies in planning facilities to meet needs of children outside school situation. May assist in program for care of disabled children.

Advises students to assist in resolving their learning and behavior problems. Collaborates with teachers, parents, and school personnel to improve classroom management strategies or parenting skills, to counter substance abuse, or to work with students with disabilities or gifted and talented students. Endeavors to improve teaching and learning strategies. Evaluates needs of average, gifted, disabled, and disturbed children, and plans and carries out programs to enable children to attain maximum achievement and adjustment. Conducts diagnostic studies to identify child's needs, limitations, and potentials, observing child in classroom and at play, studying school records, consulting with parents and school personnel, and administering and interpreting diagnostic findings. Plans special placement or other treatment programs. Counsels pupils individually and in groups, using psychodrama, play therapy, personal interviews, and other psychological methods to assist pupils to achieve personal, social, and emotional adjustment. Carries out research to aid in introduction of programs in schools to meet current psychological, educational, and sociological needs of children. Evaluates needs of average, gifted, disabled, and disturbed children within educational system or school, and plans and carries out programs to enable children to attain maximum achievement and adjustment. Advises teachers and other school personnel on methods to enhance school and classroom atmosphere to provide motivating educational environment. Refers individuals to community agencies to secure medical, vocational, or social services for child or family. Participates in planning of remedial classes and testing programs designed to meet needs of students. Serves as consultant to school board, superintendent, administrative committees, and parent-teacher groups in matters involving psychological services within educational system or school.
Assists Principal and school staff by performing basic secretarial duties under general supervision in public or private schools. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other materials. Compiles and files student grade and attendance reports and other school records. Greets visitors to school, determines nature of business, and directs visitors to destination. Talks with students encountering problems and resolves problem or directs student to appropriate person. Answers telephone to provide information, take messages, or transfer calls. May order and dispense school supplies. May accept and deposit funds for lunches, school supplies, and student activities. May disburse funds, record financial transactions, and audit and balance student-organization and other school-fund accounts. May take dictation in shorthand and transcribe notes. May maintain calendar of school events. May oversee student playground activities and monitor classroom during temporary absence of teacher.
Studies components, structure, and relationships within specified language, and provides comprehension of its social functioning. Develops description of sounds, forms, and vocabulary of language. Contributes to development of linguistic theory. Utilizes linguistic theory to develop improved methods in translation, including computerization; teaching of language to non-native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; consultation with government agencies regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation.

Teaches one or more subjects to students in public or private secondary schools. Educates students, using various teaching methods such as lecture and demonstration, and utilizes audiovisual aids and other materials to supplement presentations. Develops course objectives and curriculum outlines for course of study, following curriculum guidelines or requirements of state and school. Assigns lessons and corrects homework. Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress. Keeps attendance records. Maintains discipline in classroom. Meets with parents to discuss student progress and problems. Participates in faculty and professional meetings, educational conferences, and teacher training workshops. Performs related duties, such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling students in adjustment and academic problems. May be identified according to subject matter taught. May be required to hold certification from State.

Develops and implements security policies, protocols, and procedures and coordinates security operations for events. Trains, recruits, and disciplines staff and oversees schedules and payroll for security personnel. Oversees staff when responding to emergencies and handle security issues. Documents reports on security status and analyzes data to identify areas for improvement. Evaluates and resolves issues and review reports on incidents and breaches. Handles budgets for security operations to ensure efficient resource allocation. Attends meetings with other managers to determine operational needs. Manages equipment, supplies and vehicles. Listens to and addresses security concerns and provides expertise and guidance on security and technical matters.

Manages and develops the SOC program and SOC operations, such as security monitoring and responding to incidents. Heads security violation investigations and responds to all information security events by maintaining knowledge of common attack vectors, security exploits, and countermeasures. Communicates with staff and management and collaborates with IT and business units to develop operational security policies and reach business goals. Coordinates, documents, and reports on security violation investigations and maintains knowledge of legal changes, regulations, and technological changes. Develops strategic plans and projects to meet security and SOC goals and execute metrics for threats and KPIs. Investigates activities and conducts analyses on the investigation. Reviews logs to identify and report possible violations of security. Informs senior management and staff of any changes and updates and escalates issues to higher-level associates. Attends meetings, seminars, and conferences.

Studies and interprets data from seismographs and other geophysical instruments to detect earthquakes and locate earthquake related faults. Researches seismic forces affecting deformative movements of Earth. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Studies and interprets seismic data to locate earthquakes and earthquake faults. Identifies potential earthquake activity by studying earth movement. Reviews, analyzes, and interprets data from seismographs and geophysical instruments. Establishes existence and activity of faults, and direction, motion, and stress of earth movements before, during, and after earthquakes. May issue maps or reports indicating areas of seismic risk to existing or proposed construction or development.

Assists students with behavioral, mental, emotional, or physical problems. Counsels students whose behavior, school progress, or mental or physical handicap or condition indicates need for assistance. Meets with parents, teachers, and other school personnel to discuss and determine causes of problems and effect solutions. Arranges for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures. Attempts to alter attitudes and behavior of parents and teachers that cause or aggravate problems. Recommends change of class or school, special tutoring, or other treatment to result in a remedy. Serves as liaison between student, home, school, and community resources, such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Serves as consultant to school personnel regarding students or situations which are not referred for direct service. May lead group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, or chemical dependency.

Conducts research in the development, structure, and behavior of groups of human beings and patterns of culture and social organization that have arisen out of group life in society and interprets and applies statistical data analyses. Compiles, tests, and assesses scientific data concerning social phenomena, such as community, associations, social institutions, ethnic minorities, social classes, and social change. Work is distinguished by the requirement for advanced study in the field of sociology. May teach sociology, direct research, prepare technical publications, or act as consultant to lawmakers, administrators, and other officials dealing with problems of social policy. May specialize in research on relationship between criminal law and social order in causes of crime and behavior of criminals. May specialize in research on punishment for crime and control and prevention of crime, management of penal institutions, and rehabilitation of criminal offenders. May specialize in research on group relationships and processes in an industrial organization. May specialize in research on rural communities in contrast with urban communities and special problems occasioned by impact of scientific and industrial revolutions on rural way of life. May specialize in research on interrelations between physical environment and technology in spatial distribution of people and their activities. May specialize in research on social problems arising from individual or group deviation from commonly accepted standards of conduct, such as crime and delinquency, or social problems and racial discrimination rooted in failure of society to achieve its collective purposes. May specialize in research on origin, growth, structure, and demographic characteristics of cities and social patterns and distinctive problems that result from urban environment. May specialize in research on social factors affecting health care, including definition of illness, patient and practitioner behavior, social epidemiology, and delivery of health care. May plan and conduct demographic research, surveys, and experiments to study human populations and affecting trends. In cases where there is a specific field of specialization, may be designated accordingly.

Studies chemical, physical, biological, and mineralogical composition of soils as they relate to plant or crop growth. Reviews reactions of various soil types to fertilizers, tillage practices, and crop rotations. Studies soil characteristics, maps soil types, and analyzes responses of soils to known management practices. Determines use capabilities of soils and effects of alternative practices on soil productivity. Excludes paraprofessional positions. Classifies soils according to standard types. Conducts experiments on farms or experimental stations to determine best soil types for different plants. Performs chemical analysis on micro-organism content of soil to determine microbial reactions and chemical and mineralogical relationship to plant growth. Investigates responses of specific soil types to tillage, fertilization, nutrient transformations, crop rotation, environmental consequences, water, gas or heat flow, industrial waste control, and other soil management practices. Advises interested people on rural or urban land use. May specialize in one or more types of activities relative to soil management and productivity.

Administers and coordinates all facets of a district or school's Special Education Department's programs and services. Oversees fiscal operations such as budget planning, monitoring costs, and purchasing. Coordinates activities of the administrative staff and services, including hiring and training of personnel. Heads planning meetings that may include the development of annual benchmarks, testing and compliance goals, opening and closing classes, program development, enrollment forecasting, and compliance issues. Supports principals and teachers at a single school or group of schools. Visits the school(s) regularly to support and mentor teachers and administrators. Maintains accurate database and files of past and present special education students. Oversees management of inventory of permanent equipment and all other equipment and materials purchased for special education. Troubleshoots issues and offers guidance to help schools and classrooms implement specific individualized education program (IEP) services.

Communicates with district personnel and consults about goals, objectives, services, modifications and accomodations necessary for special education students. Advises parents of special needs students on rights and best course of action. Interprets meaning of assessments and reports to parents. Represents the best interests of the student in the educational process. Attends Individualized Education Program meetings. May provide classroom observation reports. Helps parents put requests in writing by drafting letters, responses and complaints to school officials.

Oversees home, school, and other agencies' special educational programs and processes; and develops and verifies that Individualized Education Program (IEP) services are implemented in compliance with Federal, State and District regulations. Coordinates the delivery of special education and related services for each student, and coaches them on how to achieve the goals listed on their IEPs. Manages caseloads and schedules, meets due process standards set by the district, conducts file reviews to monitor due process. develops and reviews each IEP, and confirms that all paperwork and evaluations for each child are up-to-date. Ensures that each student has a special education folder; disseminates IEP information to teachers and relevant service providers, such as bus drivers and therapists; makes sure each child's services and supports are in place; ensures those services and supports are being provided for in the way described in each plan; and ensures compliance with procedural requirements. Works with and communicates with parents, explains the special education process, informs them when evaluations or testing will occur, and sets up meetings with them once the evaluation process is complete.

collaborating with Principals and Special Education Teachers. Oversees the programs, services, development, and implementation of programs, projects, and long- and short-range plans for achieving special education goals and objectives in accordance with the school's strategic plan ensuring conformance to District, State, and Federal objectives. Develops and manages all aspects of proposals, new programs, and grants. Monitors testing and the development and implementation of the special education program process; and ensures that students have access to the school's core curriculum. Maintains adequate staffing; recruits, interviews and hires staff, including Speech Pathologists and assistants, School Psychologists, Occupational Therapists, Physical Therapists, and providers of Early Intervention and Early Childhood Special Education; assigns tasks, supervises and evaluates daily activities of staff in order to carry out objectives within areas of responsibility; and reassigns operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth. Plans, implements, and facilitates professional development for staff, and involves staff in continuous improvement through training, self-evaluation, and goal setting. Collects and analyzes data; uses pertinent data to refine and improve operational functions and services; provides data and facilitates matters of dispute resolution with the State Department of Education and the Office for Civil Rights pertaining to students with disabilities; and manages mediation and due process procedures. Develops, monitors, and manages all aspects of the annual budgets for special education services; and coordinate budget requests with individual schools relative to instructional programs. Reviews Federal and State legislation and regulations related to special education, and determines and informs the school of the impact. Evaluates special education programs and initiatives, monitors the implementation and compliance with regulations and policies of school in order to carry out and achieve objectives within area of responsibility, and works with the school board and attorneys to develop required program and policy changes. Serves as a resource to, communicates with, and responds to concerns of students, parents, teachers, office administrators, the Board of Directors, and community members, and helps them understand the programs. Prepares documentation and presents appropriate reports and information, which may include the annual plan and application for Federal funds, to the school board and the State Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations. Conducts ongoing needs assessments; and facilitates research regarding trends and best practices to support recommendations for student success through rigorous, innovative, and technological

Develops, implements, and maintains educational plans, policies, procedures, programs, and services suited to students with special needs in compliance with district procedures and State and Federal regulations. Collaborates with school administrators, faculty, social workers, counselors, and psychologists, therapists, and other professionals that provide special education services. Communicates with parents and advocates of students, along with professionals, to identify and define each student's needs; provides individualized education programs; and assists teachers in implementation of these plans. Coordinates program components and activities of teachers, support staff, and school administrators to provide the best education experience possible. Evaluates and monitors special education programs and curricula, provides leadership, and utilizes decision-making skills to oversee the instructional programs and offerings for an entire school, district, or system. Performs a variety of administrative tasks related to policy implementation, compliance with legal regulations, and maintaining educational standards. Observes and evaluates special education teachers and associated staff, and promotes best practices and successful teaching methods. Sets budgets, handles records, and oversees curricula; and serves as a resource to parents, school personal, the Board, and the community. Maintains adequate staffing to ensure all objectives are achieved, and provides professional development.

Teaches academic and living skills in schools, institutions, or other specialized facilities to students who have learning, mental, emotional, and/or physical disabilities. Plans curriculum and develops lessons and other instructional materials according to achievement levels of students. Modifies teaching strategies to meet each student's individual needs. Confers with parents, administrators, testing specialists, social workers, and other professionals to develop individual educational program for students who are at different learning ability levels, including educable, trainable, and severely impaired, promoting their educational, physical, and social development. Instructs students in all academic subjects, utilizing various teaching techniques, such as phonetics, multisensory learning, and repetition to reinforce learning. Uses special educational strategies and techniques during instruction to increase motivation and improve the development of sensory- and perceptual-motor skills, language, cognition, memory, and social and emotional development. Teaches socially acceptable behavior, utilizing techniques such as behavior modification and positive reinforcement. Instructs students in daily living skills required for independent maintenance and economic self-sufficiency, such as hygiene, safety, and food preparation. Provides students with opportunities to observe, question, and investigate. Observes, evaluates, and prepares reports on progress of students. Meets with parents to accept and develop skills in dealing with student's learning impairment and to provide support and guidance in using community resources. May work as consultant, teach in self-contained classroom, or teach in resource room. May administer and interpret results of ability and achievement tests. May be required to hold certification from State.

Assists special education teaching staff of public or private schools, institutions, or other specialized facilities in the education and social development of students who have learning, mental, emotional, and/or physical disabilities. Helps teachers in general daily classroom activities and in the creation and implementation of Individual Education Plans and other class materials for the students. Works with special needs students to help them achieve academic success; monitors their progress; and cares for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships. Follows curriculum plan and distributes teaching materials to students. Provides support for individual students inside and outside the classroom to enable them to fully participate in activities. Works with and gets guidance from other professionals, such as Speech Therapists, Social Workers, and Occupational and Physical Therapists. Takes attendance, grades homework, and tests and records results. Maintains order within classroom and on school grounds. Takes students to and from the bus, including handling wheelchairs, as necessary. Helps students to and in the bathroom and helps with bathroom needs, as necessary. Operates learning aids, such as computers, projectors, or CD/DVD players. Prepares requisitions for library materials and stockroom supplies. Types material and prints or operates copy machine to reproduce instructional materials. May be required to have basic first aid and CPR training and certification. May work with students who may be aggressive or disruptive in class and be required to have behavior support training.
Manages library or section containing specialized materials for such institutions as law schools and hospitals, or for industrial, commercial, or governmental organizations. Selects, orders, and categorizes volume reference collection for professional and administrative staffs. Researches literature, compiles accession lists, and annotates or abstracts materials. Assists patrons in research problems. May key information into computer to store or search for selected material. May translate or order translation of materials from foreign languages into English. May train other workers engaged in cataloguing, locating, filing, or copying selected material. May be designated according to subject matter, specialty, or library.
Diagnoses and treats speech and language disorders, and scientifically studies human communication. Diagnoses and evaluates speech and language skills as related to educational, medical, social, and psychological factors. Plans, directs, or conducts habilitative and rehabilitative treatment programs to restore communicative efficiency of individuals with communication problems of organic and nonorganic etiology. Provides counseling and guidance and language development therapy to disabled individuals. Reviews individual file to obtain background information prior to evaluation to determine appropriate tests and to ensure that adequate information is available. Administers, scores, and interprets specialized hearing and speech tests. Develops and implements individualized plans for assigned clients to meet individual needs, interests, and abilities. Evaluates and monitors individuals, using audiovisual equipment. Reviews treatment plans and assesses individual performance to modify, change, or write new programs. Maintains records as required by law, establishment's policy, and administrative regulations. Attends meetings and conferences and participates in other activities to promote professional growth. Instructs individuals to monitor their own speech and provides ways to practice new skills. May act as consultant to educational, medical, and other professional groups. May conduct research to develop diagnostic and remedial techniques. May serve as consultant to classroom teachers to incorporate speech and language development activities into daily schedule. May teach manual sign language to student incapable of speaking. May instruct staff in use of special equipment designed to serve the disabled.

Instructs, explains, and demonstrates sports activity to individuals or groups at private or public recreational facility or school. Describes and shows use of apparatus and equipment. Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity. Observes students during practice to detect and correct mistakes. Explains and enforces safety rules and regulations. Explains method of keeping score. May organize and conduct competition and tournaments. May participate in competition to demonstrate skill. May purchase, display, sell, maintain, or repair equipment. May keep record of receipts and expenditures. May lecture on history and purpose of sport. May be identified according to sport instructed, such as golf, fencing, or tennis.

Leads start-up team during study start-up phase. Acts as a liaison between lead startup project directors, project team members, and the client. Serves as the point-of-contact for start-up and maintenance processes and oversight. Establishes and monitors the start up project schedule, budget, and scope. Engages in both quality assurance and risk management activities to ensure project deliverables are met. Initiates improvements to enhance the efficiency and the quality of the start-up work performed on assigned projects. Develops a site activation and maintenance strategy in conjunction with the Project Lead, other functional groups, and the client. Designs and reviews required project start-up plans. Monitors and assures compliance to project plans and realigns activities as necessary. Understands client expectations for deliverables and liaises with functional teams in the creation and modification of site activation timelines throughout the lifecycle of the project. Reviews and provides input to core study documents. Manages site activation and maintenance progress, expectations, and deliverables to a Lead project manager or the project client. Distributes start-up and maintenance related documents to local start-up staff and oversees the customization to local requirements. Oversees ethics and regulatory bodies submissions and approval status. Ensures preparation and distribution of core and country specific contract and budget templates to applicable project team members. Identifies and escalates any risks to meting deliverables. Proposes effective mitigation plans. Prepares and presents as operational lead in internal project review meetings. Supports audits (internal and external) and inspections and the resolution of any findings. Ensures that work is performed within the budget. Interprets billing guidelines for the functional area and schedule training for startup team. Identifies risk of over-spending and tracks project progress against financial milestones using applicable financial systems. Implements and follows pre-approved procedures for write off or budget overages. Determines needs, requests and manages project start-up resources. Requests resources to ensure project deliverables are met. Ensures effective cross-functional teamwork among project team members including both internal and external ancillary services. Schedules and conducts start-up related trainings to project teams. Ensures local staff has access and are trained on applicable systems. Provides performance feedback of team members to respective line managers and project management team.

Collects, analyzes, and presents numerical data, applying statistical methods and mathematical principles. Utilizes statistical knowledge to the design of surveys and experiments, collection, processing, and analysis of data, and interpretation of results. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions. Plans data collection; analyzes and interprets numerical data from experiments, studies, surveys, and other sources; and applies statistical methodology to provide information for scientific research and statistical analysis. Plans methods to collect information and develops questionnaire techniques according to survey design. Conducts surveys utilizing sampling techniques or complete enumeration bases. Evaluates reliability of source information, adjusts and weighs raw data, and organizes results into form compatible with analysis by computers or other methods. Presents numerical information by computer readouts, graphs, charts, tables, written reports, or other methods. Describes sources of information and limitations on reliability and usability. May analyze and interpret statistics to point out significant differences in relationships among sources of information and prepare conclusions and forecasts based on data summaries. May specialize in specific aspect of statistics or industrial activity reporting.

Researches mathematical theories and proofs that form basis of science of statistics, and develops statistical methodology. Examines theories, such as those of probability and inference, to discover mathematical bases for new or improved methods of obtaining and evaluating numerical data. Plans and studies tests of experimental designs, sampling techniques, and analytical methods, and prepares recommendations concerning their utilization in statistical surveys, experiments, and tests. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Investigates, evaluates, and prepares reports on applicability, efficiency, and accuracy of statistical methods used by physical and social scientists, including statisticians in obtaining and evaluating data.

Analyzes existing programs for effectiveness and recommends improvements to program leaders. Provides administrative support to students, faculty and staff on admissions, career counseling, financial aid, student housing and other academic services. Supports students and faculty by handling inquiries and concerns promptly and accurately. Aids the planning of meetings, campus events and outreach activities. Implements student programs in compliance with academic policies, regulations, and guidelines. Advises students on academic services and directs questions to the appropriate staff by assessing individual inquiries. Coordinates logistics of various student-related events. Acts as a subject matter expert on student programs, policies and procedures. Assists program managers and student affair leaders on ad-hoc projects. May train and direct student and temporary workers on day-to-day activities. May prepare reports on the status of student programs.

Works with student academic, administrative, and success managers to develop strategies for keeping students enrolled in a school or program. Meets with students and gives academic and career guidance. Encourages good academic performance and attendance among the student population from pre-admission to entry through graduation. Examines retention and attrition records, identifies dropout trends, and creates solutions to improve the continual enrollment of students. Leads orientation and onboarding events and helps to promote engagement in school activities. Monitors student academic progress and connects students with resources and support services such as financial aid, counseling, and tutoring to intervene in a student potentially dropping out of a program.

Supports students by listening to questions and concerns regarding academics and advises them on the appropriate solution. Acts as a subject matter expert on student services for individual students, student organizations and clubs. Coordinates student programs in conjunction with organizational goals. Maintains and organizes student records and documents. Works with students to assess needs and identify solutions in a timely manner. Enables students to succeed by providing accurate information, resources and advice. Audits student files and records for accuracy. Updates student files with required documents. Ensures the coordination of student programs and student services adhere to applicable policies and regulations. Keeps abreast on relevant student services training and knowledge. Communicates with faculty and staff as necessary. May attend workshops and conferences for professional development.

Coaches and advises prospective and current students throughout the entire study abroad program, from application to completion. Analyzes and enhances current study abroad programs and initiatives to increase student awareness and satisfaction. Maintains up to date knowledge on study abroad offerings, degree requirements and financial aid information. Administers regular information sessions and presentations on study abroad offerings. Acts as a primary point of contact for students, family, faculty and staff on study abroad programs. Answers program-related inquires timely and accurately. Tracks the progress of each application and provides students with relevant information and updates on application status. Communicates with cross-functional teams to ensure students are eligible for study abroad programs and have access to financial aid resources. Conducts post-program interviews and surveys to collect feedback on study abroad experience. May prepare presentations to report the effectiveness and satisfaction of study abroad programs.

Teaches one or more subjects to students in public or private schools in a teacher's absence. Implements the teacher's lesson plans, following curriculum guidelines or requirements of state and school. Educates students, using various teaching methods such as lecture and demonstration; and utilizes audiovisual aids and other materials to supplement presentations. Assigns lessons and corrects homework. Keeps attendance records. Maintains discipline in classroom. Completes a daily report or evaluation to communicate any pertinent information resulting from the day's events. May be required to hold certification from State.
Directs and coordinates programs and finances of a school or district, working with and for a board. Provides formulated plans and policies for educational program to board for approval. Implements program for selection of school sites, construction of buildings, and provision of equipment and supplies. Directs preparation and presentation of school budget required to finance educational program. Interprets program and policies of school to school personnel, to individuals, and to other groups. Addresses community and parent groups to enlist their support. Coordinates work of school with related activities of other school districts and agencies. May supervise examining, appointing, training, and promotion of teaching personnel. May specialize in areas, such as personnel services, curriculum development, or business administration.
Oversees and coordinates surveillance audits to maintain security integrity. Identifies, evaluates, and communicates violations to management. Develops tools and procedures to enhance surveillance of company property and materials. Monitors and oversees surveillance systems to ensure incidents are detected. Researches new methods and technologies to improve surveillance processes. Maintains data and monitors access. Conducts internal and external audits, and performs risk assessments.
Manages employees and actions within the surveillance operation. Analyzes activities within the facility and confirms customer and employee adhere to laws, regulations, internal controls, and company policies and procedures. Oversees counting operations to ensure they adhere to internal and external policies, procedures and laws. Administers internal surveillance investigations and coordinates surveillance investigations conducted by external law enforcement agencies. Maintains familiarity with local, state, and federal laws and regulations, as well as company policies and procedures. Notifies supervisors and relevant external law enforcement agencies of any illegal activity, such as cheating, theft and embezzlement. Writes, enforces and updates company surveillance and security policies and procedures, including emergency procedures. Verifies accuracy of surveillance logs and reports. Ensures that surveillance equipment is functional. Recruits, interviews, hires, trains, develops and evaluates staff. Plans and develops staffing schedules, assigns employees to specific duties and maintain payroll documentation. Addresses staff and customer complaints and works to reach a resolution. Develops, executes, and monitors adherence to business plans, financial forecasts, and budgets. Researches, evaluates, and implements new industry trends and innovations in surveillance technology.

Monitors all operations to ensure customer and employee adherence to laws, regulations, internal controls, and company policies and procedures using mirrors above the floor, view from the cashier's cage, audio/video systems and other surveillance equipment. Detects, records, and catalogs any suspicious, unsafe or illegal behaviors. Informs supervisor of any suspicious behavior and other issues as they occur. Maintains familiarity with local, state, and federal laws and regulations, as well as company policies and procedures. Checks status or surveillance equipment at the beginning of every shift and reports any issues to the maintenance team. Adjusts monitor controls to improve reception when necessary. Maintains detailed, updated logs of activities within the facility. Provides detailed written and oral reports of all suspicious activities and violations of laws or company policies and procedures to supervisor. May participate in simulated missions of possible attack scenarios or hostile agent situations.

Monitors premises of company, building, or public transportation terminals to detect crimes or disturbances, using closed circuit television monitors, and notifies authorities by telephone of need for corrective action. Observes television screens that transmit in sequence views of transportation facility sites. Pushes hold button to maintain surveillance of location where incident is developing, and telephones police or other designated agency to notify authorities of location of disruptive activity. Readjusts monitor controls when required to improve reception, and notifies repair service of equipment malfunctions.

Classifies, catalogs, retrieves, loads, transfers, and maintains library of data set contained on various types of media; and performs other tape/media library functions that include, but are not limited to, mounting, refilling, unpacking, staging, labeling, and initializing tapes. Classifies media according to content, purpose, principal user, date generated, or other criteria. Assigns identification number, following standard system. Prepares catalog of media classified. Stores tapes and other media according to classification and identification number. Issues tapes/other media and maintains charge-out records. Inspects returned tapes/other media and notifies supervisor when tapes/other media are worn or damaged. Removes obsolete tapes/other media from library, following data retention requirements. May print, separate, and distribute computer-generated output. May send tapes/other media to off-site location for secure storage. May maintain and update technical reference library. May maintain files of program developmental records and operating instructions. May work in computer room operations, performing tasks such as loading and removing paper and printouts and reels of tape.

Teaches elementary and secondary school subjects and daily living skills to visually impaired students. Educates students in reading and writing, using magnification equipment and large print material or Braille system. Confers with parents, administrators, testing specialists, social workers, and others to develop individual educational program for students. Plans curriculum and develops lessons and other instructional materials, according to grade level of students. Transcribes lessons and other materials into Braille for blind students or large print for low vision students. Reviews and corrects completed assignments, using such aids as Braille writer, slate and stylus, or computer. Arranges for and conducts field trips designed to promote experiential learning. Instructs students in academic subject areas and daily living skills, such as hygiene, safety, and food preparation. Encourages students to participate in verbal and sensory classroom learning experiences to ensure their comprehension of subject matter, development of social skills, and ability to identify objects encountered in daily living. Meets with parents to discuss how parents can encourage student's independence and well-being and to provide guidance in using community resources. May counsel students. May teach Braille to individuals with sight. May be required to hold certification from State.

Assists teaching staff of public or private elementary or secondary school. Takes attendance. Grades homework and tests and records results. Distributes teaching materials to students. Maintains order within school and on school grounds. Operates learning aids, such as film projectors and CD/DVD players. Prepares requisitions for library materials and stockroom supplies. Types material and operates duplicating equipment to reproduce instructional materials.

Teaches students in college/university subjects. Educates students in subject matter; utilizes various methods, such as lecture and demonstration, and using audiovisual aids and other materials to supplement presentations. Plans teaching outline for course of study, following curriculum guidelines or requirements of state and school. Assigns lessons, and corrects homework and classroom papers. Administers tests to evaluate students' progress, records results, and issues reports to inform students of their progress. Maintains discipline in classroom. May be required to hold certification from State.

Teaches classes, presents lectures, heads workshops, and participates in other activities to further educational program of museum, zoo, or similar institution. Plans course content and method of presentation, and develops outline of material to be covered and submits it for approval. Selects and assembles materials to be used in teaching assignment, such as pieces of pottery or samples of plant life, and arranges use of audiovisual equipment or other teaching aids. Conducts classes for children in various scientific, history, or art subjects, utilizing museum displays to augment standard teaching methods and adapting course content and complexity to ages and interests of students. Teaches adult classes in such subjects as art, history, astronomy, or horticulture, using audiovisual aids, demonstration, or laboratory techniques appropriate to subject matter. Presents series of lectures on subjects related to institution collections, often incorporating films or slides into presentation. Conducts seminars or workshops for school system teachers or lay persons to demonstrate methods of using institution facilities and collections to enhance school programs or to enrich other activities. Conducts workshops or field trips for students or community groups and plans and directs activities associated with projects. Plans and presents vacation or weekend programs for elementary or preschool children, combining recreational activities with teaching methods geared to age groups. Conducts classes for academic credit in cooperation with area schools or universities. Teaches courses in museum work to participants in work-study programs. Works with adult leaders of youth groups to assist youths to earn merit badges or fulfill other group requirements. Maintains records of attendance. Evaluates success of courses, basing evaluation on number and enthusiasm of people participating and recommends retaining or dropping course in future plans. When course is offered for academic credit, evaluates class member performances, administers tests, and issues grades in accordance with methods used by cooperating educational institution.

Refines work of writers, and heads and coordinates activities of writers engaged in preparing technical, scientific, medical, or other material for publication in conjunction with or independent from manufacturing, research, and related activities. Assigns staff writer or contracts with specialist in subject area to produce draft of manuscript. Oversees staff writers and delineates standard procedures for gathering data and writing. Analyzes developments in specific field to determine need for revisions, corrections, and changes in previously published materials and development of new material. Confers with customer representatives, vendors, plant executives, or publisher to establish technical specifications, determine specific or general subject material to be developed for publication, and resolve problems concerned with developing and publishing subject material. Reviews draft of manuscript, and makes recommendations for changes. May edit and correct final draft to prepare for typesetting. May perform similar duties to those supervised. May select or recommend graphics, such as drawings, diagrams, pictures, and charts to illustrate manuscript. May specialize in particular type of publication, such as manuals, handbooks, articles, or proposals.

Creates, lays out, and draws technical illustrations for reproduction in reference works. Prepares drawings from blueprints, designs, mockups, photo prints, and other sources by methods and techniques suited to specified reproduction process or final use, such as blueprint, photo-offset, and projection transparencies, using drafting, optical equipment, and digital computer formats. Lays out and draws schematic, perspective, orthographic, or oblique-angle views to depict function, relationship, and assembly sequence of parts and assemblies, such as gears, engines, and instruments. Shades or colors drawing to emphasize details or to eliminate undesired background, using ink, crayon, airbrush, overlays, and/or computer software. May draw cartoons and caricatures to illustrate operation, maintenance, and safety manuals and posters.
Manages and coordinates activities of workers engaged in preparation and layout of a technical publication and assures the quality and timely delivery of required material. Studies materials to determine the most effective form of presentation and number and type of illustrations required, in accordance with specifications and accepted standards of composition, limitations of equipment, and available funds. Oversees activities of various media types that may include desktop publishing, documentation manuals and software, electronic publishing, illustrations, marketing materials and activities, repair guides and manuals, sales materials, software presentations, translations, users manuals, and related materials. Coordinates technical liaison services between management, production department, sales department, and customers with newly developed techniques or practices in processing company products, and to inform customers of new types, specifications, and end-uses of products. Confers with production department managers to assist in specific classification of products from quality assurance position, report on new product or process technology of competitors, and to discuss new specifications required by customers. May direct investigation of customer complaints regarding quality, tolerances, specifications, and delivered condition of products. Records, analyzes, and informs concerned personnel of production quality assurance, and sales departments of status and disposition of customer complaints and claims. Negotiates settlement of claims for which company is responsible, within limits prescribed by management. May survey potential markets to increase sales.
Arranges activities of instructors engaged in training employees or customers of industrial or commercial establishment. Talks with managers, instructors, or customer representatives to determine training needs. Assesses training packages, including outline, text, and handouts written by instructors. Designates instructors to conduct training. Designates instructors to in-service or out-service training classes to learn new skills as needed. Makes schedule for classes, based on availability of classrooms, equipment, and instructors. Monitors budget to ensure that training costs do not exceed allocated funds. Writes budget report listing training costs, such as instructors' wages and equipment costs, to justify expenditures. Attends meetings and seminars to obtain information useful to training staff and to inform management of training programs and goals. Monitors instructors during lectures and laboratory demonstrations to evaluate performance. Issues purchase requisitions for materials and parts necessary to perform work. Interprets company policy to employees and enforces company policy and practices. Analyzes and resolves work problems, or assists employees in solving work problems. May develop and conduct training programs for employees or customers of industrial or commercial establishment. May recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action.

Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance. Acquires assignments from supervisor. Studies production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings, and other data relative to operation, maintenance, and service. Studies blueprints, flowcharts, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication, and distribution of material. May write speeches, articles, and public or employee relations releases.
Supervises and coordinates activities of workers engaged in preparation and layout of a technical publication and ensures the quality and timely delivery of required material. Studies materials to determine most effective form of presentation and number and type of illustrations required, in accordance with specifications and accepted standards of composition, limitations of equipment, and available funds. Activities include, but are not limited to, various media types such as desktop publishing, documentation manuals and software, electronic publishing, illustrations, marketing materials, repair guides and manuals, sales materials, software presentations, translations, users manuals, and related materials. This position typically reports to a manager and is the first level of supervision in the organization. Coordinates technical liaison services between management, production department, sales department, and customers with newly developed techniques or practices in processing company products, and to inform customers of new types, specifications, and end-uses of products. Prepares mockup for use by other workers in preparing pages. Copyedits printing instructions or marks for editorial changes. Routes artwork to correction and reproduction. Routes editorial material for production. Reviews finished material for format, accuracy, and general appearance. Submits proofs for final review and routes corrected copy for printing or production. Plans technical drawings to supplement copy.
Controls and preserves a collection of library resources and ensures that patrons have access to information. Acquires, catalogs, and classifies library materials according to established standards. Maintains a database of library resources, and accurate acquisition records, loans, and returns. Organizes and shelves materials using the Dewey Decimal System or other relevant classification systems. Provides assistance to library patrons, including locating materials, answering inquiries, and helping with research needs. Helps in the utilization of library equipment and resources, including computers, printers, and scanners. Recommends and reserves books, journals, and other resources for patrons. Monitors the condition of library materials and performs minor repairs or initiates the repair process. Implements and oversees preventative measures to protect the library collection from damage, theft, or deterioration. Assists in weeding outdated or damaged materials from the collection. Uses library management software and integrated systems for cataloging and circulation tasks. Aids in maintaining and troubleshooting library technology, including computers, printers, and online databases. Facilitates interlibrary loan requests, including borrowing and lending materials between libraries. Ensures compliance with interlibrary loan agreements and protocols. Compiles statistics and generates reports related to library usage, acquisitions, and other key performance indicators. Assists in data entry and maintenance of the library's digital records. Contributes to updating and revising library policies as needed.

Develops plans and programs for and directs the administration and executive leadership team of a university, college, or other educational institution within authority delegated by the governing board. Establishes interpretation and implementation of operational procedures, rules, and standards relating to faculty and staff classification standards, financial disbursements, and accounting requirements. Confers with the governing board to plan strategic goals and objectives; initiates programs concerning organizational, operational, and academic functions of a campus; and oversees their execution. Collaborates with a wide range of internal and external stakeholders to define the vision and set the direction for the institution. Oversees human resources and administers fiscal and physical planning activities including building expansion programs. Develops a comprehensive and responsible budget that is used to advance the institution's strategic goals and priorities. Negotiates with administrative officials and representatives of business, community, and civic groups to promote educational, research, and public service objectives and policies of the institution. Represents the institution on the governing board and at formal functions.

Plans research and researches the toxic effects of products and ingredients on living organisms, utilizing understanding of both theories and principles. Excludes paraprofessional positions. Runs tests on ingredients being developed and applied to organisms, and views and studies organism periodically for possible development of abnormalities, inflammation, or irritation, or other changes. Injects ingredient into test organism, using hypodermic needle and syringe, and periodically observes organism for signs of toxicity. Injects antidotes to determine which antidote best neutralizes toxic effects. Tests and analyzes blood samples for presence of toxic conditions, using microscope and laboratory test equipment. Dissects dead organism, using surgical instruments, and examines organs to determine effects of ingredients being tested. Prepares formal reports of test results.

Inspects, services, troubleshoots, and repairs all systems on company and/or customer trailers and equipment, including dry vans, reefers, heaters, flat beds, chassis, specialized equipment haulers, livestock haulers, tankers, and service vehicles. Performs major and minor repairs and performs preventative and scheduled maintenance and inspections on trailers, meeting minimum standards set forth by the Department of Transportation. Diagnoses problems, repairs, and maintains mechanical, pneumatic, electrical, lighting, and structural trailer systems according to manufacturers' specifications. Repairs or replaces flooring; rubs rails, doors, and door trim; repairs roofs, panels, nose panels, lower and upper rails, cross members, corner radius, and all associated parts. Replaces air chutes on refrigerated trailers. Repairs or replaces chassis components such as, springs, spring hangers, equalizers, complete slider assemblies, axles, sub frames, and its associated parts. Repairs or replaces ICC's, ICC braces, mud flap brackets, dolly leg assemblies, and any other associated parts by means of welding or cutting with oxy-acetylene torch. Removes and replaces brakes, brake drums, hubs, seals, bearings, races, and associated parts. Fabricates and welds to repair equipment as necessary. Writes explanations of work performed, and reviews work orders. Places orders for parts, charges out all parts used for specific tasks, and files necessary purchase order documentation. Maintains work tools, and cleans and maintains work area. Maintains service records and necessary paperwork for all vehicles. Interacts with the vehicle drivers to know about the functionality and issues of the vehicle. Operates and test drives vehicles and equipment to aid in diagnostics, and test drives vehicles to ensure that they are functioning properly. Complies with all set industry safety norms and other quality measures while conducting work processes. May perform repair work off site or in garage.

Develops and tailors training materials based on training requirements. Reviews new training course material for accuracy and relevancy. Collects requirements for customized training material. Evaluates trainees on training content and provides feedback for improvement. Aids with administrating training programs, including managing schedules, maintaining training records and materials, and coordinating training logistics.

Teaches academic subjects, such as English, mathematics, and foreign languages, to groups or individuals requiring private instruction, adapting curriculum to meet individual's needs. Communicates regularly with students requiring academic improvement, providing assistance in a better understanding of a specific subject, developing basic skills and study skills, with or without computer-aided instruction. Reviews class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments. Maintains records on students, doing evaluations and follow-up. Suggests textbooks, software, equipment, or other learning materials to complement tutoring. May teach in pupil's home. May visit classes being tutored to get course syllabi or materials, working with teacher's direction. May assist students in developing positive attitudes, self-confidence, and high level of motivation. May work under a teacher's direction.

Oversees all aspects of athletic programs sponsored by a college or university. Plans, administers, and directs intercollegiate athletic activities: and interprets and collaborates with upper management in formulating extracurricular athletic policies. Hires and discharges coaching staff and other department employees on own initiative or at direction of board in charge of athletics. Plans and coordinates activities of coaching staff, supervises all sports personnel, and resolves administrative issues. Collaborates with the coaching staff on scheduling game days and practices throughout the sports season to ensure no scheduling conflicts occur between different teams for use of shared equipment, such as sports fields, weight rooms and athletic trainer's attention. Prepares budget, authorizes department expenditures, and orders equipment for teams. Plans, schedules, and promotes sports events, matches, and meets; and oversees ticket sales activities. Directs preparation and dissemination of publicity to promote athletic events. Certifies reports of income produced from ticket sales. Keeps current on policies and changes made by the board, and coordinates with organizations that set parameters within the field, such as the national Collegiate Athletic Association. May direct programs for students of physical education.

Supervises and coordinates activities of university science laboratory to assist faculty in teaching and research programs. Consults with faculty laboratory coordinator to determine equipment purchase priorities based on budget allowances, condition of existing equipment, and scheduled laboratory activities. Plans and places equipment scheduled for use during laboratory teaching sessions. Teaches care and use of equipment to teaching assistants. Builds prototype equipment, applying electromechanical knowledge and using hand tools and power tools. Trains teaching staff and students in application and use of new equipment. Diagnoses equipment malfunctions and dismantles and repairs equipment, applying knowledge of shop mechanics and using gauges, meters, hand tools, and power tools. Develops methods of laboratory experimentation, applying knowledge of scientific theory and computer capability. Confers with teaching staff periodically to evaluate new equipment and methods. Teaches laboratory sessions in absence of teaching assistant.

Administers and provides overall support and maintenance of operating systems and network connectivity for all UNIX systems. Evaluates system performance on a daily basis to ensure adequate response times for production applications. Establishes and documents procedures to ensure data integrity including system fail-over and backup/recovery. Provides reliable backup services. Conducts routine hardware and software audits of UNIX servers for compliance with established standards, policies, configuration guidelines, and procedures. Provides recommendations to management on changes, upgrades, and new hardware as required. Provides support to vendors and application programmers as necessary. Maintains current operating systems, PTF levels, and patch versions that comply with vendor requirements. Coordinates hardware repairs with appropriate vendors on supported platforms as necessary. Performs research and development on new products, technologies, and operating systems as required.

Provides leadership in academic and administrative matters to a university. Advises and aids the Chancellor in the overall planning, organizing, and controlling of the academic program areas, including academic program review and curriculum development. Supervises the budget preparation of academic programs, and allocates and reallocates funds and resources. Reviews applications and evaluates and makes merit, promotion, tenure, and salary recommendations for new and reallocated faculty and professional and support staff. Supervises faculty and professional staff development programs and administration of federal grant programs. Monitors personnel actions and participates in academic personnel policy development and negotiation. Secures a sufficient financial base to allow the delivery of the university's mission, aims, and objectives. Represents university externally, both within the country and overseas.

Acquires and maintains an adequate supply of trained agents to ensure all client services can be delivered within required time frames and at the established productivity and profitability standards. Confirms achievement of high performance levels that anticipates client's future needs, expectations and continuously enhances the competency of agents to handle more complex programs and solutions. Designs a training process that is scalable in support of rapid growth and building a competent team. Manages an agent assessment program ensuring consistent training with defined performance metrics, coaching programs, as well as continuous improvement in agent performance ratings. Defines key performance metrics and analyzes measurements to ensure customer satisfaction, employee productivity, and organizational profitability. Provides recommendations on system enhancements and requirements for improving the ability of agents to perform their duties and provide enhanced services to clients. Participates in campaign troubleshooting situations, tracks campaign information through analysis, and reports to management on identified issues and resolution plans. Provides resources to test campaign messaging and feedback on client success through tracking, measuring and reporting on quality of deliverables, quality control rejects, and rejected leads. Conducts call performance calibration sessions. Measures new client churn. Conducts periodic management meetings to ensure consistency of call center standards, policies, and procedures across locations. Enables effective communications among different call centers. Assures call center activities remain compliant with regulatory rules and regulations. Develops annual department goals in support of strategies and objectives.

Develops and progresses strategic plans to achieve sales and revenue goals. Champions and directs the commercial operations team, ensuring adequate staffing. Analyzes market trends and competitive landscapes to identify growth opportunities. Builds and maintains relationships with high priority customers and partners. Evaluates and optimizes business processes and commercial operations to increase efficiency and profitability. Serves as the subject matter expert on commercial operations, including sales, marketing, and business development. May collaborate with cross-functional teams to develop and launch new products and services. May develop and implement pricing strategies to maximize revenue and market shares. May lead contract negotiations with customers and vendors. May coordinate with sales and marketing teams to develop promotional programs and drive commercial operations.

Oversees the economic development of an organization for a specific geographical area. Heads the development of strategies and initiatives for economic growth. Establishes presence within the community by strengthening relationships with other organizations in the region. Manages departmental budget and sets appropriate goals. Directs research that encourages innovation in the areas of economic development.

Oversees and directs instructional units and student services offered at a school. Develops, evaluates, and modifies curricula to meet student learning objectives. Plans and implements student activities and instructional programs at an educational institution. Engages with students and understands student needs. Partners with the President to develop and maintain the annual budget and allocate funds. Assures that the institute is in compliance with accreditation standards. Reviews and maintains student retention. Prepares reports on operations and student activities and presents information to the board of directors. Contributes to and supports the institute's mission statement and strategies for delivering and improving education. Builds relationships with the community, donors, and other educational institutions to increase enrollment and revenue. Hires staff, faculty, and vendors and compels workforce training. May directly supervise teachers and administrative personnel. This role may also be referred to as Chief Academic Officer or Chief Instructional Officer at some institutes.

Oversees the design and planning of product development by engineering standards. Develops reports, studies, and budgets with other documents required and monitors and submits budget costs. Coordinates with management to monitor and approve hiring needs to meet skillset needs and to build and maintain client relationships. Collaborates across departments to enhance the design and development process and propose solutions and strategies to resolve concerns and conflicts that require modification of existing techniques and procedures. Provides the engineering department and management with mentoring and career development. Provides engineering expertise as requested. Reviews and approves work and projects and recommends wage and salary adjustments for employees. Administrates contracts and regulations. Analyzes work procedures and recommends improvements to efficiently complete work assignments. Implements new or improved engineering standards and practices. Attends meetings, courses, and seminars to facilitate training and keep informed with current industry trends.

Directs a health care organization's mission, philosophy, and core values. Designs and implements policies for the ethical principles, values, and standards by which the organization operates, which are demonstrated through fairness, compassion, integrity, honor, and responsibility. Administers ethical processes in acute care, long-term care, home care, hospice, and managed care following the four main principles that health care professionals owe to patients: autonomy, beneficence, nonmaleficence, and justice. Advises other executives in adherence to organizational ethics while delivering health care. May recruit, hire, develop, and support a quality health care staff.

Oversees and develops student mediation and conflict resolution programs and implements policies on student discipline. Collaborates with teachers on classroom management by providing training on instructional practices and classroom observations. Ensures educational programs comply with regulations. Manages emergencies by participating and training staff on safety drills and emergency plans. Heads parent conferences, staff meetings and training, and student life activities to build and maintain relationships with parents and stakeholders. Organizes student interpersonal skill activities and provides supervision during school events. Implements strategy to increase attendance. May support academic programs such as special education, state testing, and other programs. Manages relationships with vendors that provide for student activities.

Supports and aids the Provost in planning, directing, evaluating, and developing undergraduate and graduate academic programs; and assures the quality of all educational services and programs. Provides leadership for developing and achieving strategic initiatives, meeting the goals and objectives of the university's strategic plan regarding undergraduate and graduate education, advancing excellence in graduate education, and streamlining the management of graduate programs. Heads the process of curriculum development, policy development, and evaluating university and departmental policies, plans, and processes in relationship to other university policies, faculty handbook requirements, State and Federal regulations, and trends in higher education. Implements and administers policies and regulations affecting students including oversight of processing student requests, complaints, and grievances. Collaborates with other divisions of the university to analyze and develop recommendations in response to evolving issues. Assists in mentoring and evaluating Deans, Department Heads, and other academic administrators; and supports activities that assist academic staff in carrying out their duties and responsibilities. Oversees and implements policies and procedures related to faculty recruitment, hiring, tenure, and promotion; and reviews personnel actions to ensure compliance with university policies, processes, and procedures. Assists with employee academic grievances and other faculty personnel issues through investigating, gathering information, and reports findings to the Provost. Represents the Provost at various meetings, communicates with university administrators, faculty, staff, and students.

Advises handicapped individuals and provides vocational rehabilitation services. Interviews and evaluates handicapped applicants, and confers with medical and professional personnel to determine type and degree of handicap, eligibility for service, and feasibility of vocational rehabilitation. Accepts or recommends acceptance of suitable candidates. Determines suitable job or business consistent with applicants' desires, aptitudes, and physical, mental, and emotional limitations. Plans and arranges for applicants to study or train for jobs. Assists applicants with personal adjustment throughout rehabilitation program. Aids applicants in obtaining medical and social services during training. Promotes and develops job openings and places qualified applicants in employment. May specialize in type of disability, such as mental illness, alcohol abuse, hearing and visual impairment, or readjustment after prison release.

Teaches vocational skills to disabled students. Confers with students, parents, school personnel, and other individuals to plan vocational training that meets needs, interests, and abilities of students. Educates students in areas such as personal-social skills and work-related attitudes and behaviors. Developswork opportunities that allow students to experience success in performing tasks of increasing difficulty and that teach work values, such as self-improvement, independence, dependability, productivity, and pride of workmanship. Schedules and conducts field trips to enable students to learn about job activities and to explore work environments. May teach academic skills to students. May instruct students in one or more vocational skills, such as woodworking, building maintenance, cosmetology, food preparation, gardening, sewing, or nurse aiding.

Teaches vocational training subjects to students in public or private schools or in industrial plants. Organizes program of practical and technical instruction, including demonstrations of skills required in trade, and lectures on theory, techniques, and terminology. Educates students in subject areas, such as mathematics, science, drawing, use and maintenance of tools and equipment, codes or regulations related to trade, and safety precautions. Plans and oversees work of students, individually or in small groups, in shop or laboratory. Tests and evaluates achievement of student in technical knowledge and trade skills. May be identified according to trade or theory taught or type of establishment in which training is conducted, such as plumbing, electronics, or dental assistance. May place students in job training. May teach students with disabilities. May be required to hold certification from State.

Coordinates, plans, and administers special education work and study program for in-school youth. Establishes contacts with employers and employment agencies, and identifies work opportunities for students, scanning newspapers and other sources. Confers with potential employers to communicate objectives of work study program and to solicit cooperation in adapting work situations to special needs of students. Evaluates and selects program participants according to specified criteria and counsels and instructs selected students in matters such as vocational choices, job readiness, and job retention skills and behaviors. Assists students in applying for jobs and accompanies students to employment interviews. Confers with employer and visits work site to monitor progress of student and to determine support needed to meet employer requirements and fulfill program goals. Counsels students to foster development of satisfactory job performance. Confers with school and community personnel to impart information about program and to coordinate program functions with related activities.

Designs and optimizes workflow engine that automates processes for an organization. Assures the scalability of workflow engine to meet business needs. Collaborates cross-functionally to ensure workflow engine is meeting the needs of different business units. Acts as the technical expert for workflow technology and troubleshoots issues. Maximizes productivity by designing asynchronous workflows.

Oversees student recruitment, registration, records, and retention and program logistics, such as trips, guests, equipment, and supply orders. Manages program budget and finances, completes grant proposals, and writes grant reports on funding received and spent. Supervises staff, teachers, and interns and provides professional development opportunities, safety procedures, and curriculum training for staff. Maintains program evaluation records and documentation and makes improvements to the program by planning new program initiatives. Develops curriculum with program staff to ensure quality teaching, support systems, and a safe environment. Manages partnerships with external partners. Updates program staff, students, and families concerning schedules, programs, and emergencies. Establishes and maintains positive relationships and open communication with youths and families. Facilitates staff meetings. Maintains staff and student records for program licensing and ensures the program activities follow established procedures. Recruits, hires, and evaluates the performance of program staff.

Studies animals, their origin, behavior, diseases, interrelationships, classification, life histories, habits, life processes, diseases, relation to environment, growth and development, genetics, distribution of animals, and life processes; studies may include experiments with live animals in controlled or natural surroundings and the study of structure of dead animals. Collects and analyzes biological data to determine the environmental effects of current and potential use of land and water areas. Excludes paraprofessional positions. Studies animals in natural habitat and collects specimens for laboratory study. Dissects and examines specimens under microscope and uses chemicals and various types of scientific equipment to carry out experimental studies. Prepares collections of preserved specimens or microscopic slides for such purposes as identification of species, study of species development, and study of animal diseases. May raise specimens for experimental purposes. May specialize in one aspect of animal study, such as functioning of an animal as an organism, or development of an organism from egg to embryo stage. May specialize in study of reptiles, frogs, and salamanders; of fish and fishlike forms; of sponges, jellyfish, and protozoa; of birds; or of mammals. May study animals for purposes of identification and classification or study effects of environment on animals.

9

e, if 75% or more of the job content is similar, the match may be considered strong. If you are an ERI Assessor subscr

information for multiple incumbents in the same job at the same location. To report individual incumbents, **insert** ac

lard workweek of 40 hours (full-time work year consisting of 2080 hours). For hourly and part-time incumbents, you r

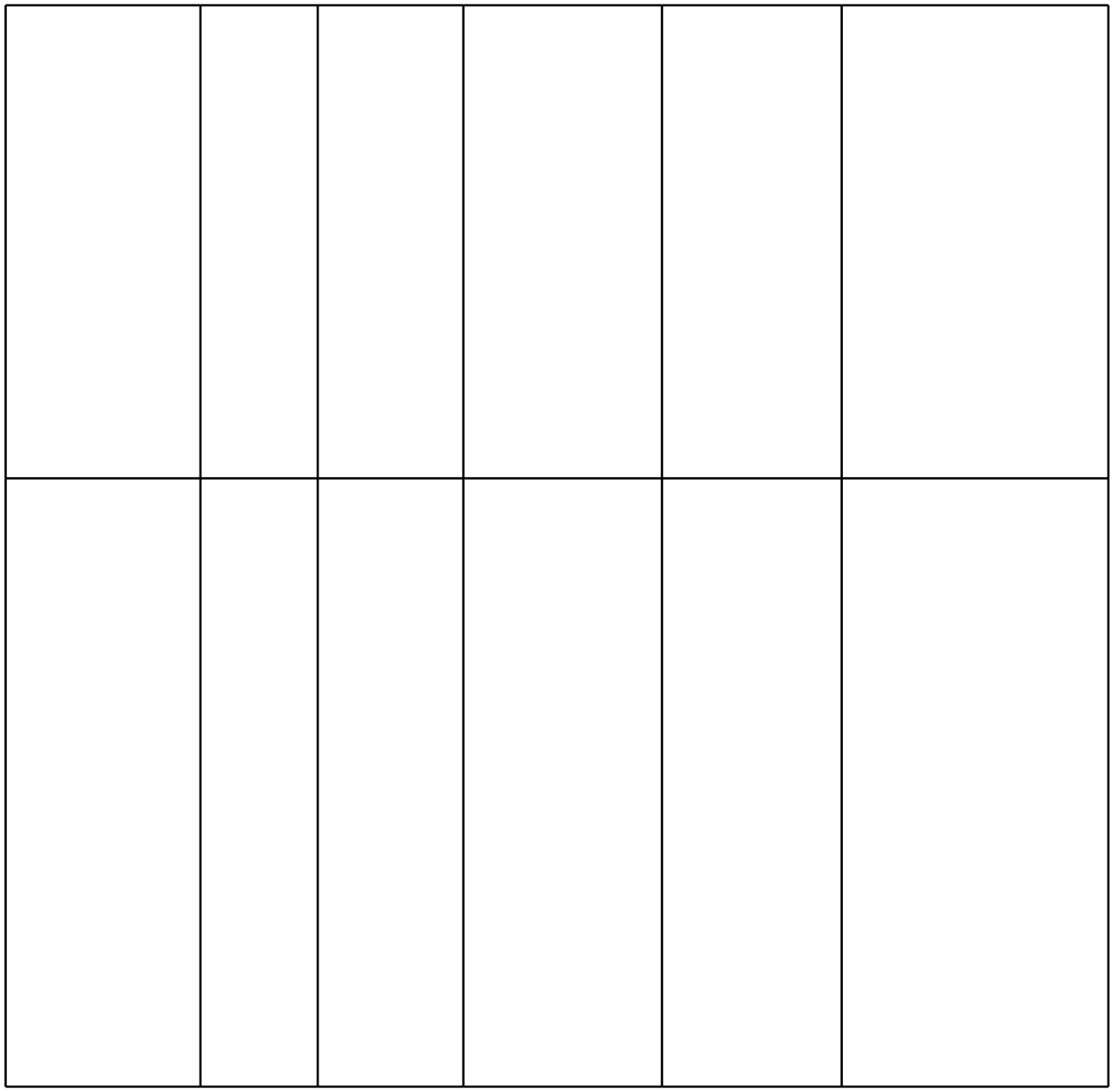
aid during reported period (no percentages). If you are reporting information for multiple incumbents, report the ave

in your organization.

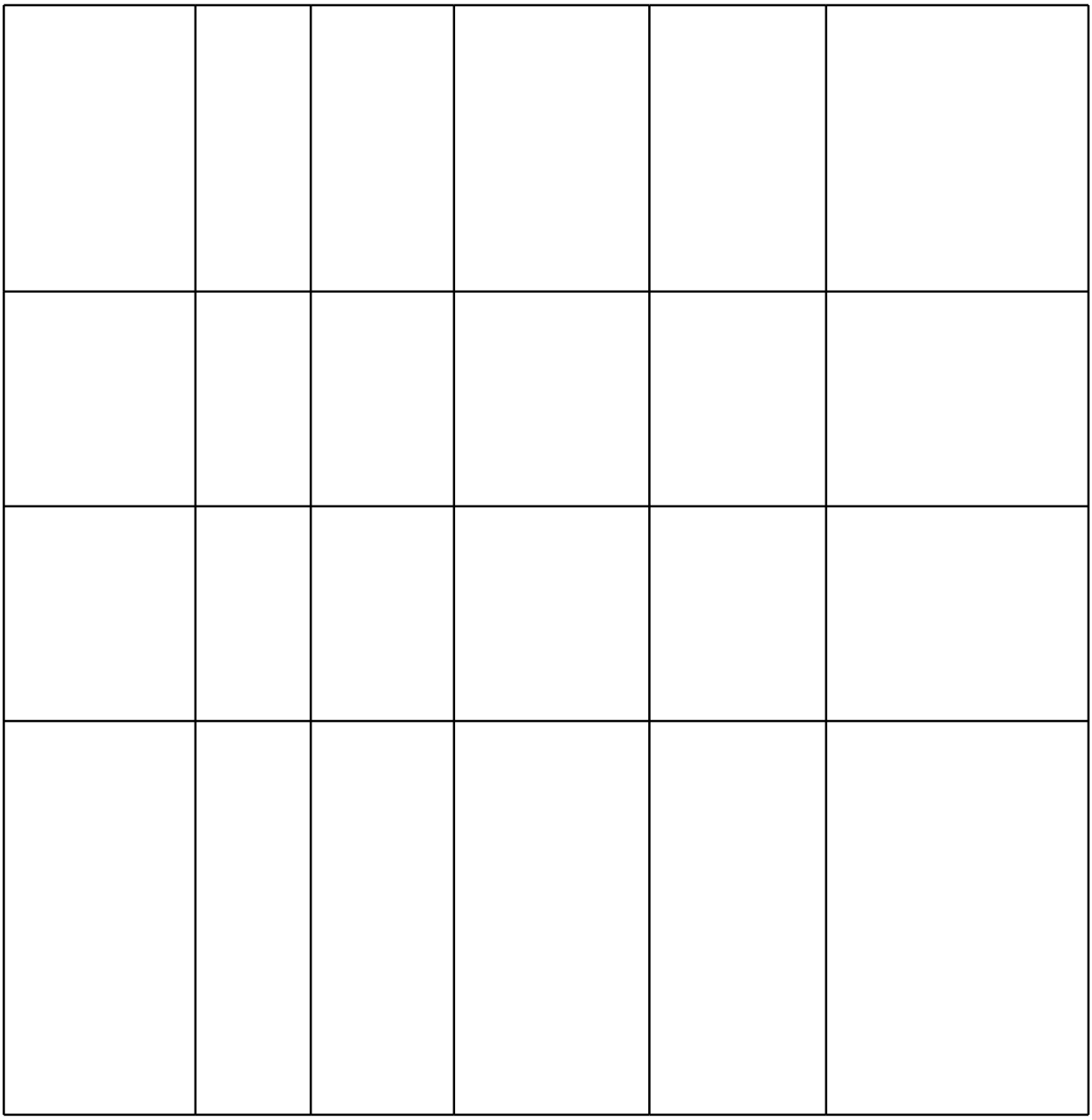
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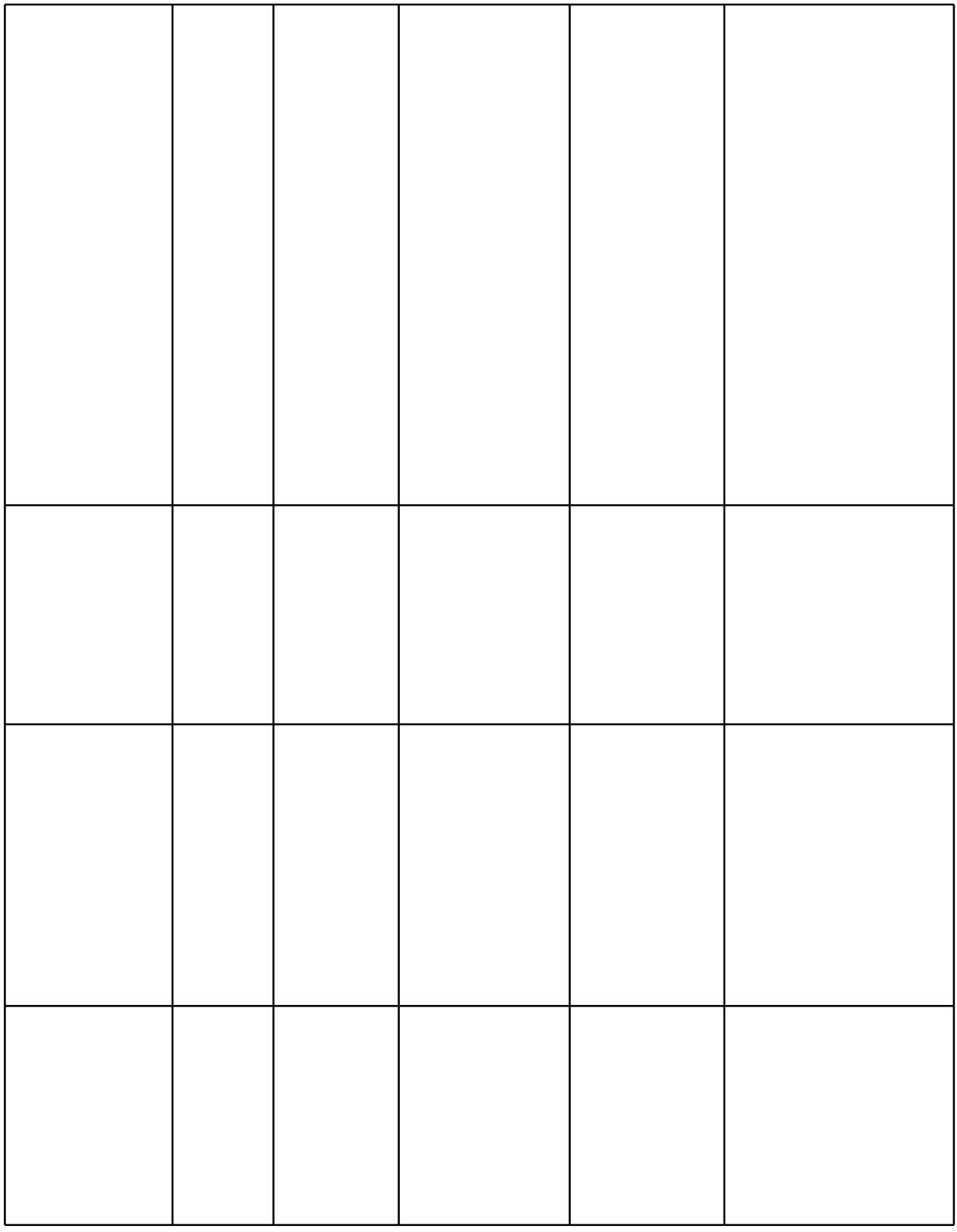
te required information

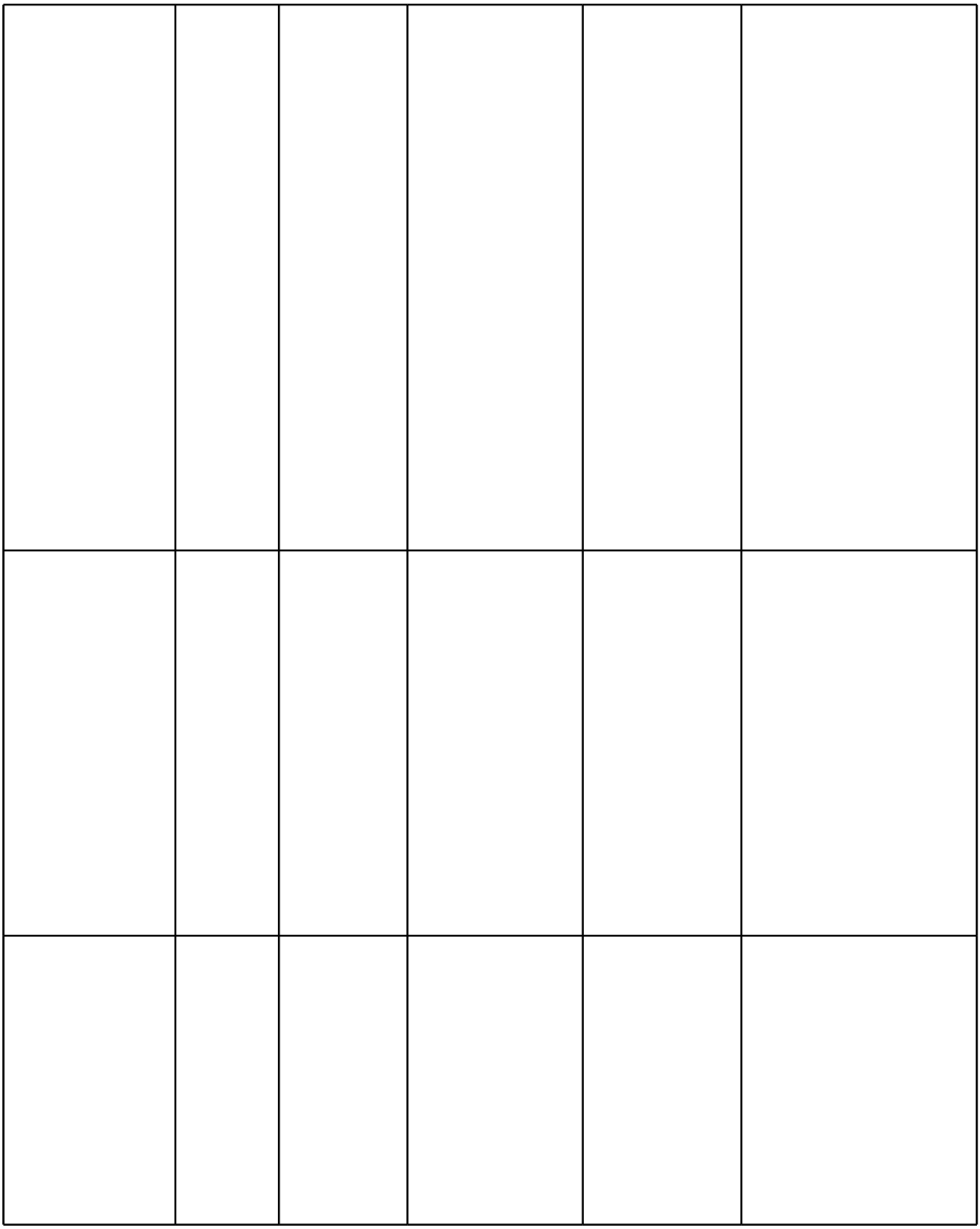
INCUMBENT COUNT *	ANNUAL SALARY*	VARIABLE PAY	INCUMBENT YEARS EXPERIENCE	UNION/NON-UNION	CONTRACTOR/SCHOOL DISTRICT EMPLOYEE

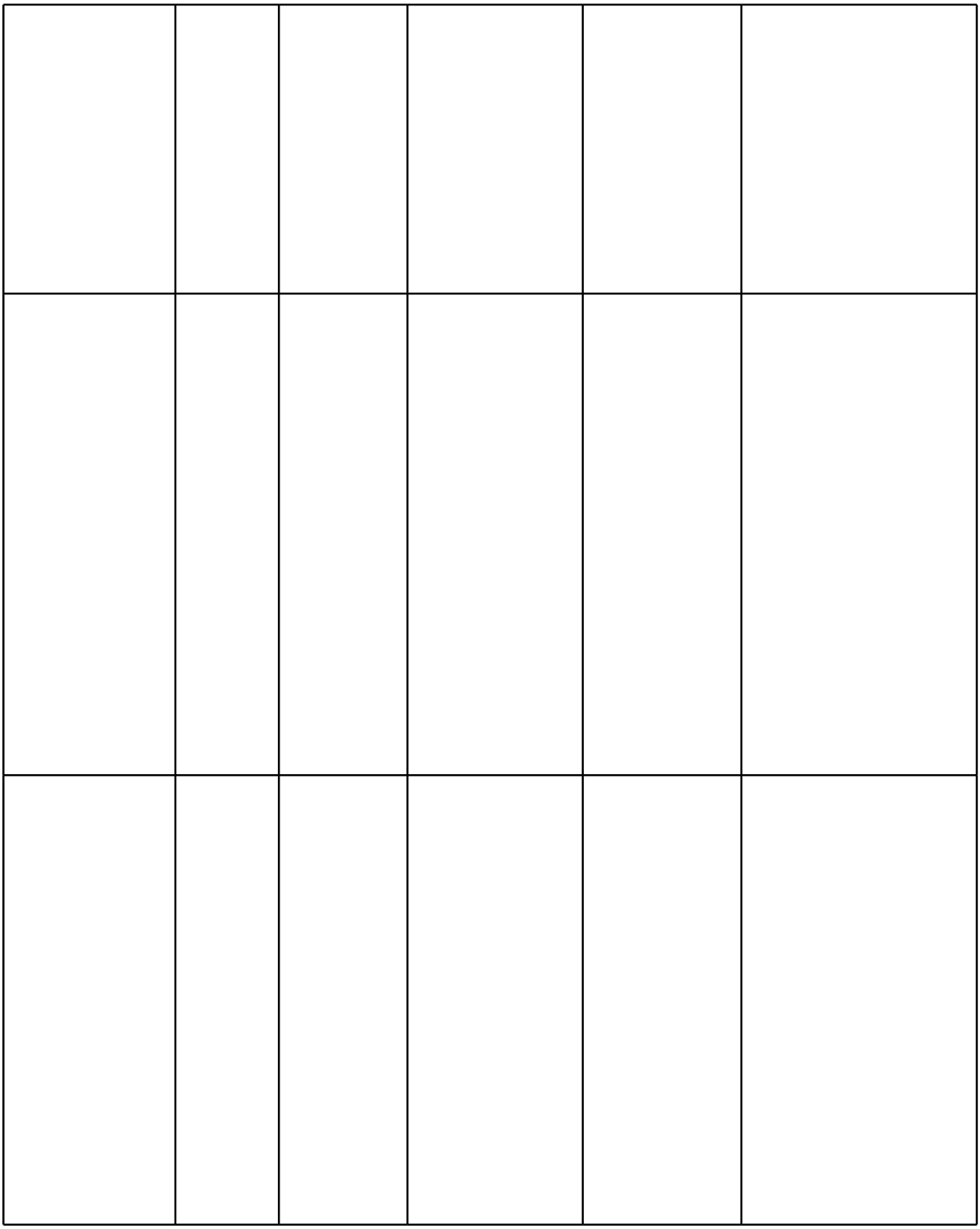


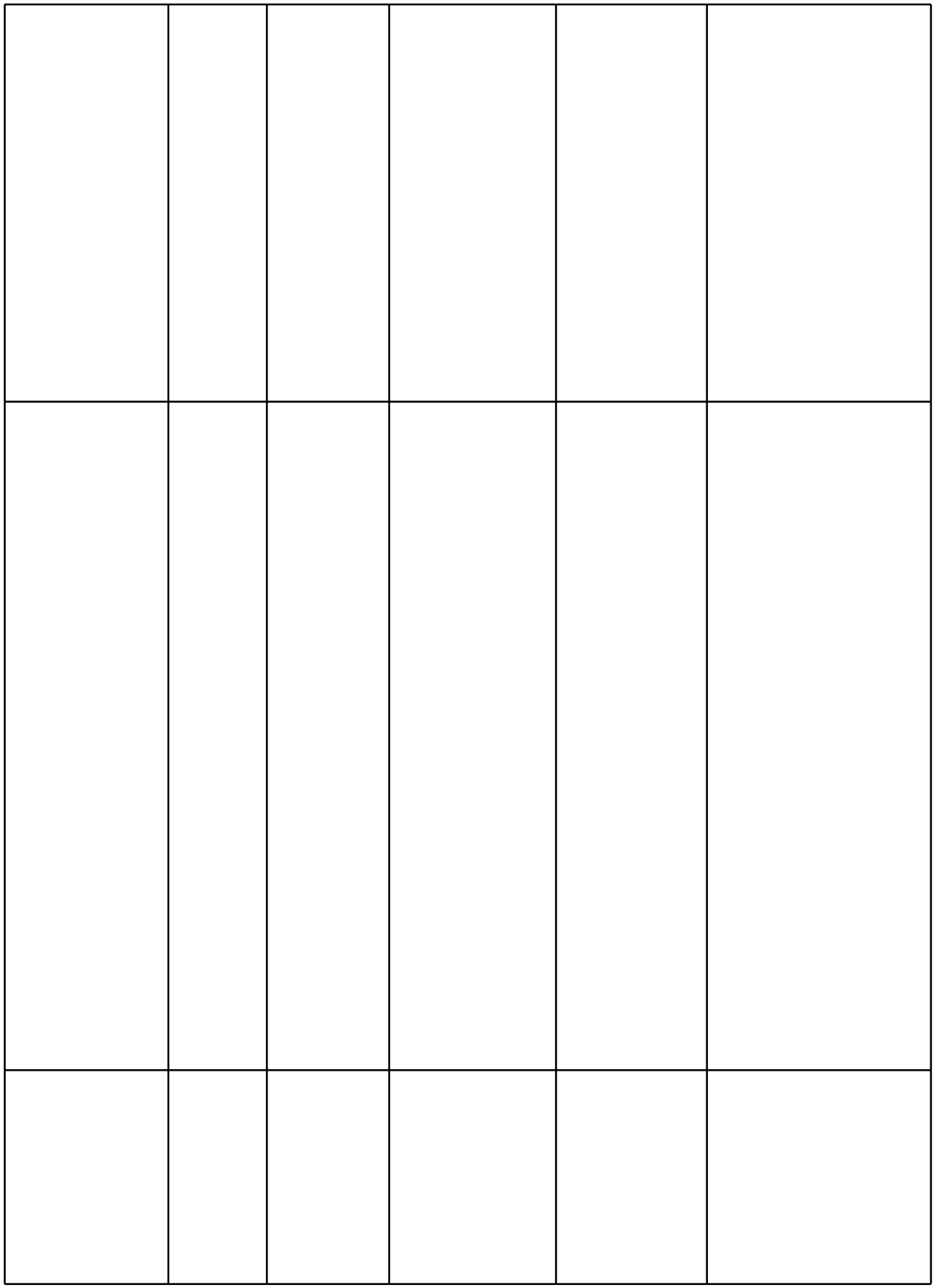
2	116000	0	18	non union	school district employee

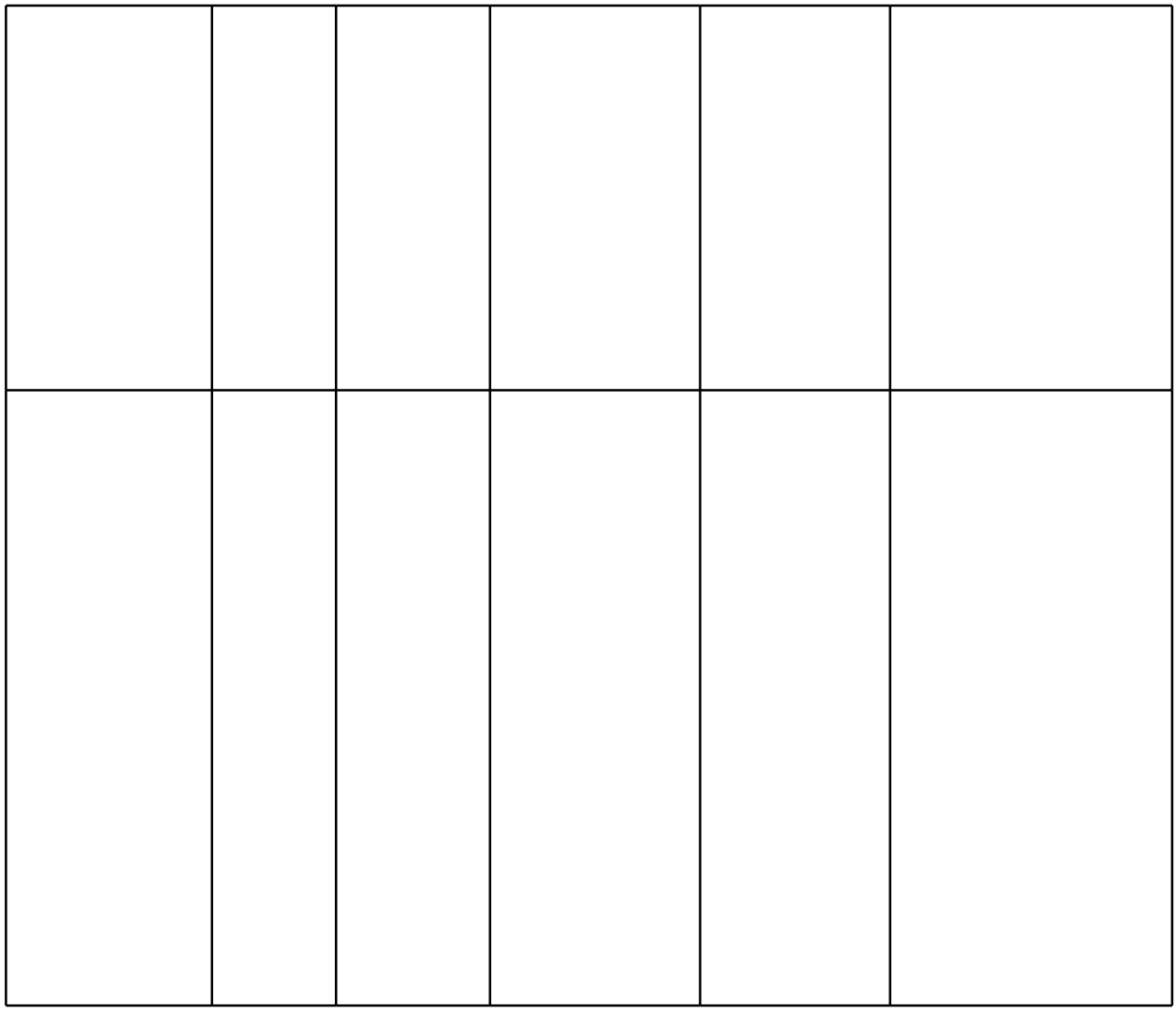


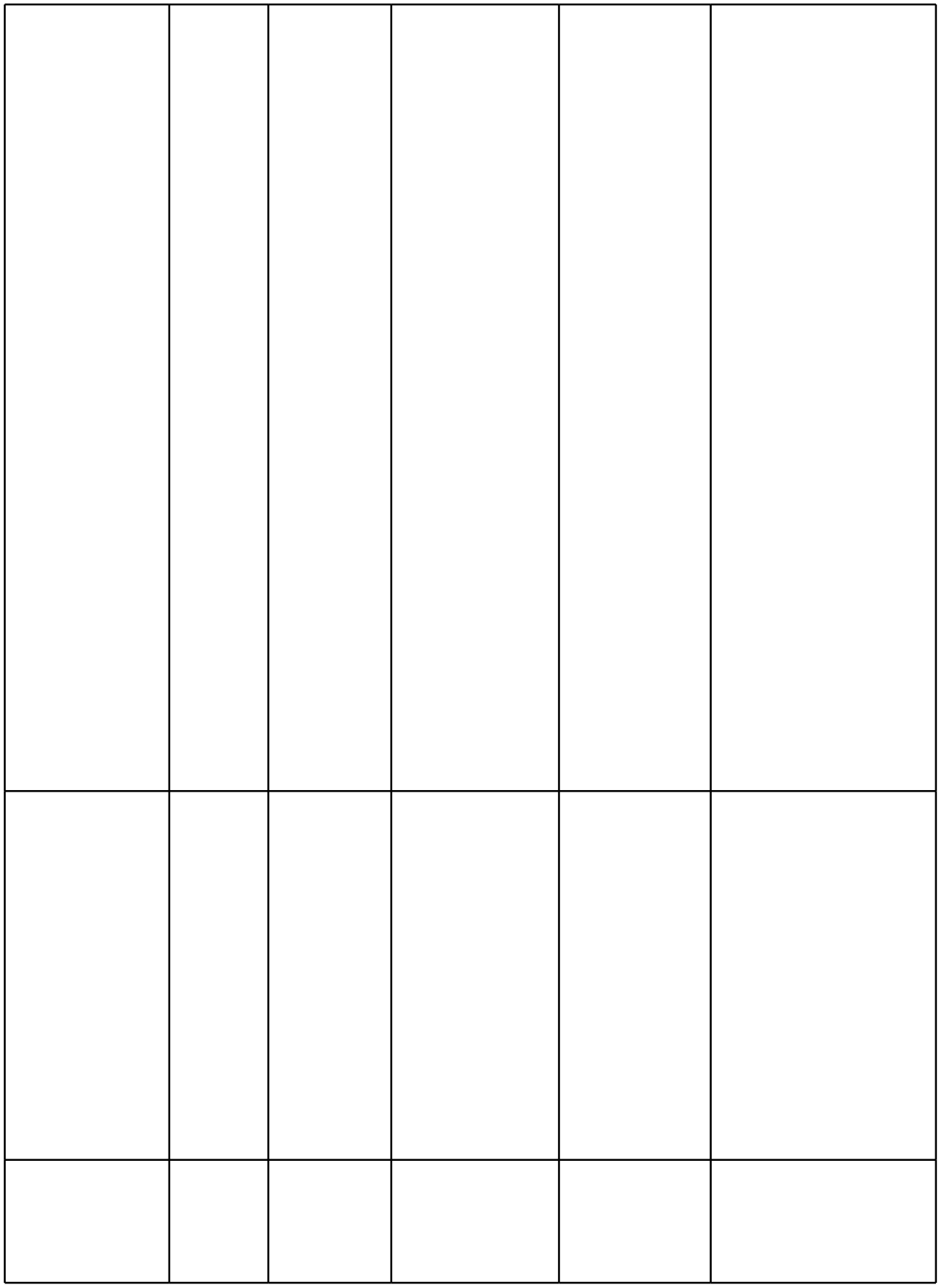


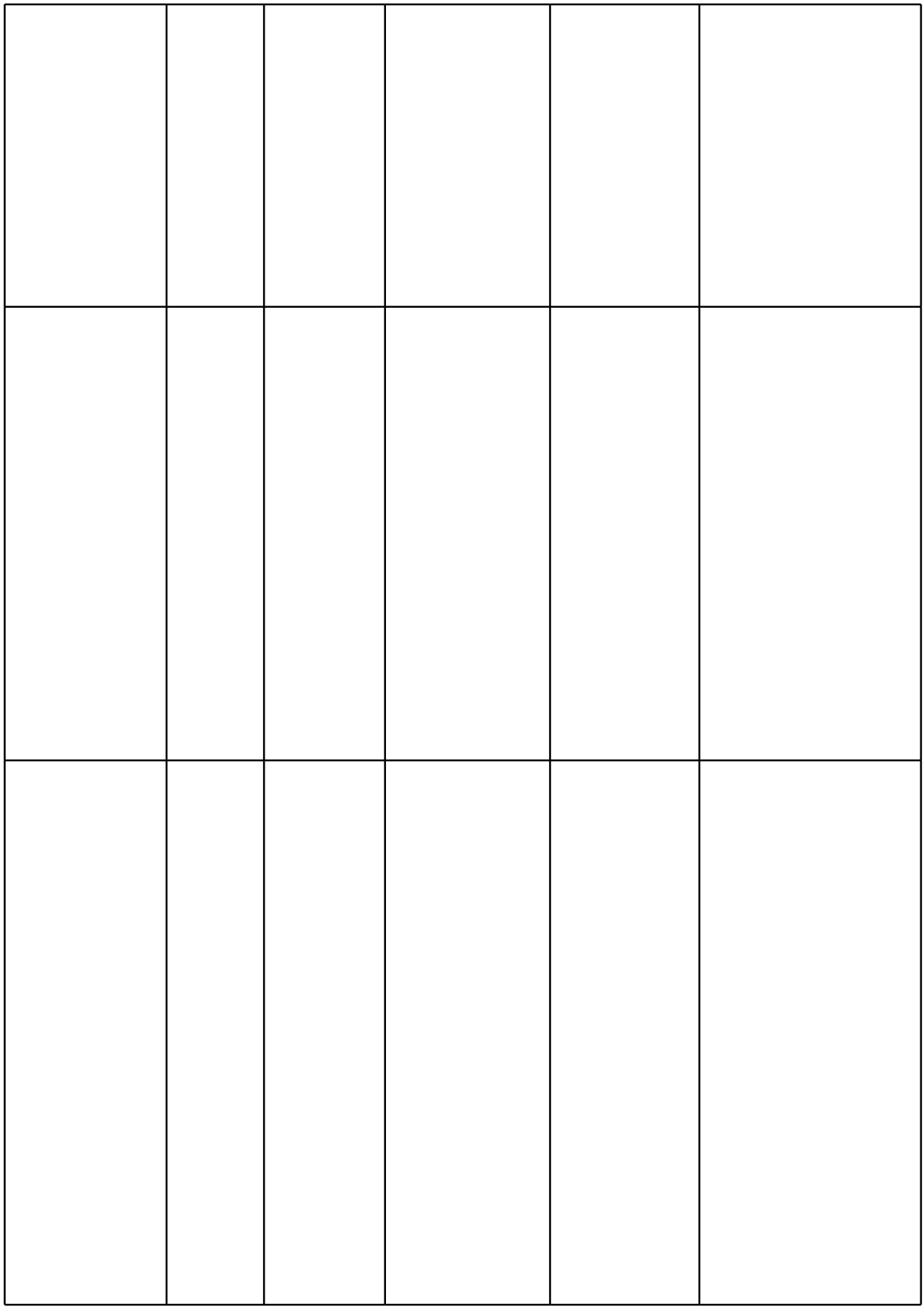




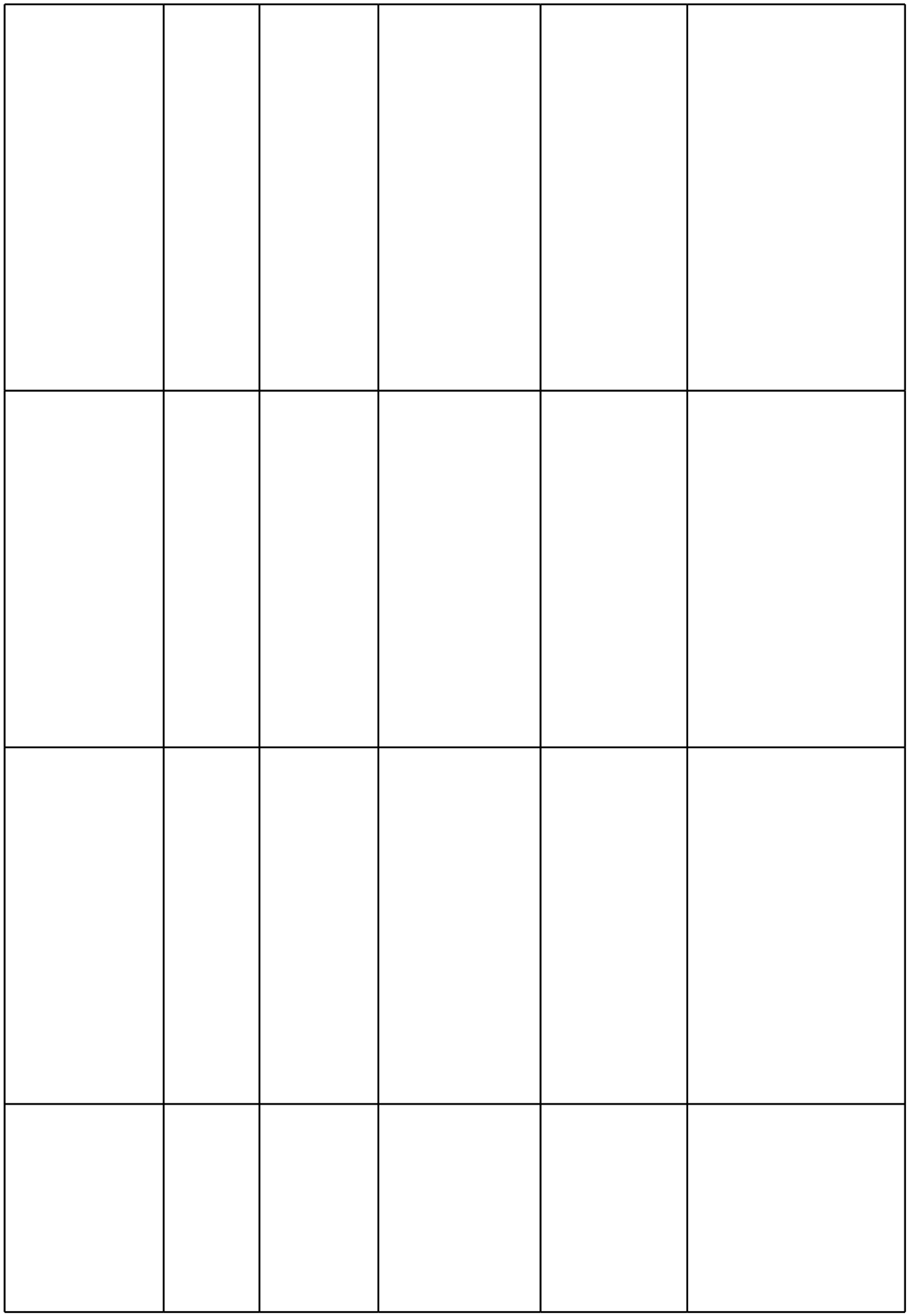


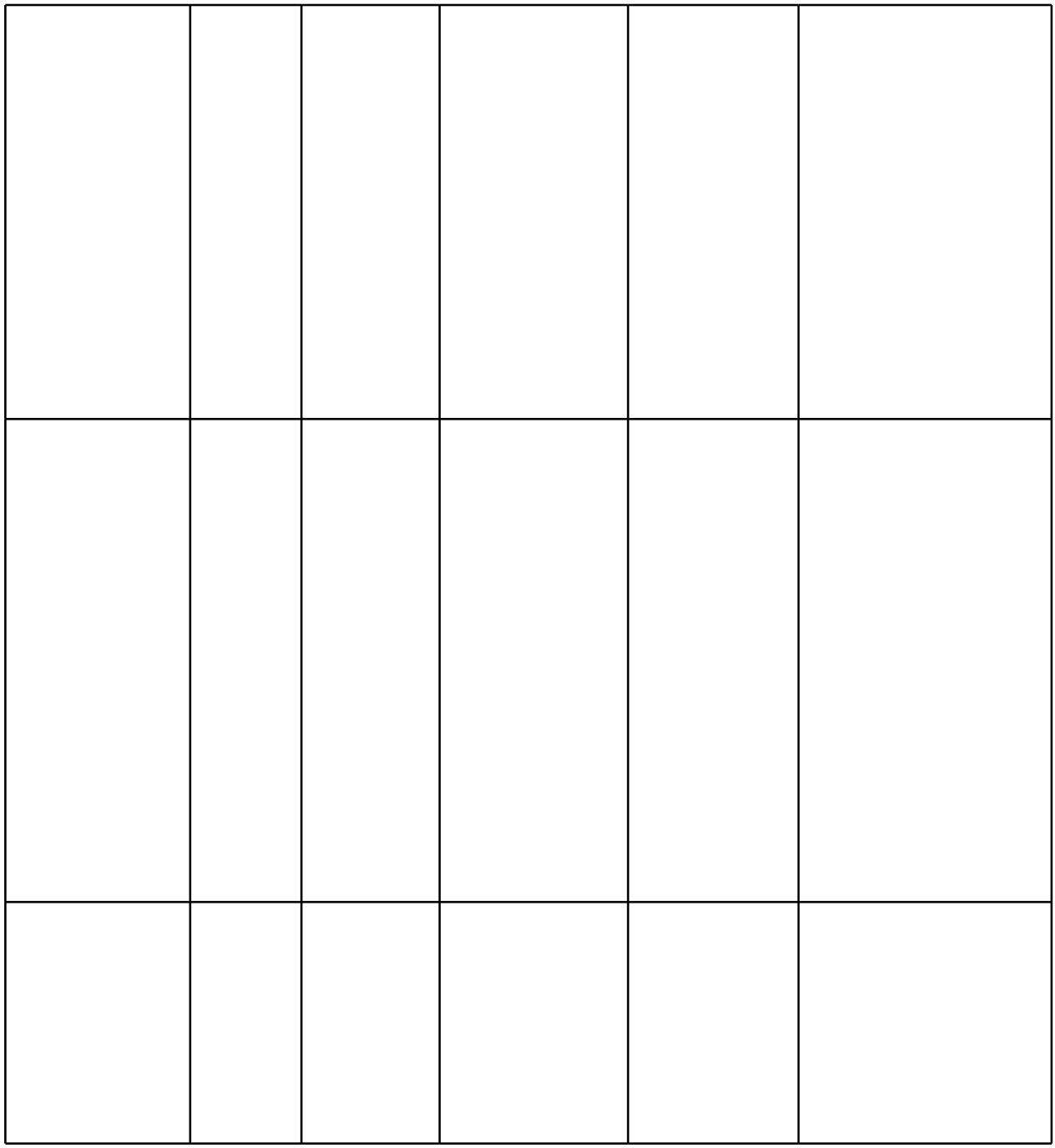


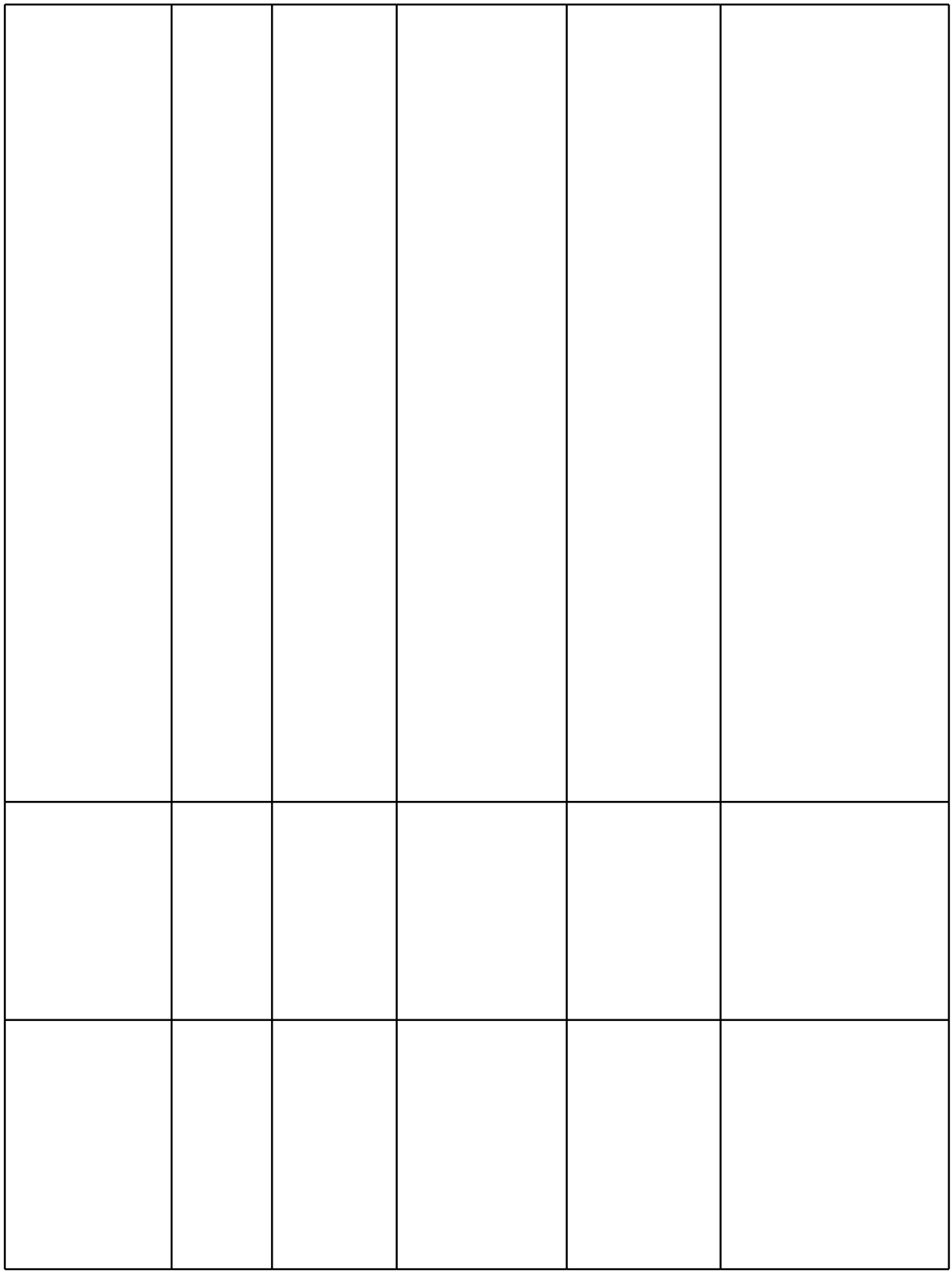




2	82069	0	23	union	school district employee

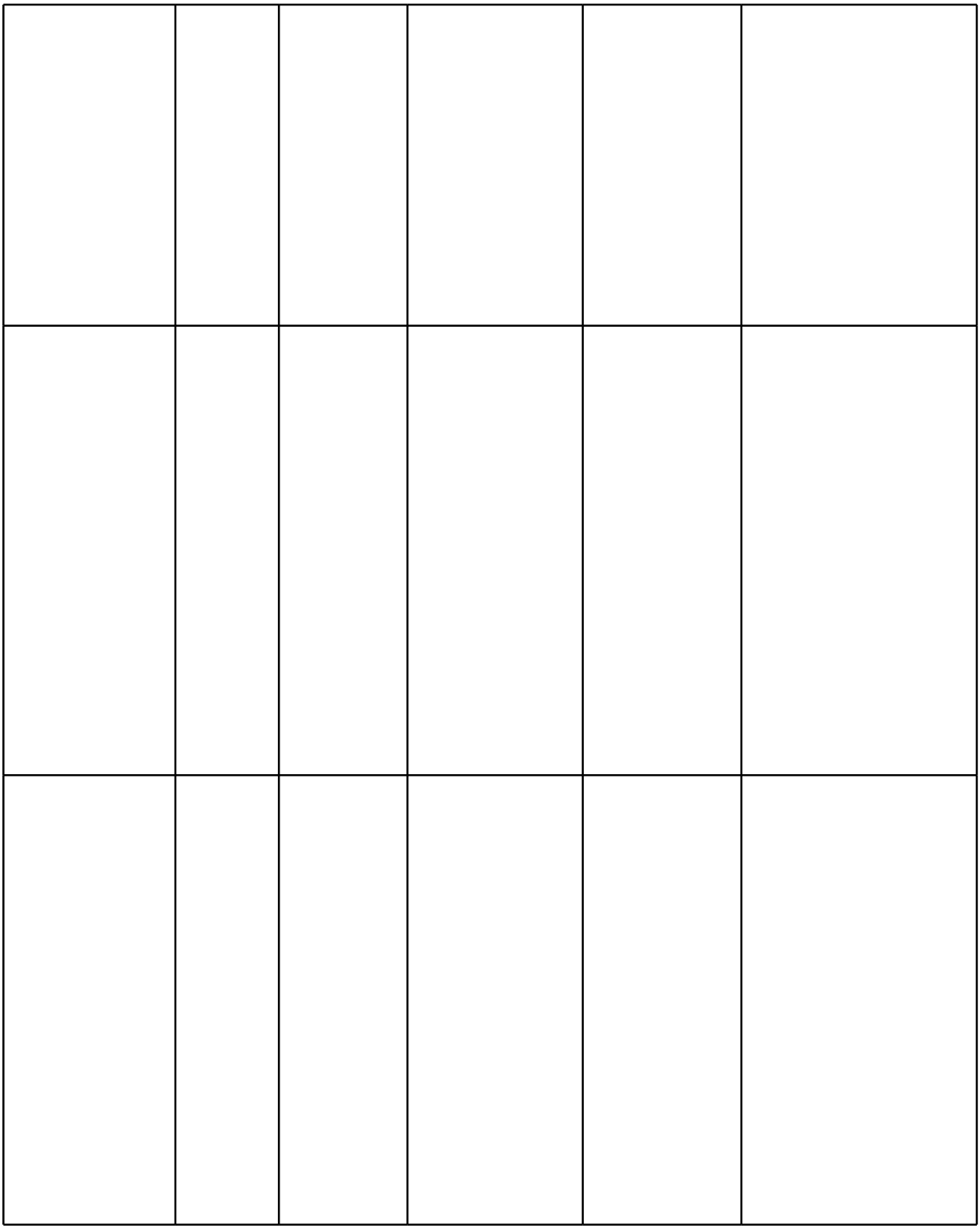


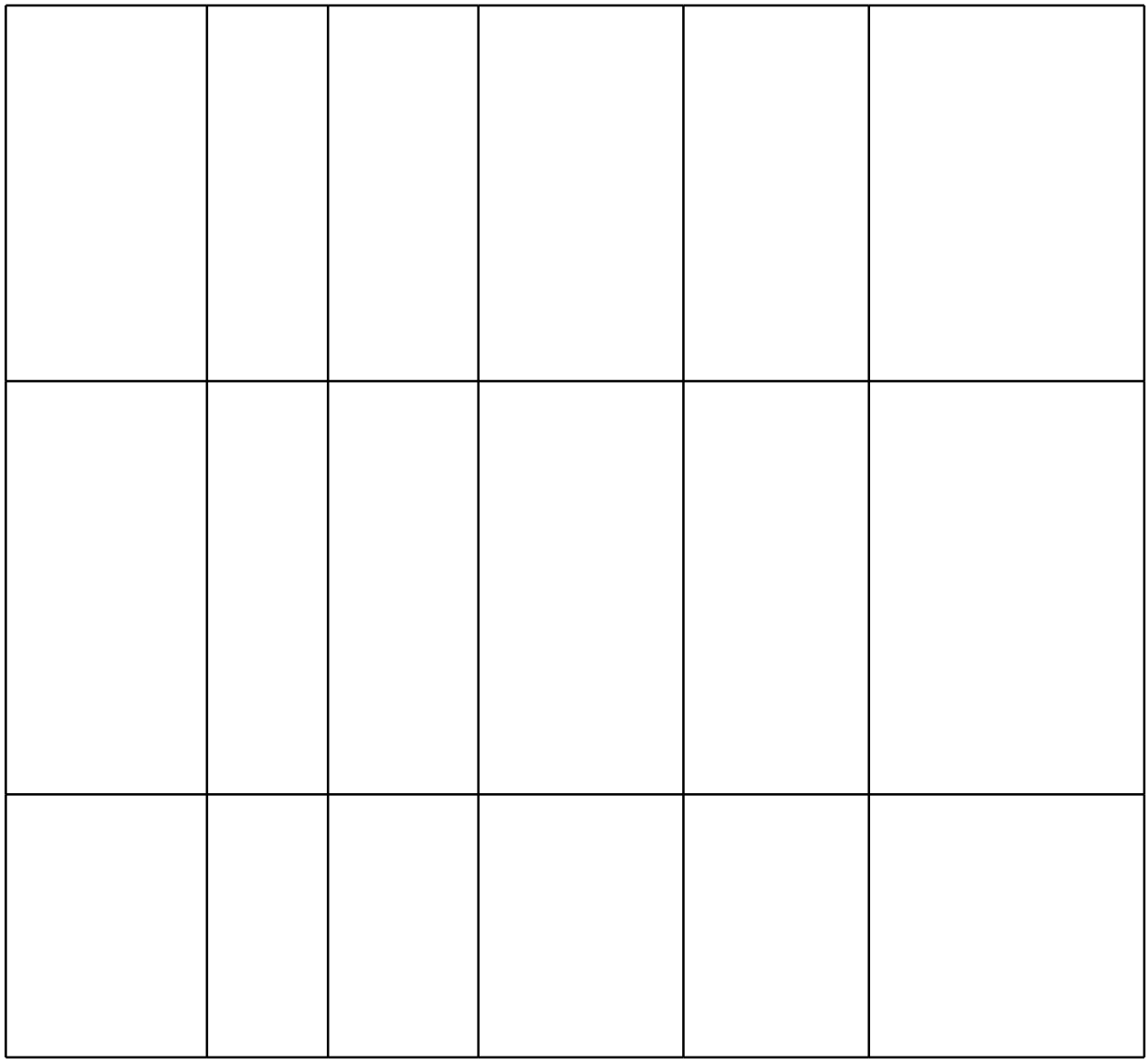


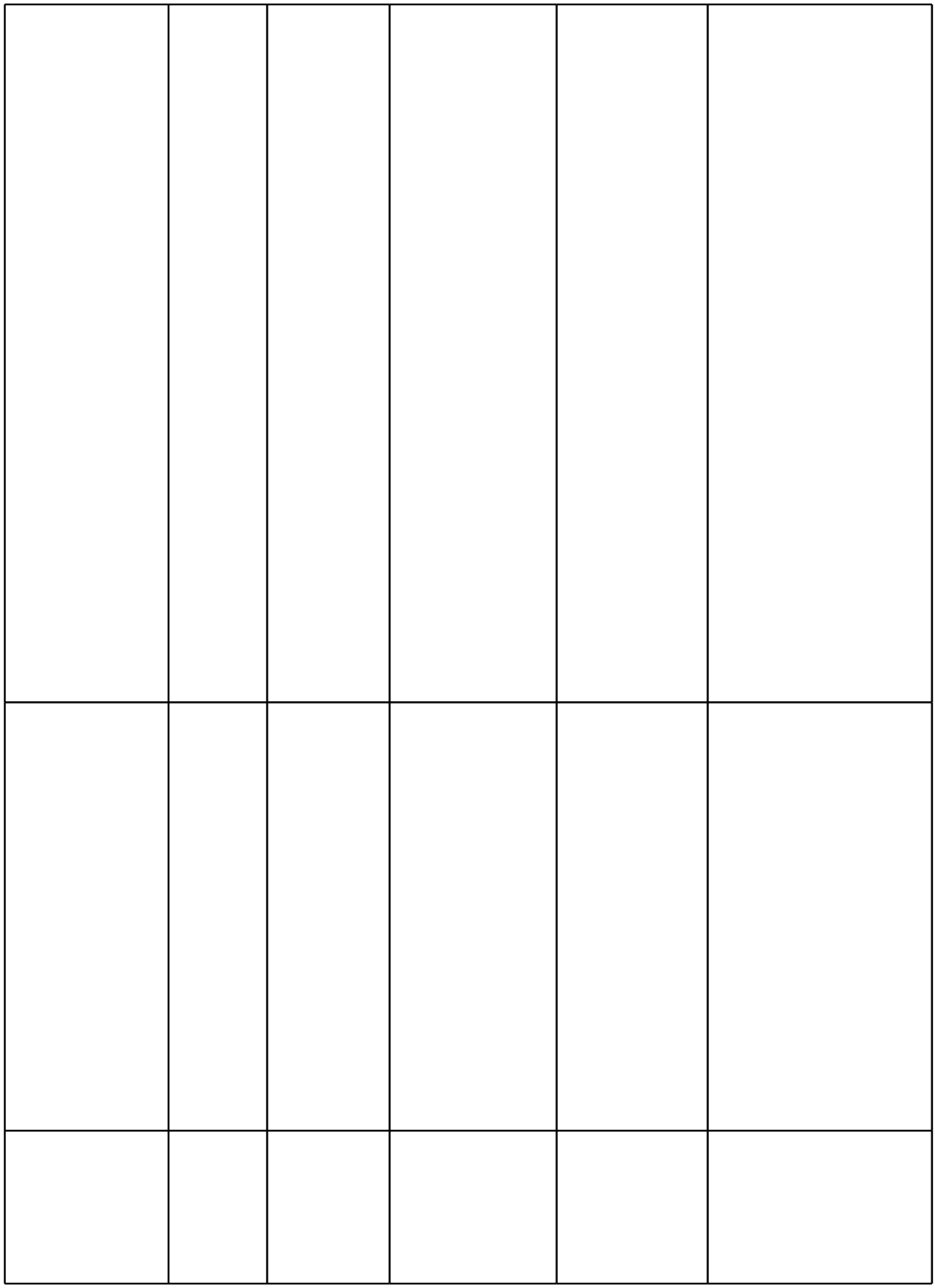


4	73245	0	45	union	school district employee

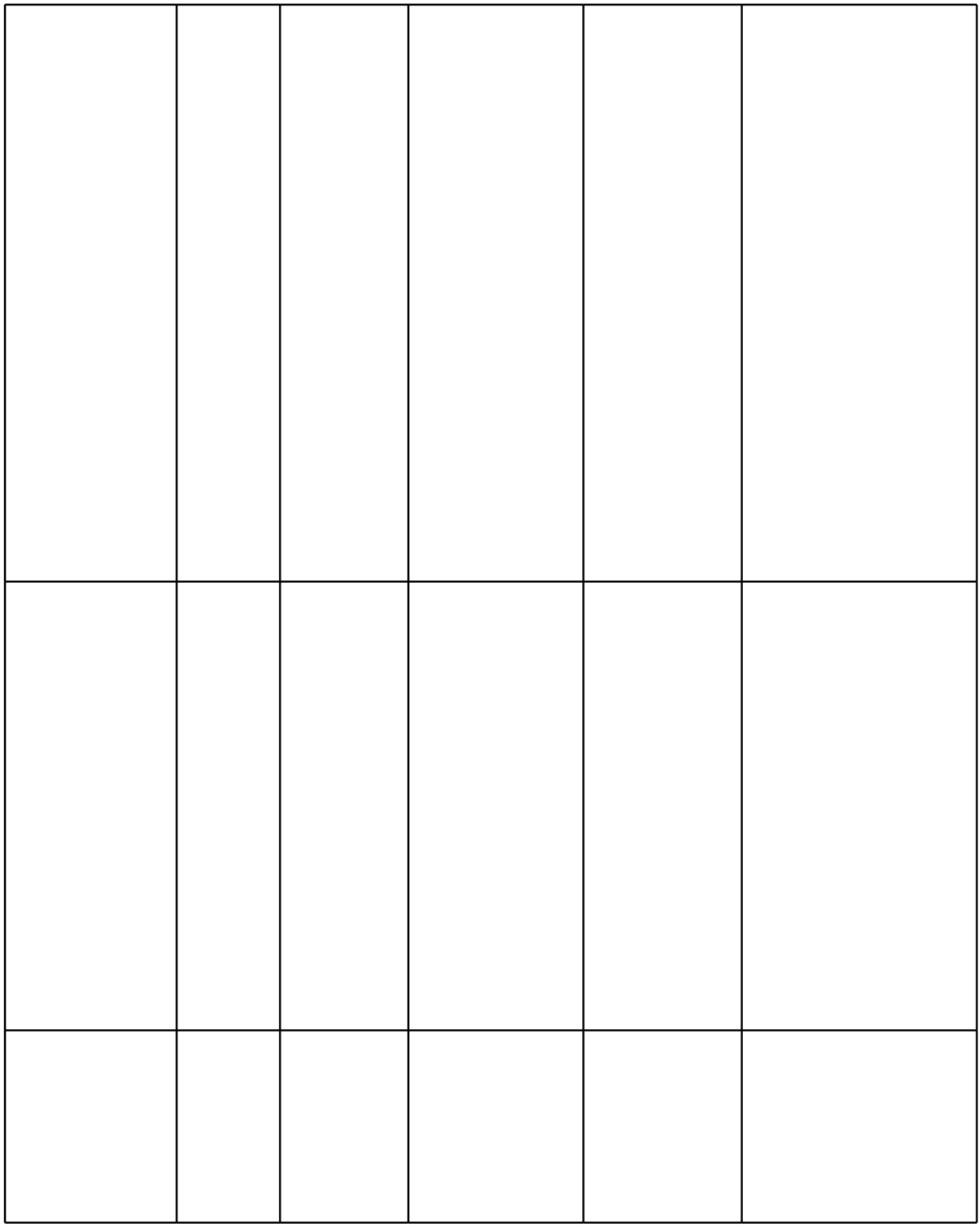
2	80646	0	19	union	school district employee

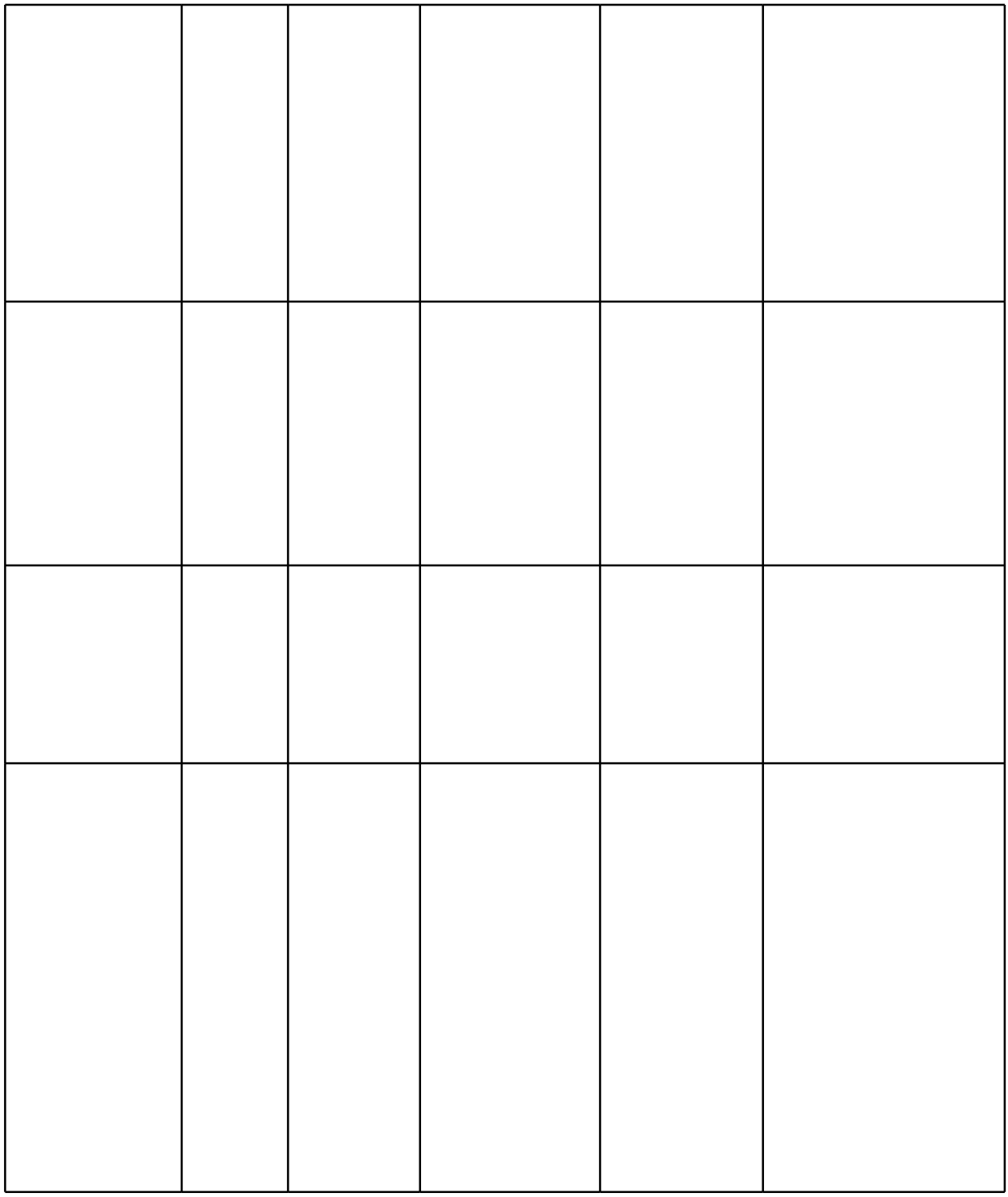






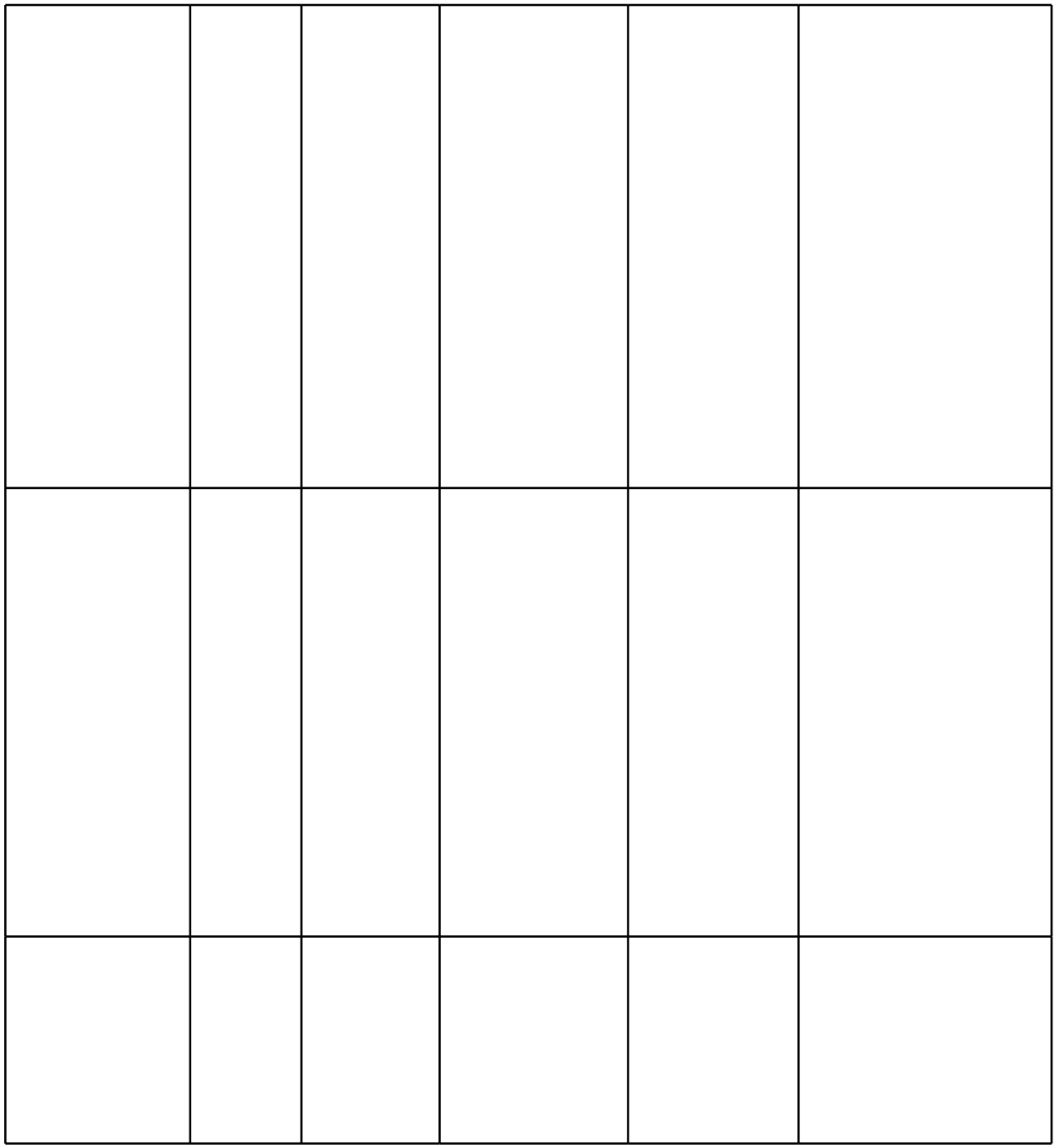
3	66574	0	30	union	school district employee

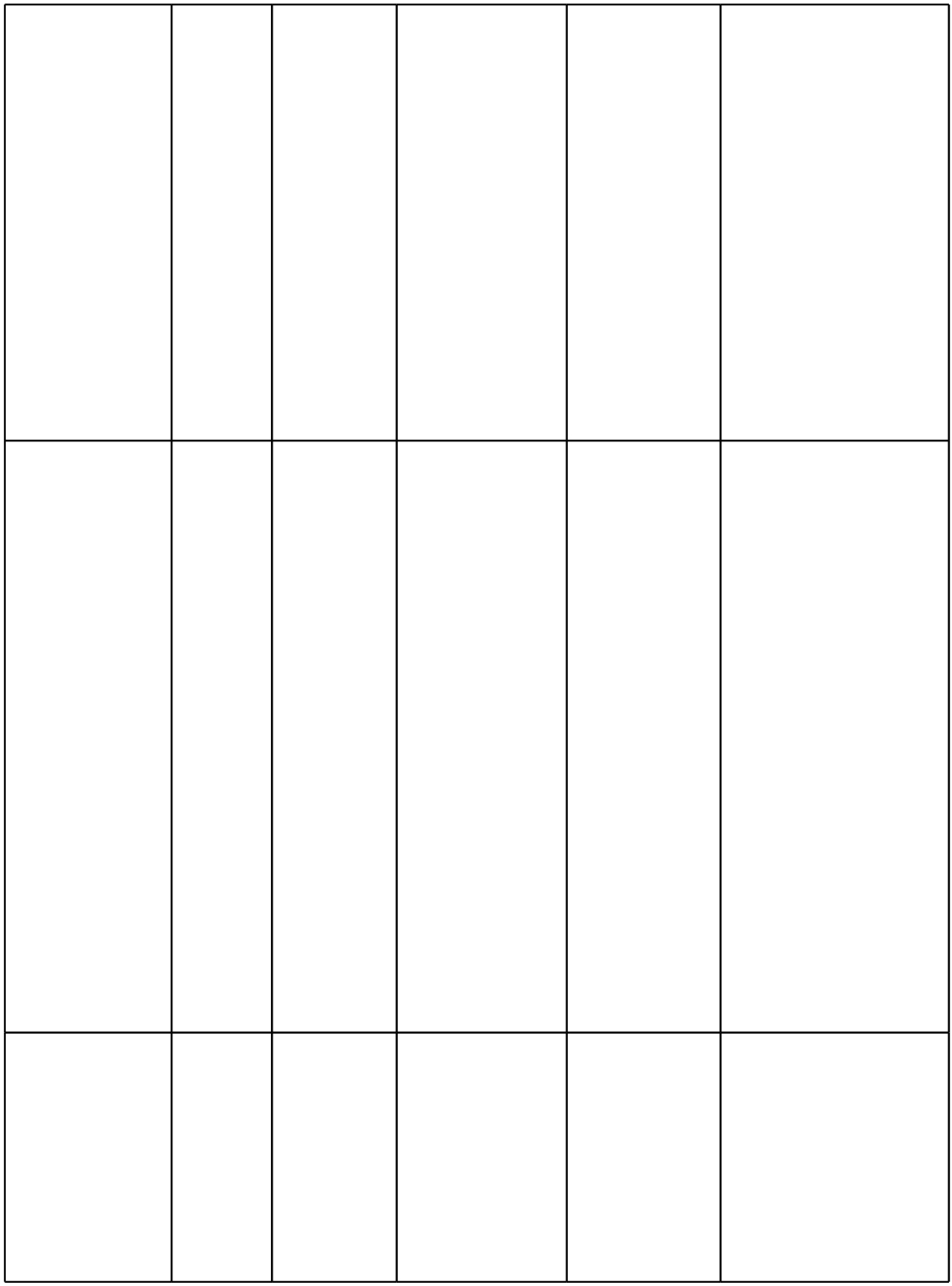




4	70149	0	39	union	school district employee
28	66283	0	221	union	school district employee

3	117932	0	33	non union	school district employee





1	59212	0	11	union	school district employee
1	84972	0	9	non union	school district employee

1	80089	0	16	non union	school district employee
4	41530	0	45	non union	school district employee

17	79829	0	281	union	school district employee
4	69503	0	13	union	school district employee

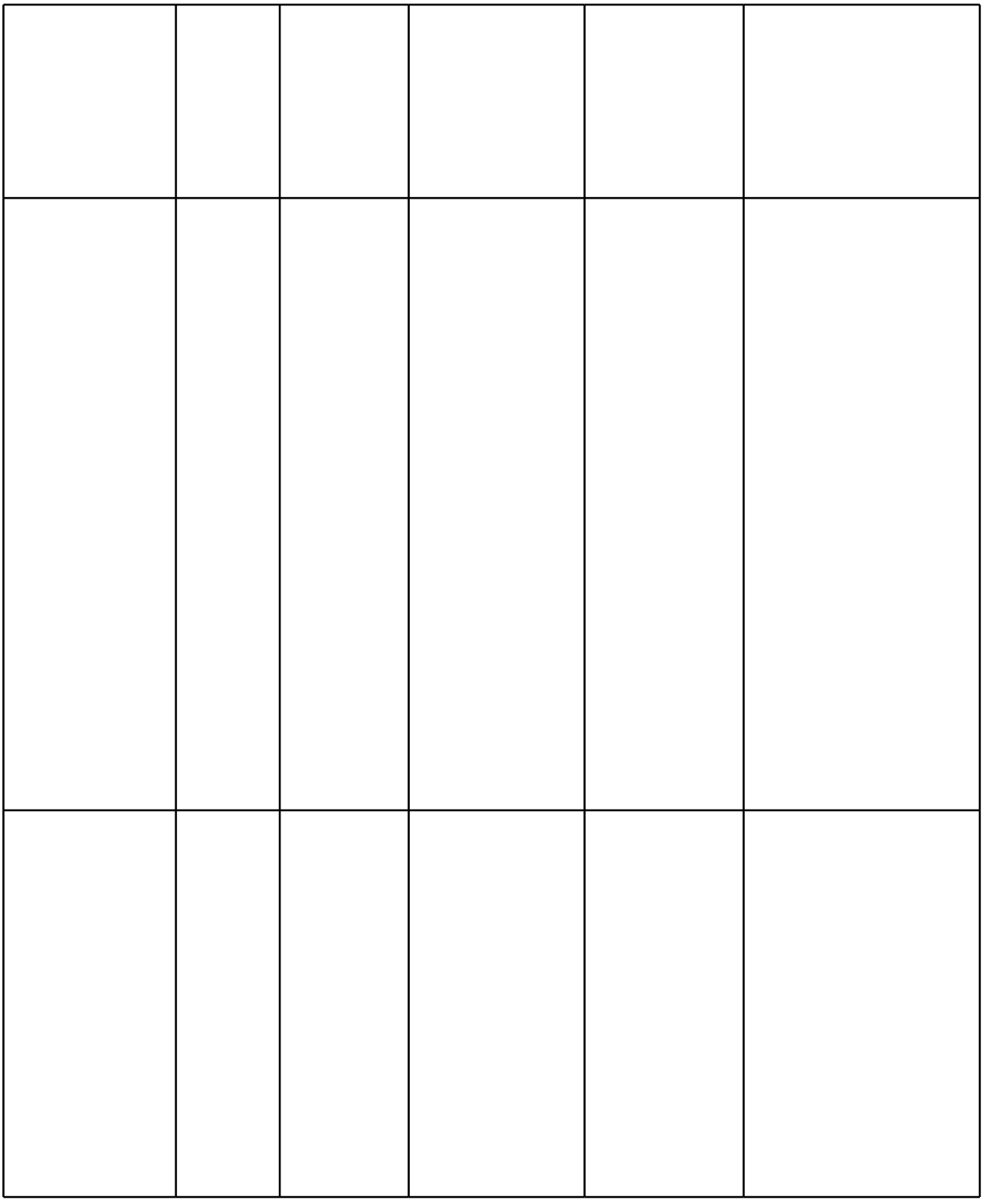
1	124, 800	0	13	NON UNION	SCHOOL DISTRICT EMPLO

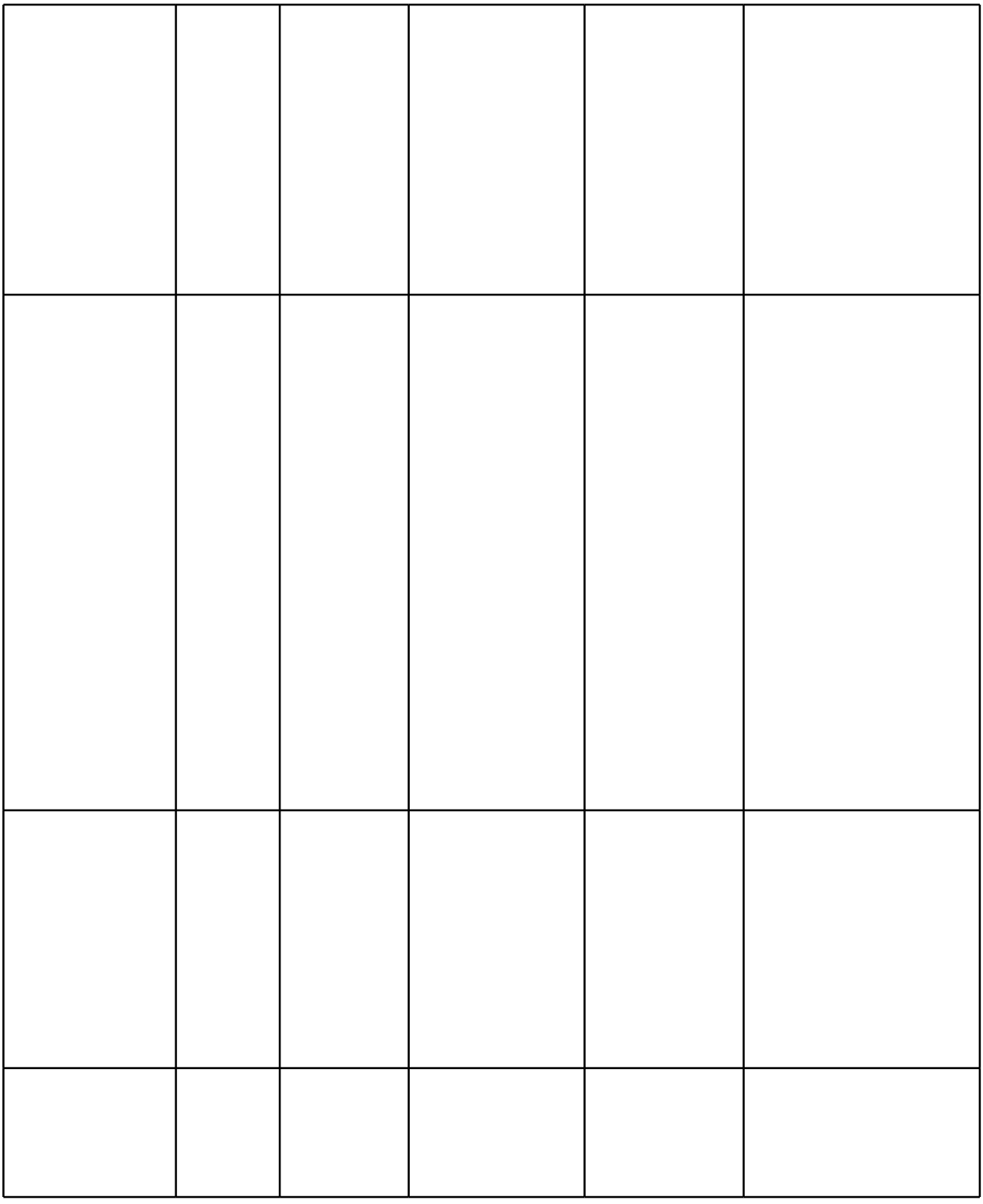
10	68289	0	102	union	school district employee

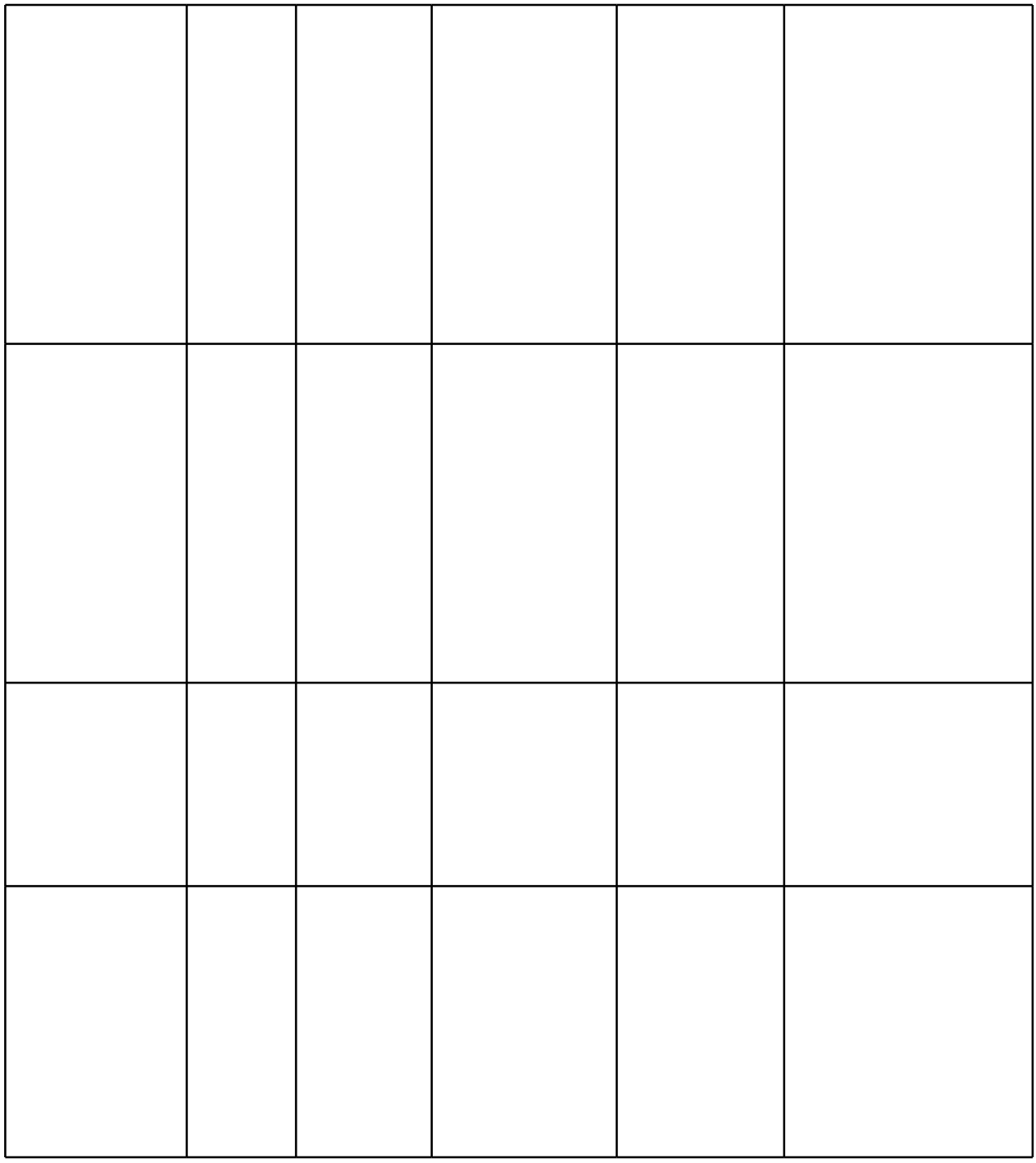
25	23498	0	78	non union	school district employee
2.5	74420	0	29	UNION	SCHOOL DISTRICT EMPLO

33	150 day	0	varies	non union	school district employee
1	210241	0	7	non union	school district employee

5	26794	0	36	non union	school district employee









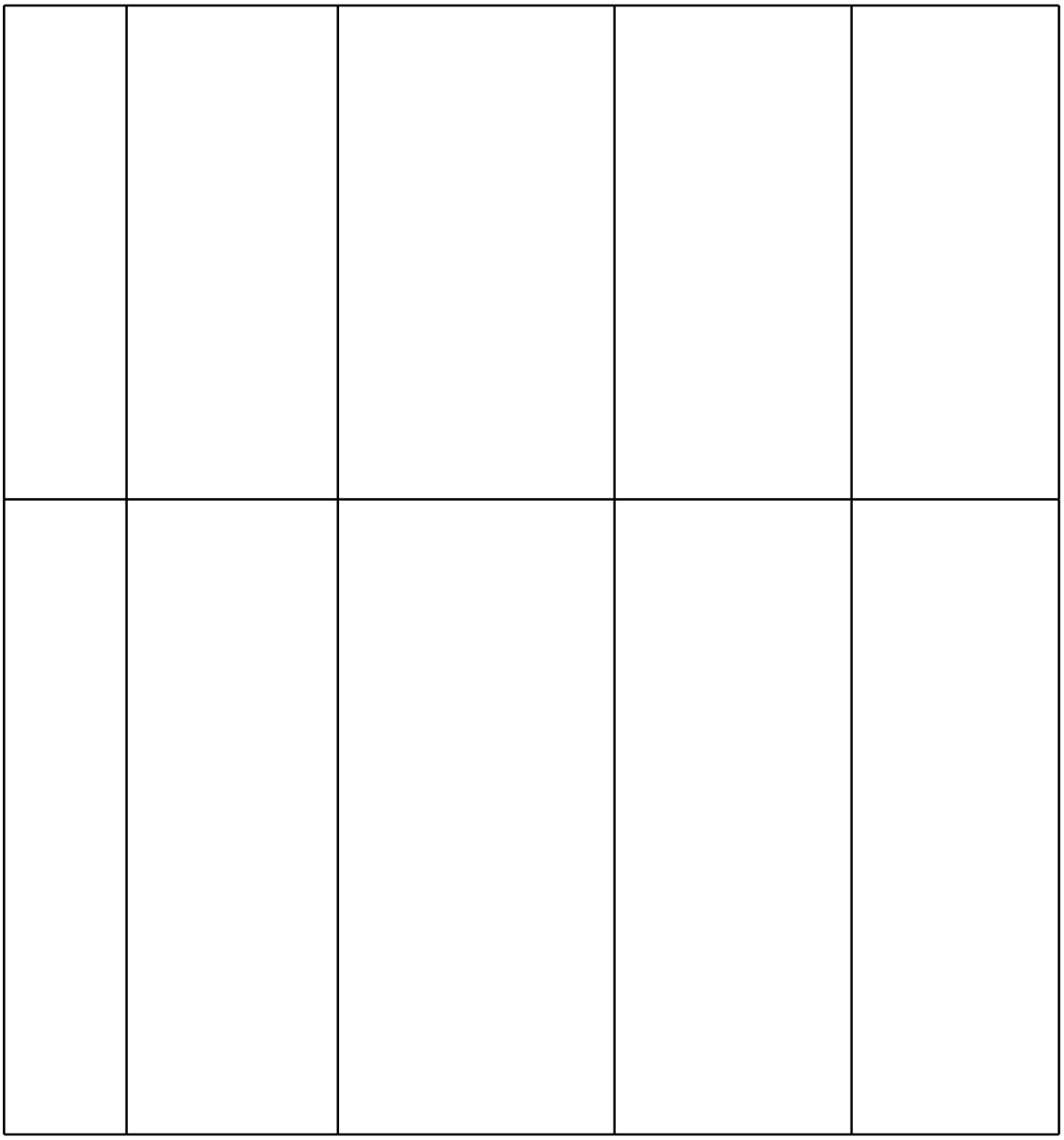
ˈiber and have hybrid jobs to include, please contact us and we will send you a hybrid

dditional rows below the job row. ERI Job Number and Job Title cells will be locked on

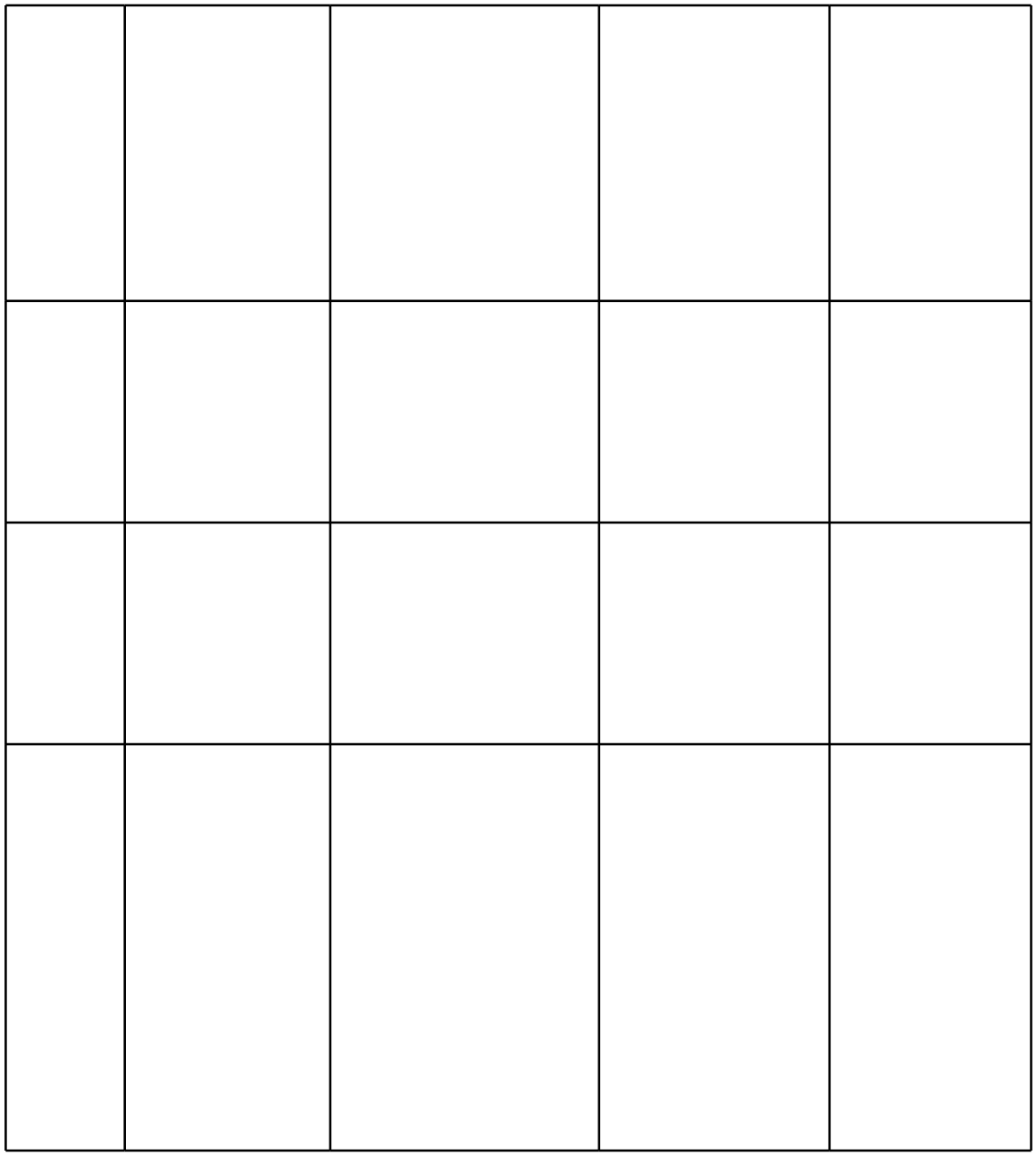
may report hourly rate. If you are reporting information for multiple incumbents,

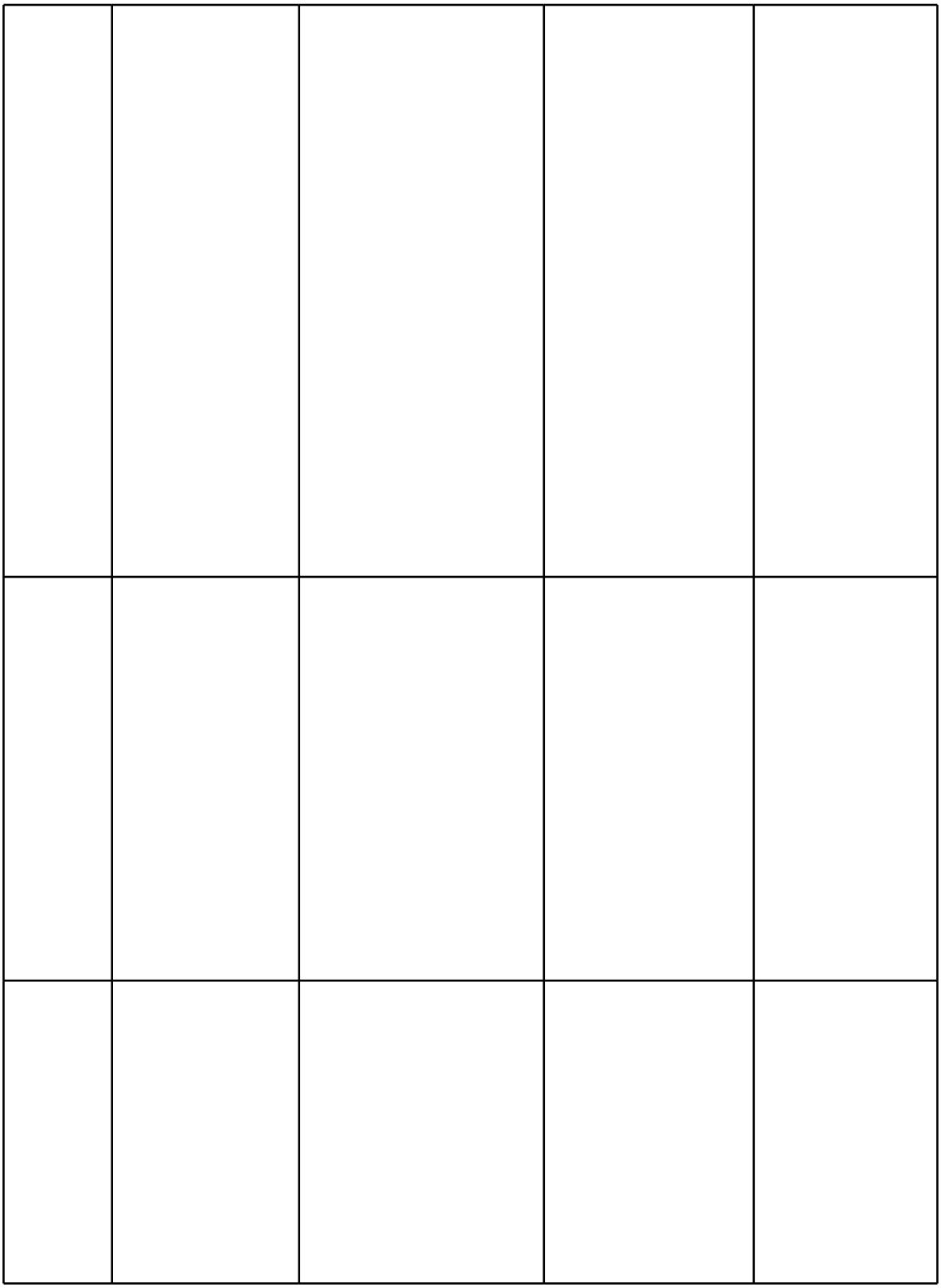
eraged dollar amount paid.

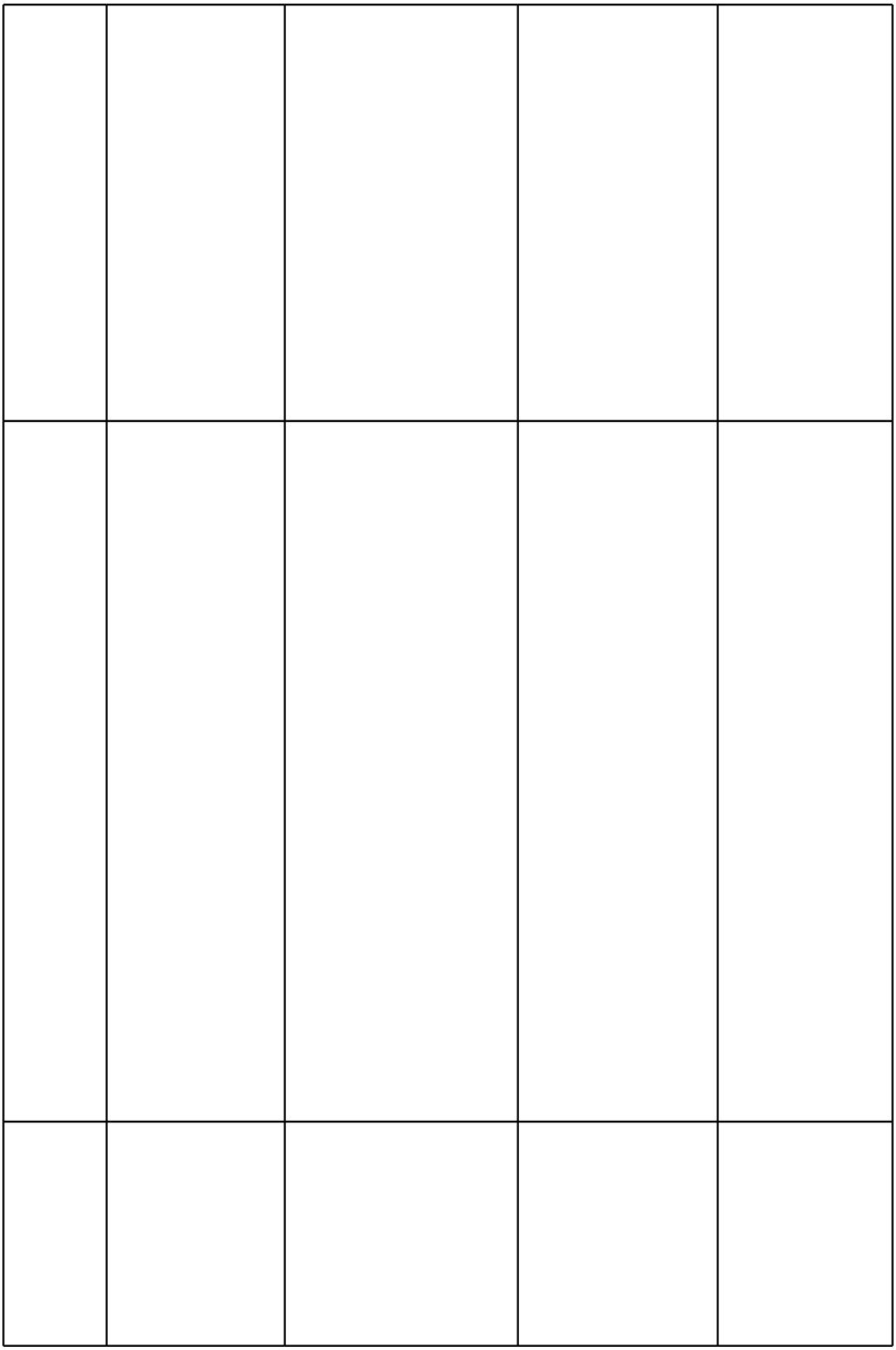
POSTAL CODE*	REQUIRED CERTIFICATE(S) &/or LICENCE(S)	POSITION MIN EDUCATION REQUIRED	POSITION MIN YEARS EXPERIENCE	POSITION REPORTS TO

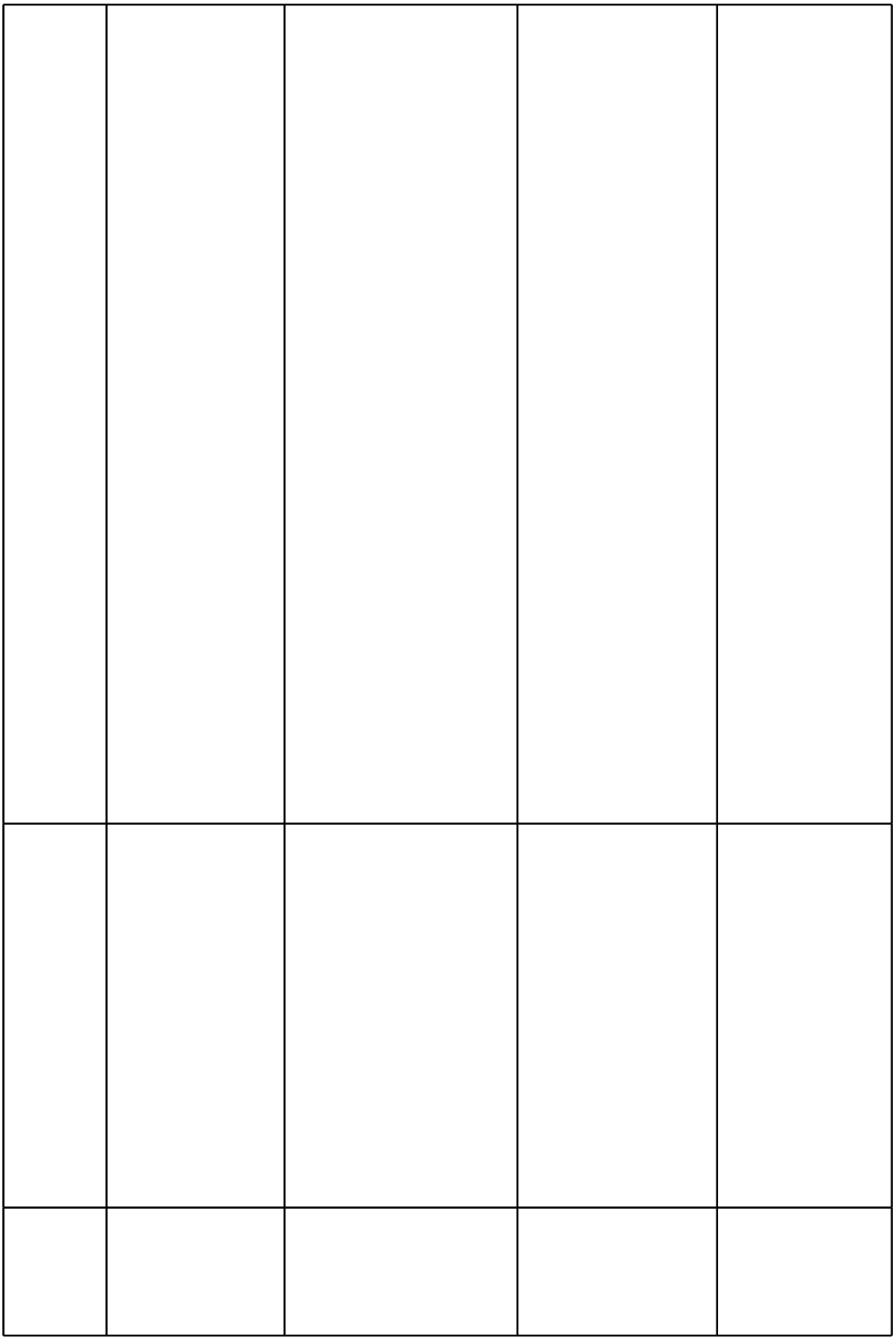


60463	CSBO endorsement , PEL w/ General Administrative endorsement	MA	0	Superintendent

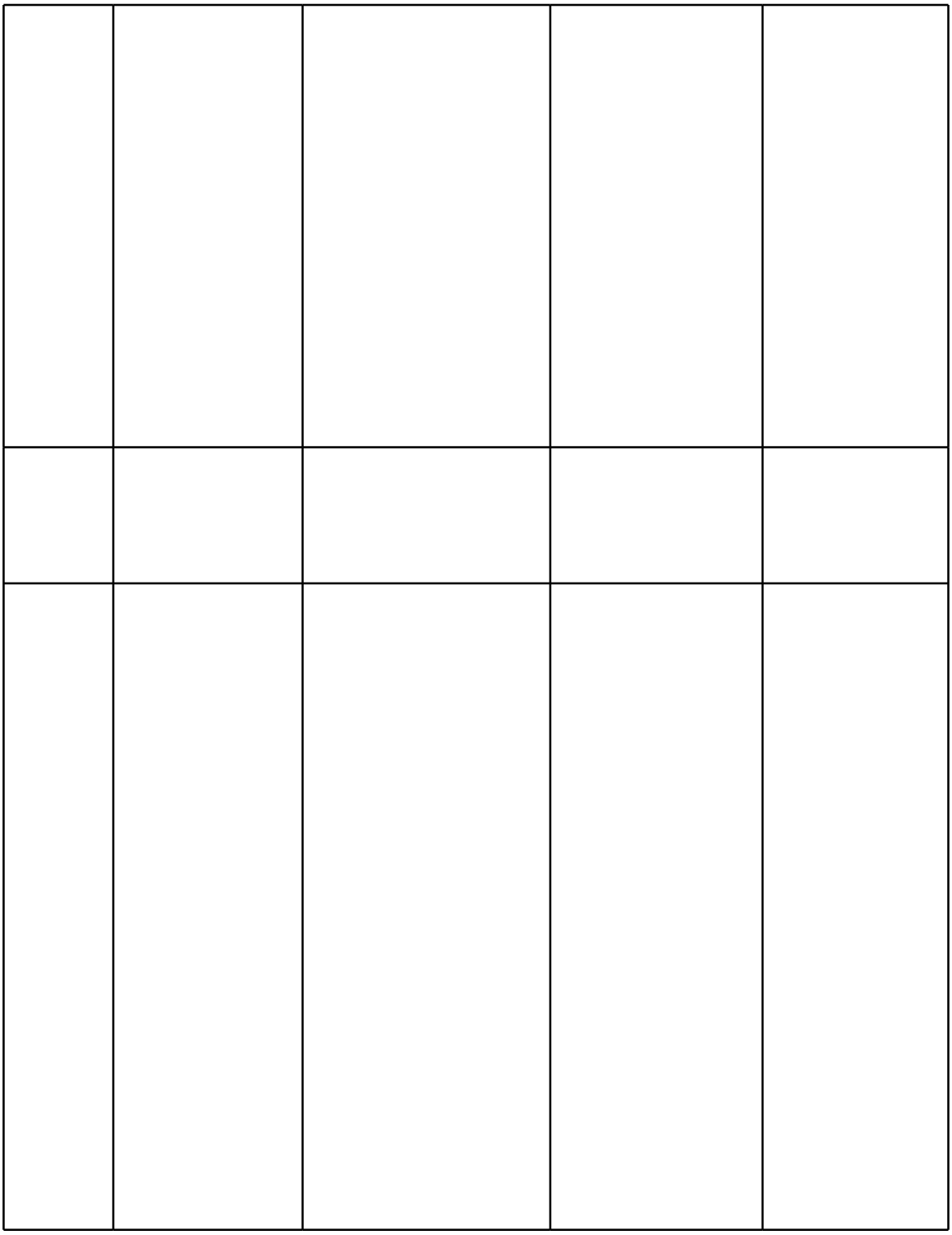


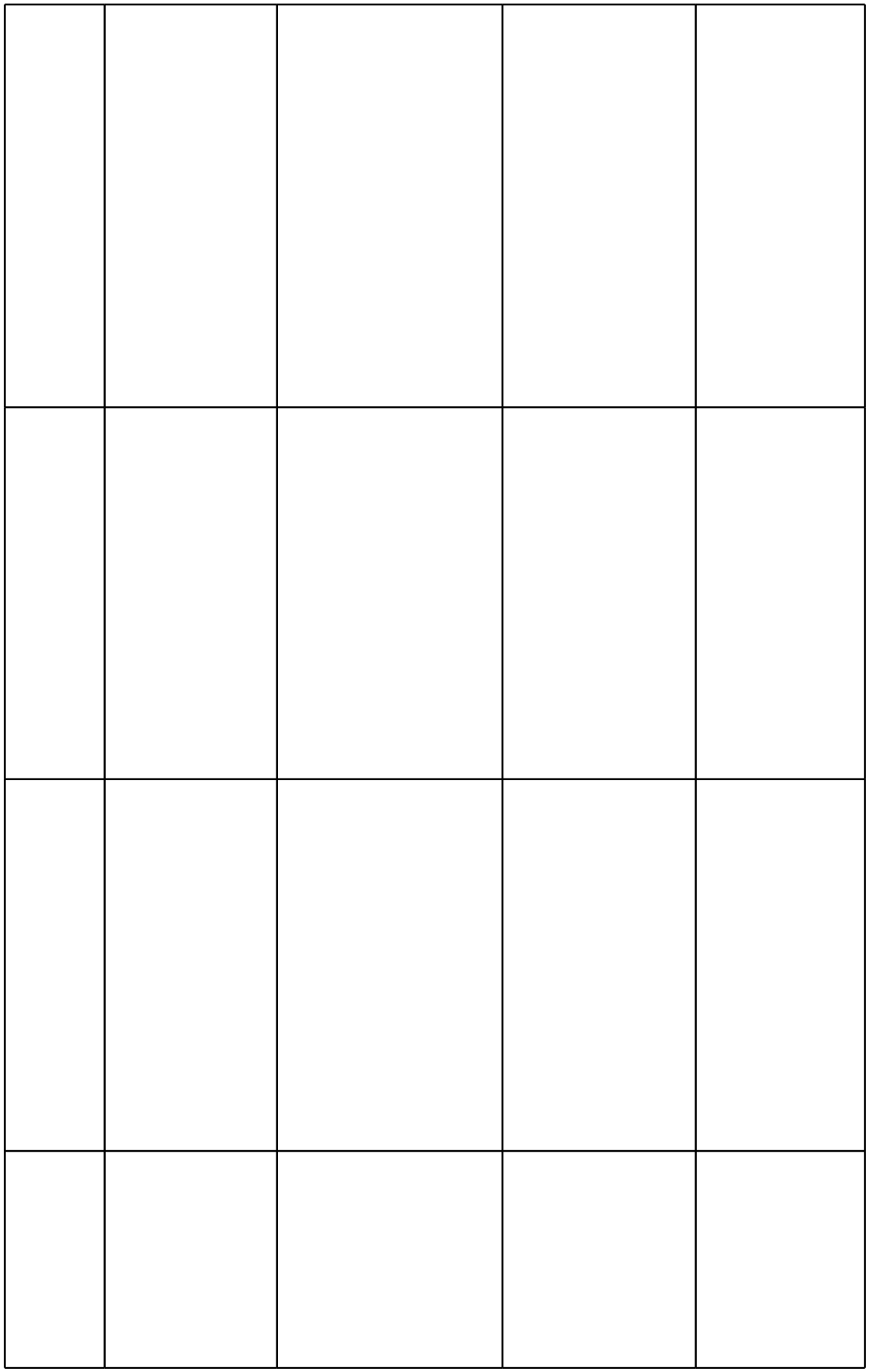


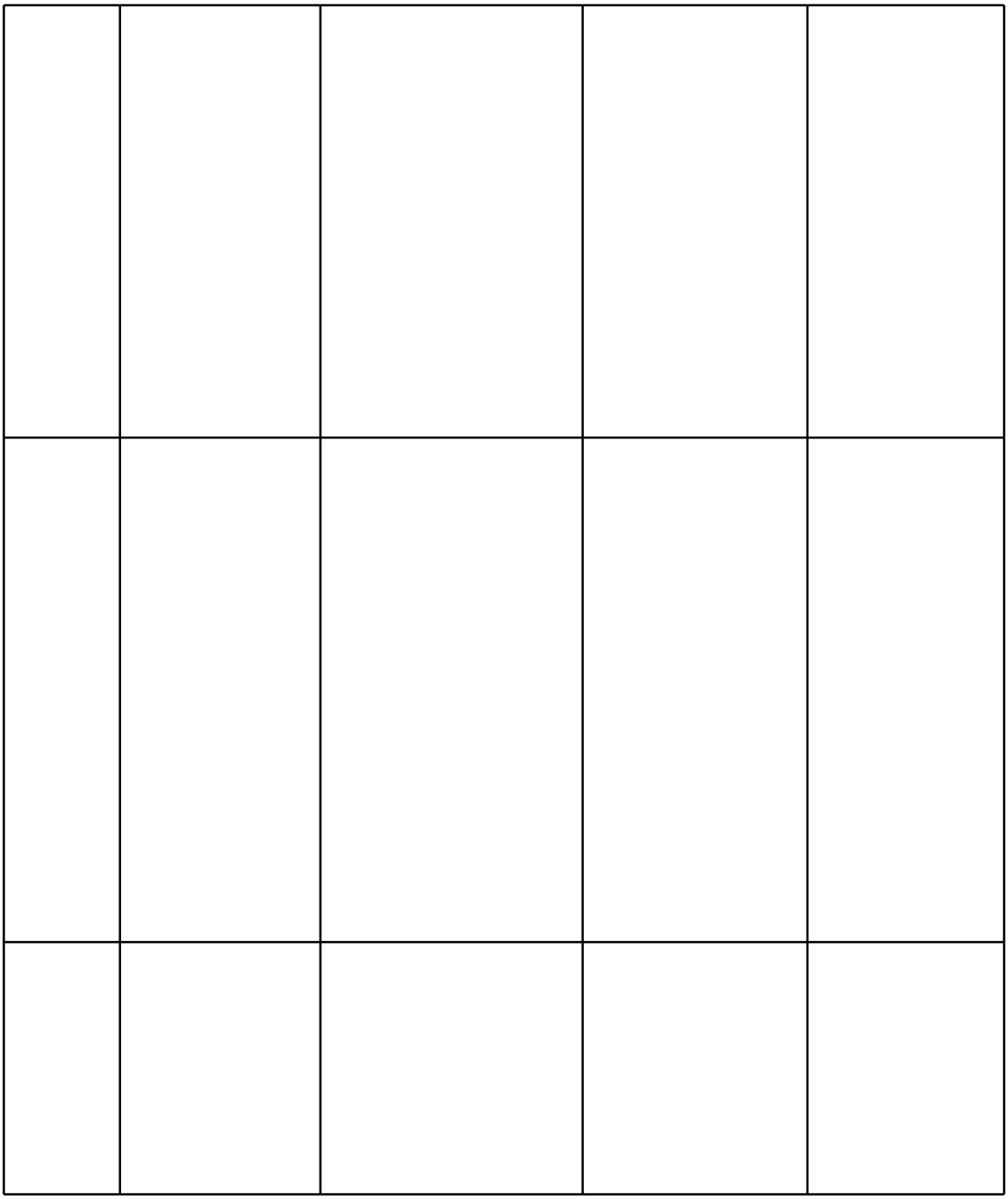


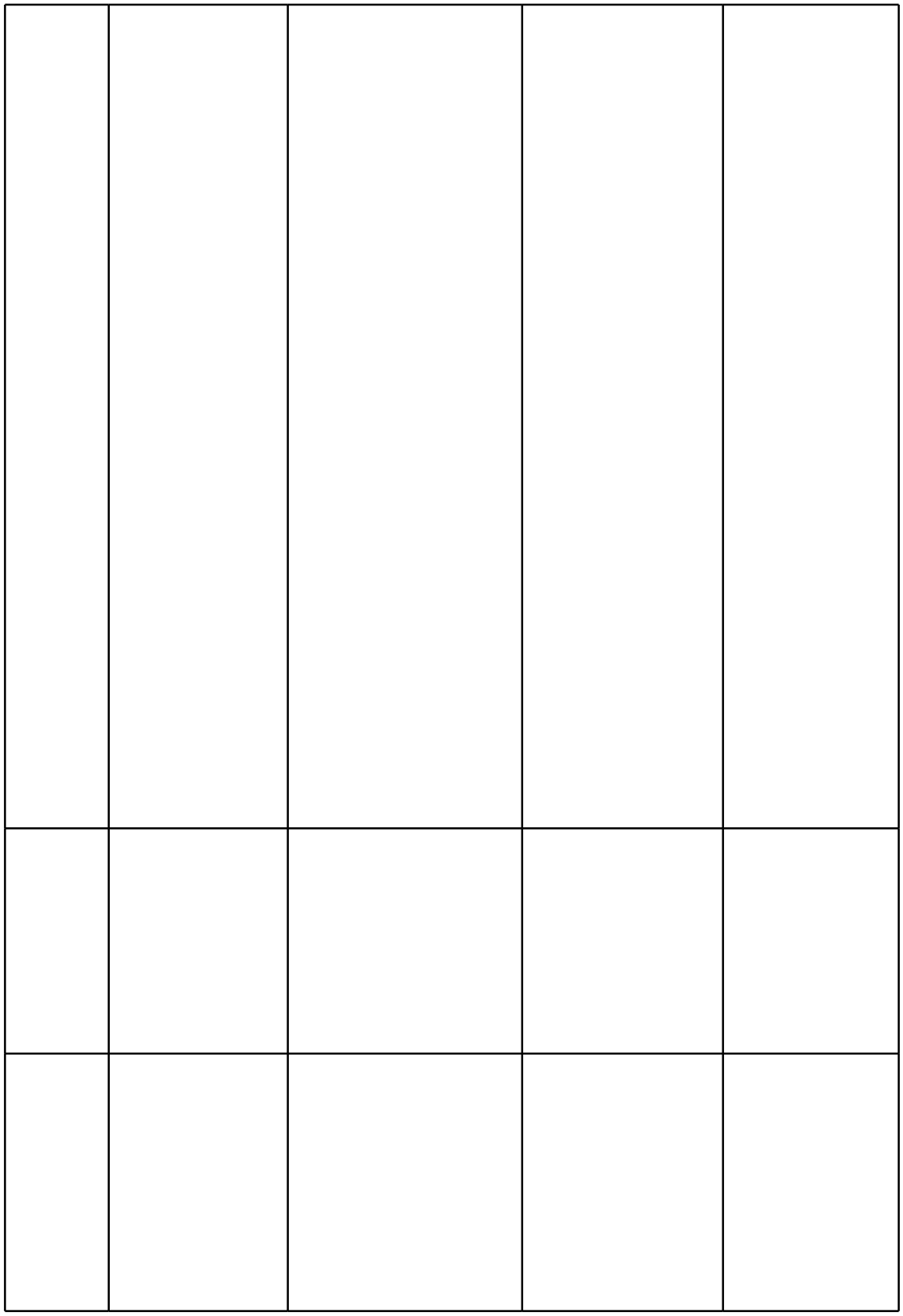


60463	PEL -with Math, ELA endorsements	BA	0	Superintendent



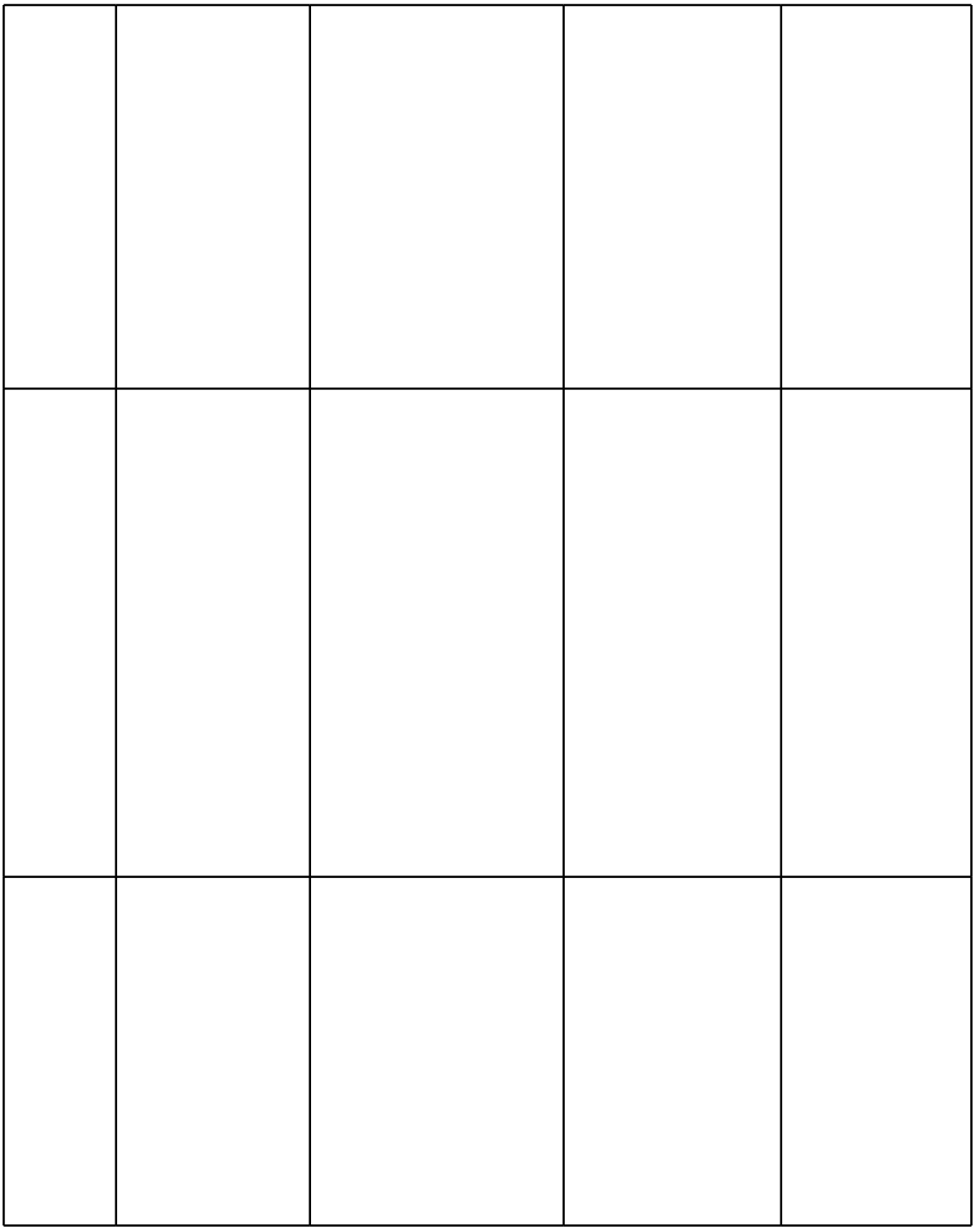


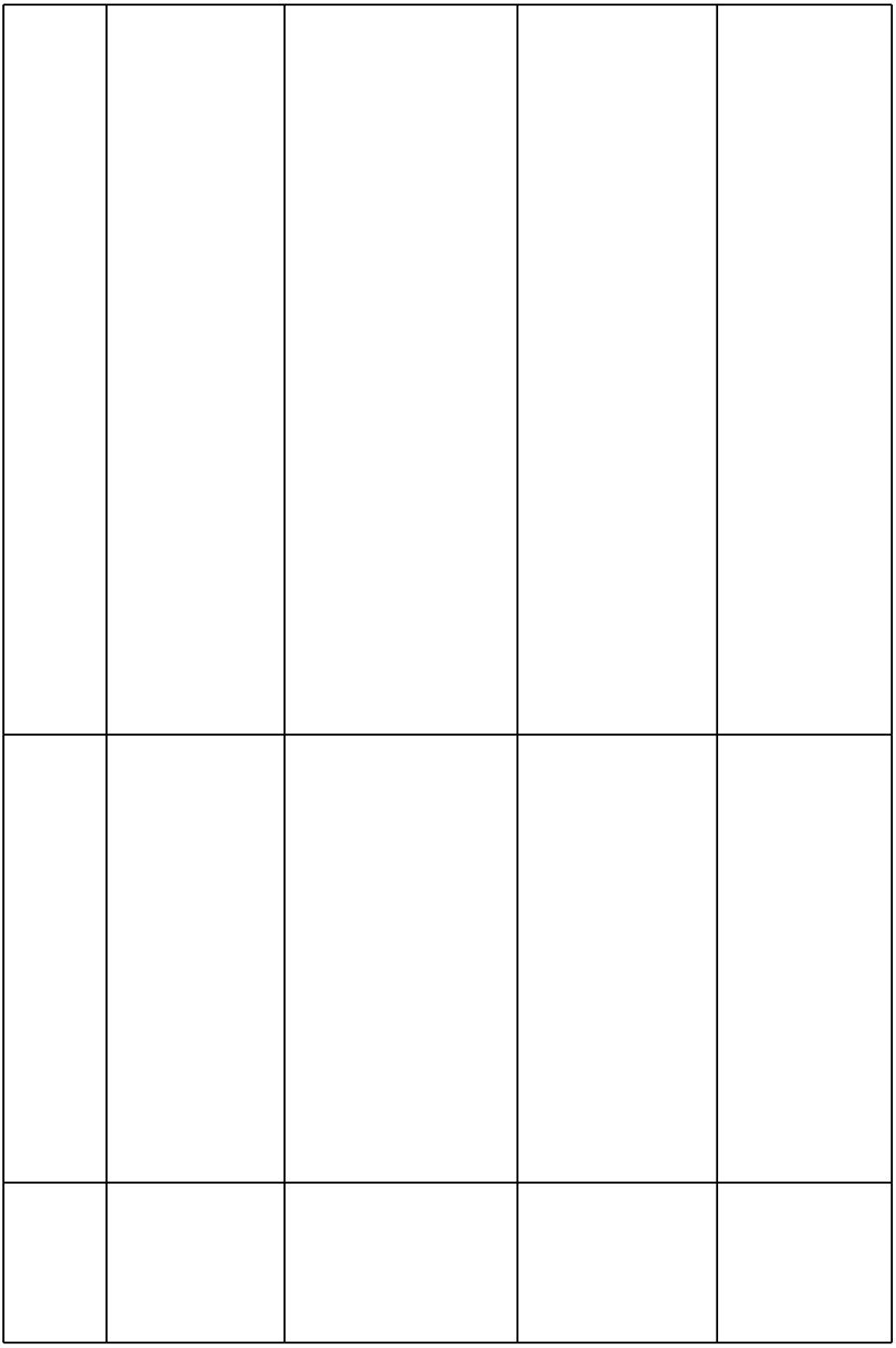




60463	PEL with GR K-8, relevent content arass	BA/BS	o	Principal

60463	PEL with English as new language endorsement	BA/BS	0	Sp Ed Director





60463	PEL with Music K-8 endorsement	BA/BS	0	Principal

60463	PEL with EC -Gr 3, EC Sped or LBS1	BA/BS	0	Principal
60463	PEL with Elem Gr K-5, relevent content areas	BA/BS	0	Principal

60463	PEL with General Administrative endorsement	MA in Educational Leadership	5	Superintendent

60463	PEL with Elem Gr K	BA/BS	0	Principal
60463	PEL w/ School nursing endorsement. Current First aid and cariopulmonary resuscitation completion, License in Registered Professional Nurse in State of IL	BA in Nursing	0	Sp Ed Director

60463	PEL with School Psychology endorsement	MA in School psychology or equivalent	0	Sp ed Director
60463	HS Diploma/GED	HS Diploma/GED	0	Principal

60463	PEL with middle grades or seceondary education and relevent content areas	BA/BS	0	Principal
60463	PEL with Social Wo	BA/BS	0	Sp Ed Director

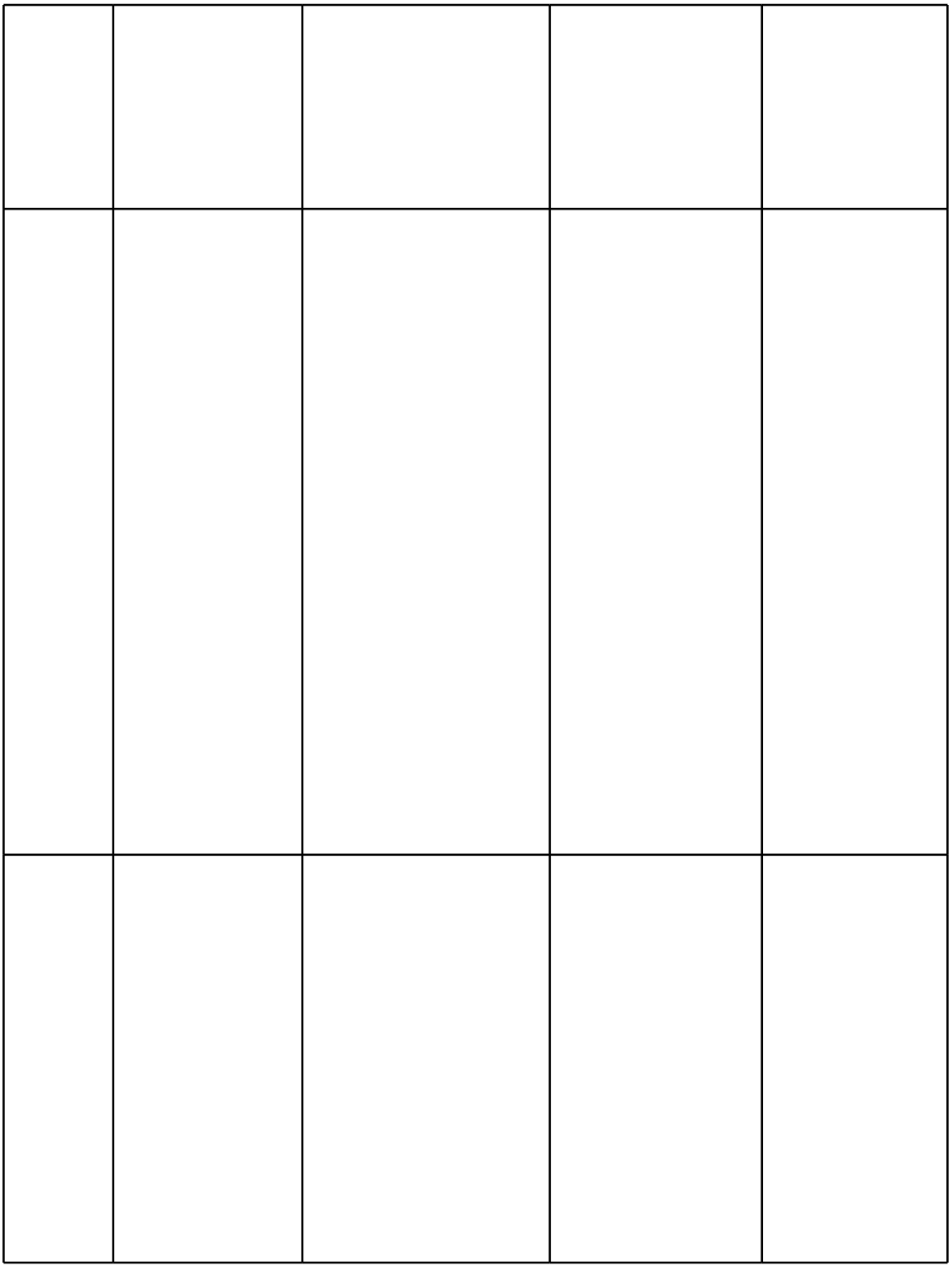
60463	PEL with Director of Special Ed endorsement	MA	2	Superintendent

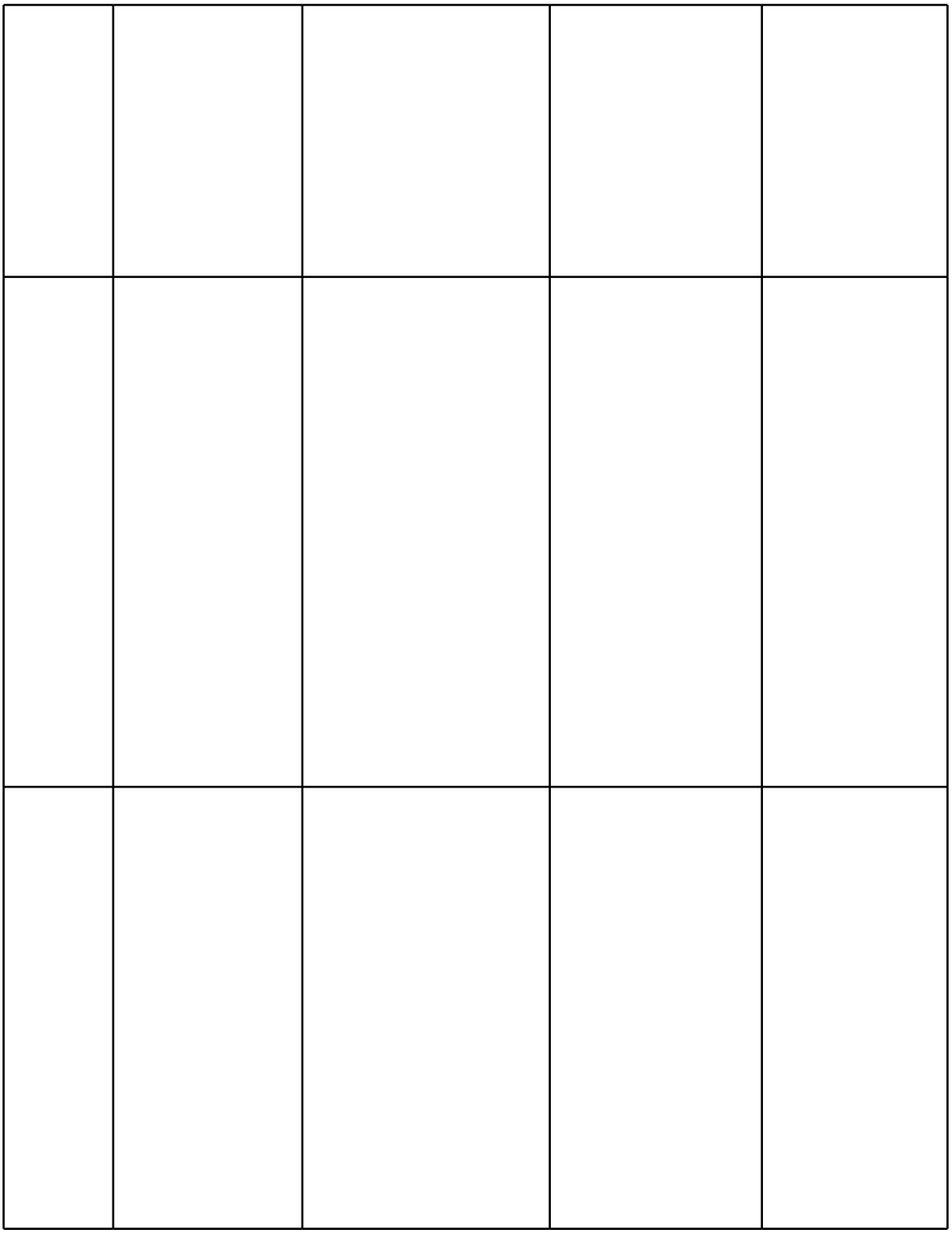
60463	PEL with LBS1	BA/BS	0	Principal

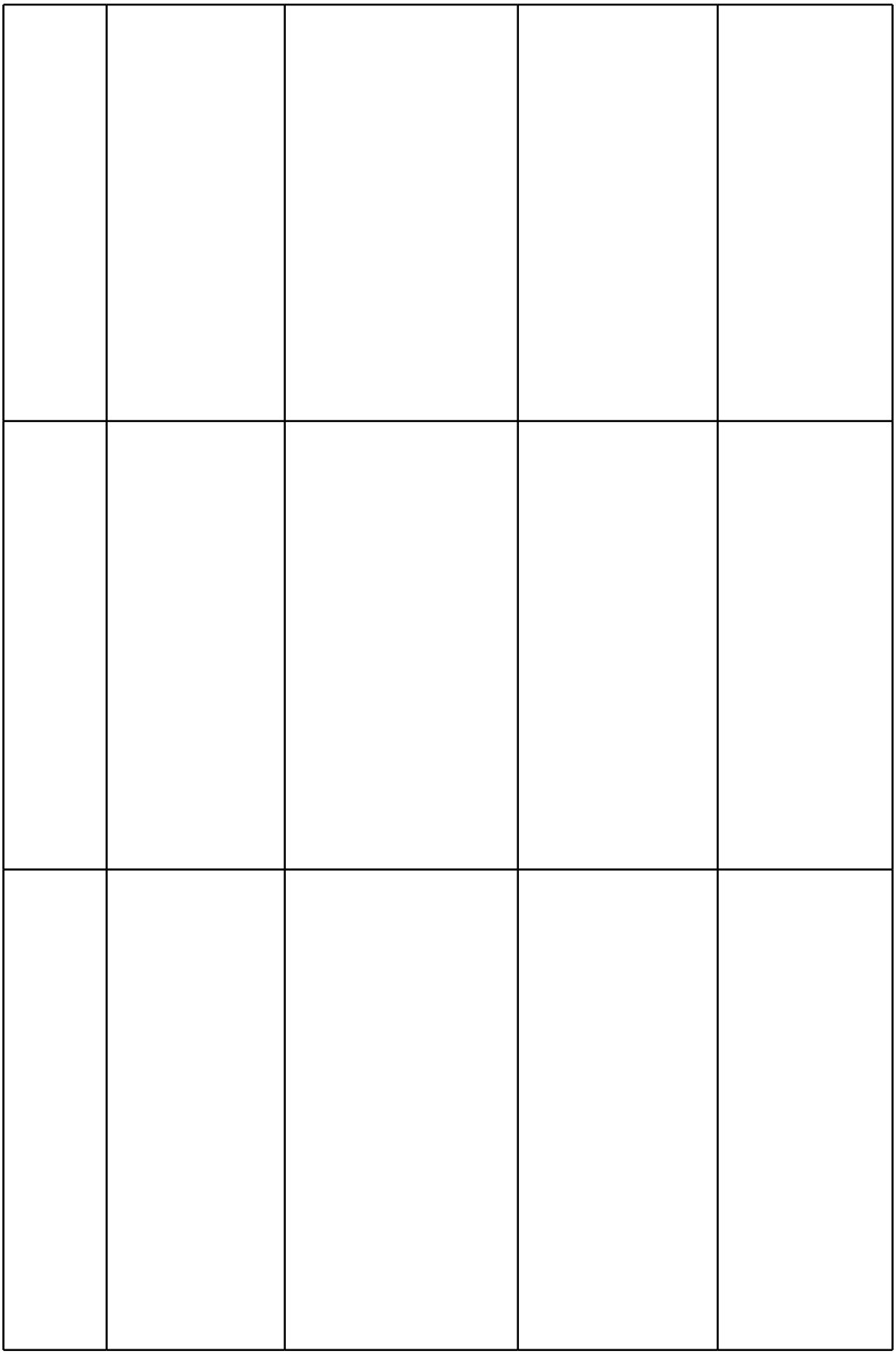
60463	para licensure	HS Diploma/GED, preferred BA with 60 college credits	0	Principal
60463	PEL with teaching or non teaching SLP endorsement, completion of Praxis exam	MA in Speech and Langu	0	SP ED DIRECTOR

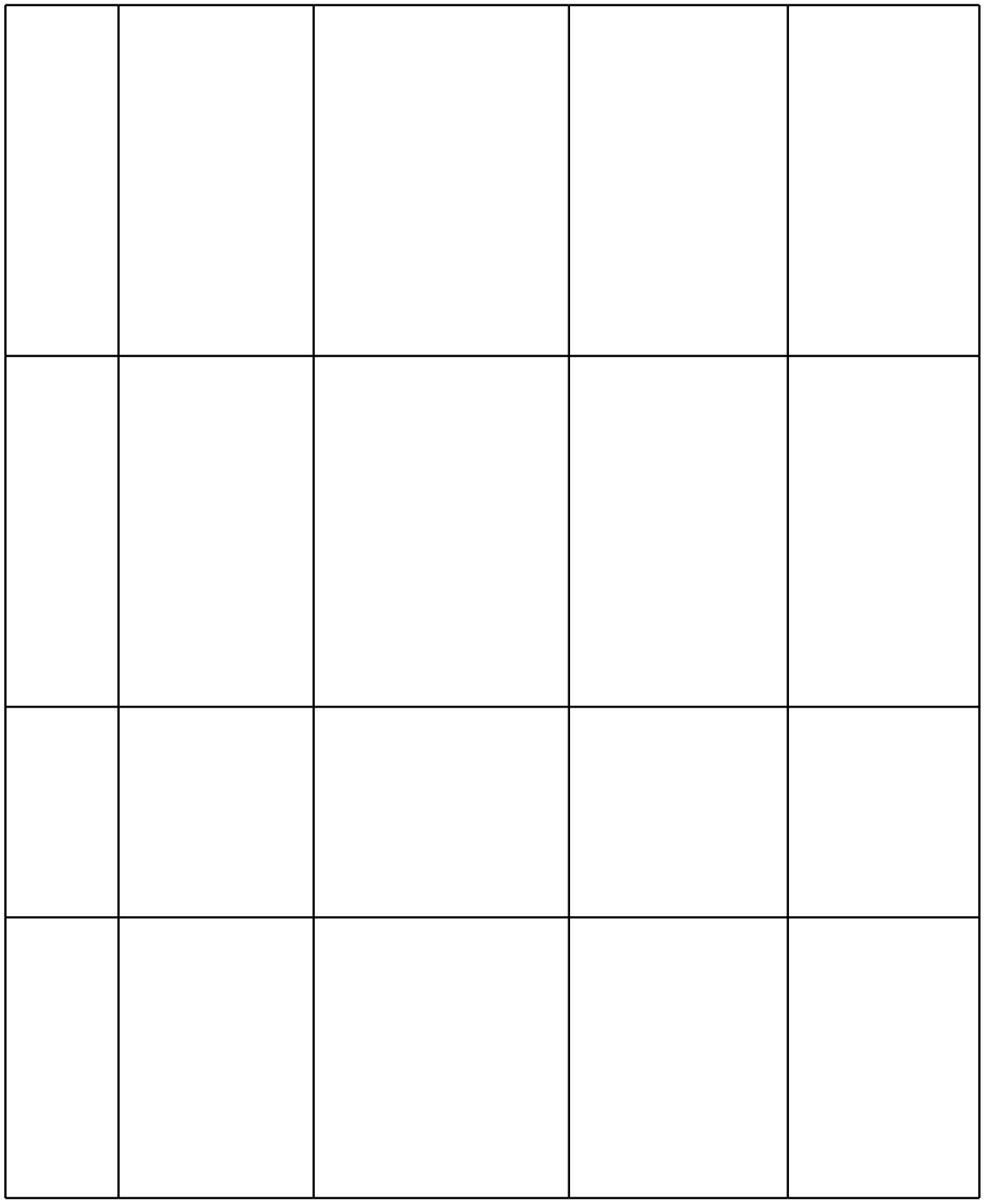
60463	Sub Certificate	HS Diploma/GED	0	Principal
60463	appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.	MA in Educational Leade	0	Board of Education

60463	Para licensure	HS Diploma/GED	0	Principal









92373	98	28
65292	22	4
65304	20	6
67236	12	14
74394	22	4
56857	20	6
69987	22	4
63710	25	1
51736	25	1
73307	19	7
65304	25	1
80461	11	15
62542	20	6
60646	24	2
72209	9	17
63995	14	12
53030	25	1
69022	11	15
68916	20	6
57260	20	6
60189	25	1
85117	6	20
54356	23	3
66826	22	4
56427	21	5
69987	13	13
56129	23	3
73307	10	16

Laura Kriha <lkriha@palos128.org>

[FOIA FWD -] FOIA Request: Vendor Spend - Citz for D128 Ref

1 message

Thaddeus <tpaskert@gmail.com> Mon, Sep 14, 2026 at 2:49 PM
To: FOIA@palos128.org
Cc: mgilhooly1@gmail.com

Hello,

Pursuant to the Illinois Freedom of Information Act, *Citizens for District 128 Referendum* is requesting a list of the District's top 25 vendor by spend amount for last fiscal year.

Please include contact information including name, email address and phone number.

Thank you!

Thad

Thaddeus Paskert
Citizens for D128 Referendum Treasurer
630-401-6485

Laura Kriha <lkriha@palos128.org>

FOIA reply

3 messages

Kim Anoman <kanoman@palos128.org> Thu, Sep 17, 2026 at 4:14 PM
To: tpaskert@gmail.com, Laura Kriha <lkriha@palos128.org>

Mr. Paskert,

Per your FOIA request below, attached you will find the information that we have on file that you requested. Please let me know if you have any questions.

Kim Anoman
Business Manager
Palos Heights School District #128
708-597-9040

FOIA Vendors Palos 128.xlsx
13K

Thaddeus <tpaskert@gmail.com> Thu, Sep 17, 2026 at 4:31 PM
To: Kim Anoman <kanoman@palos128.org>
Cc: Laura Kriha <lkriha@palos128.org>

Hello Kim,

Thank you so much. Have a good evening!

Thaddeus
[Quoted text hidden]

Kim Anoman <kanoman@palos128.org> Thu, Sep 17, 2026 at 5:03 PM
To: Thaddeus <tpaskert@gmail.com>
Cc: Laura Kriha <lkriha@palos128.org>

Thank you, you too.

Kim Anoman
Business Manager
Palos Heights School District #128
708-597-9040

[Quoted text hidden]

VENDOR	Amount	Description	CONTACT NAME
PALOS HEIGHTS SCHOOL DIST 128	6,173,388	Tax revenue and other revenue	N/A
EDUCATIONAL BENEFIT COOP/HEALTH	1,627,328	District Helath insurance	Shauna Carlson
E.F.T.P.S (DEDUCTION VENDOR)	1,191,193	Electronic payment for payroll deductions	N/a
ALLOY ARCHITECTURAL SOLUTIONS	790,524	Roof Company	RJ Spears
TEACHER RETIREMENT SYSTEM OF ILL	675,671	District portion of TRS benefits for teachers and admin	TRS
VEREGY	632,840	Roof tops units replacement (paid with bond proceeds)	Michelle James
ILLINOIS DEPARTMENT OF REVENUE	378,392	This is the state taxes paid by employees	n/a
ALPHA SCHOOL BUS	301,734	Special Ed Transportation	
RUSH DAY SCHOOL	300,828	Special Ed Outplacement and Transportation	
ILL MUNICPAL RETIREMENT FUND	290,338	District portion of pension benefits for support staff	
ELIM CHRISTIAN SERVICES	278,019	Special Ed Outplacement	
STUDIO GC ARCHITECTURE	231,864	Architect payments for work on Summer project (paid with bond proceeds)	Nikki Bridges
ILLINOIS SCHOOL BUS	217,821	Regular tranportation	
CRYER & OLSEN MECHANICAL, INC	182,735	Plumbing repairs (paid with bond proceeds and school grant funds)	
LINCOLN INVESTMENTS	164,166	Annuity company (these are 100% employee paid)	
ALLENGREEN GROUP	117,650	Special Ed Outplacement	
TEACHERS HEALTH INSURANCE SECURITY	108,863	Teacher health insurance portion paid by district for teachers/admin	TRS
COUNTRY HOUSE RESTAURANT	107,108	Our lunch we provide for our free and reduced students	David Fussell
SUBURBAN SCHOOL COOP INS POOL	99,055	Our liability school insurance cooperative	Patryk Pasek
ENGIE	98,244	Electricity vendor	
LARSON COMPANY	91,095	Replacement lockers at Indenpedence	
BMO FINANCIAL GROUP	79,402	This is the credit card	
SOLID STATE BUSINESS SYSTEMS	79,143	Vendor to help us with our backup systems for district technology	Neil Perry
THE EQUITABLE	75,756	Annuity company (these are 100% employee paid)	
DELTA DENTAL – RISK	66,471	This is our dental vendor	

Phone number	email
N/A	kanoman@palos128.org
1-515-343-2449	scarlson@businessolver.com
N/a	N/a
	Rjspears@alloyarchitectural.com
877-927-5877	
	mjames@veregy.com
800-732-8866	
708-371-2986	
	312-942-6627
1-800-275-4673	
708-389-0555	
312-253-3405	n.bridges@studiogc.com
	jeffrey.barnes@firststudentinc.com
815-723-1332	office@cryerolsenmech.com
1-800-242-1421	
312-298-9124	
877-927-5877	
708-389-4618	dfuss25@yahoo.com
630-694-4263	
888-782-8477	
	jmessaglia@larsoncompany.com
1-855-825-9234	
	neil@mysolidstate.com
1-800-628-6673	
630-718-4774	knelson@deltadentalil.com

Laura Kriha <lkriha@palos128.org>

FOIA Request – Non-Bus Student Transportation Contracts and Rates

odehtadros@gmail.com <odehtadros@gmail.com> Wed, Sep 16, 2026 at 2:10 PM
To: lkriha@palos128.org

Dear FOIA Officer,

Under the Illinois Freedom of Information Act, I am requesting electronic copies of the following records concerning the District's non-bus student transportation services — transportation provided by vehicles other than full-size school buses, such as sedans, vans, SUVs, and multi-passenger vehicles used for individual, small-group, special-education, and McKinney-Vento student transportation — for the 2025–26 and 2026–27 school years:

1. All current contracts, agreements, renewals, extensions, and amendments with companies providing non-bus student transportation, including term dates and renewal options.
2. All bid invitations, RFP specifications, vendor proposals, bid tabulations, evaluation recommendations, and Board approvals associated with these contracts.
3. All pricing schedules and rate sheets for non-bus transportation, including charges calculated per student, route, vehicle, one-way trip, round trip, day, mile, or hour.
4. Any additional charges for fuel, mileage, aides or monitors, wheelchair-accessible vehicles, wait time, additional stops, route changes, cancellations, or after-school transportation for non-bus services.
5. Records identifying the companies currently providing non-bus transportation for the District's regular education, special education, McKinney-Vento, private/parochial school, and out-of-district students.

Thank you,
Odeh Tadros
odehtadros@gmail.com

Laura Kriha <lkriha@palos128.org>

FOIA request reply

1 message

Kim Anoman <kanoman@palos128.org> Mon, Sep 28, 2026 at 8:14 PM
To: odehtadros@gmail.com, Laura Kriha <lkriha@palos128.org>

Hi,

Per your FOIA request below, we have attached invoices for Universal Taxi and Allengreen as these are the vendors we used that do not use regular school buses. There are no contracts for either vendor.

Please let me know if you have any questions.

Kim Anoman
Business Manager
Palos Heights School District #128
708-597-9040

2 attachments

Allengreen Invoices.pdf
1242K

Universal Taxi invoices.pdf
3116K