

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held April 18, 2007, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. General Functions
 - A. Call to Order
 - B. Roll Call
 1. Special Board Personnel Committee Members: Margarito (Mago) Arellano, Chairperson - Shonda Jordan and Armando Rodriguez
2. Instruction and Student Affairs
 - A. NONE
3. Personnel
 - A. Creation of Positions 3
 1. Canutillo High School:
 - a. 1 EL Facilitator
 - b. 1 Counseling Clerk
 2. Alderete Middle School:
 - a. 1 Counselor
 3. School Improvement Division:
 - a. 1 Speech Language Pathologist
 - b. 5 Campus Instructional Coordinators for Elementary Schools
 4. Student Support Division:
 - a. 1 High School Equivalency Program Coordinator
 5. Human Resources Division:
 - a. 1 Auxiliary Specialist
 6. Business Services Division:
 - a. 1 Accountant
 7. School Resources Division:
 - a. School Resource Technology Facilitator
 - B. Progress report by Springtime Janitorial Supply (Frank Graf)
 - C. Discussion on use of unauthorized comp. time and scheduling of custodians
 - D. Discussion on district regulations/procedures for chaperones
 - E. Update on personnel staffing for Garcia Elementary
 - F. Consultation with attorney on personnel matters
 - G. Discussion on qualifications/requirements for District Lead Custodian

- H. Comments/Input from Community Members on items discussed by Personnel Committee
 - 4. Business and Finance
 - A. NONE
 - 5. Administration
 - A. NONE
 - 6. Adjournment
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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

Special Personnel Committee Meeting – April 18, 2007

3 A. Creation of Positions

Canutillo High School:

- 1 EL Facilitator -State Compensation Funds, Teacher Pay Scale**
- 1 Counseling Clerk - State Compensation Funds, C/P Pay Grade 3**

Alderete Middle School:

- 1 Counselor - State Compensation Funds, A/P Pay Grade 2**

School Improvement Division:

- 1 Speech Language Pathologist - State Special Ed Funds, A/P Pay Grade 2**
- 5 Campus Instructional Coordinators for elementary schools -Title 1 Funds, A/P Pay Grade 3**

Student Support Division:

- 1 High School Equivalency Program Coordinator – State Comp Funds, A/P Pay Grade 3**

Human Resources Division:

- 1 Auxiliary Specialist – Local Funds, C/P Pay Grade 7**

Business Services Division:

- 1 Accountant – Local Funds, A/P Pay Grade 2**

School Resources Division:

- School Resource Technology Facilitator – Title 1 Funds, A/P Pay Grade 3**

Background Information on Creation of New Positions:

Canutillo High School: • Instead of replacing the EL aide vacancy at CHS, administration is recommending creating an EL Facilitator position. This position would facilitate the EL program at CHS ensuring academic success and program compliance with state law. The current Teacher Convener stipend would be eliminated. The position would be on the teacher pay scale working 202 days. Additionally, administration is recommending adding an additional counseling clerk who works a 202 calendar. The job description is on file.

Alderete Middle School: • Administration is recommending adding an additional counselor to AMS. CMS would absorb the existing counselor that is shared with AMS to also have 2 counselors on the campus. This position works a 202 calendar. The job description is on file.

School Improvement Division: • Administration is recommending the creation of a Speech Language Pathologist position because of the increase in case loads. This position would work a 192 day calendar. Additionally, administration recommends creation of 5 Instructional Coordinator positions in order to manage accelerated instruction services for students not meeting local and state standards. These positions would work a 202 calendar.

Student Support Division: • Administration is recommending creation of a High School Equivalency Program Coordinator. This position would coordinate the district GED program for students in at-risk situations. This position would work a 221 calendar.

Human Resources Division: • Administration is recommending creation of an Auxiliary Specialist position. This position would take over the auxiliary duties of the Workers' Compensation Specialist enabling the Workers' Compensation Specialist to focus on the Workers' Comp, the District Safety, and Accident Prevention programs. The Auxiliary Specialist would handle the manual trade's family and district clerical positions. This position would be filled from within the existing Human Resources staff. The ensuing vacated position would be eliminated. The cost of this position would be minimal to the District. The position works a 226 calendar.

Business Services Division: • Administration is recommending creation of an Accountant to reconcile bank statements, federal reporting, fund raising review, preparation of external auditor review and verifying inventory sheets. This position works a 226 calendar.

School Resources Division: • Administration is recommending creation of a School Resource Technology Facilitator. This position will assist campuses district-wide in the integration of curriculum with school resources which will include the integration of technology. This position works a 197 calendar.

SUPERINTENDENT RECOMMENDATION

Approve recommended items to the Board of Trustees.

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: CHS Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: EL Facilitator Full-time Part-time
Exempt Non-exempt

Pay Grade: T Salary Salary Range: _____

Funding: Comp

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed [Signature] 4-11-07
Superintendent Date

Signed [Signature] 4/11/07
Associate Superintendent Date

Signed [Signature] 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed _____
Originator Date

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: CHS Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: Counseling Clerk Full-time Part-time
Exempt Non-exempt

Pay Grade: CIP 3 Salary Range: \$9.42 - \$11.78

Funding: Emp/HS Allotment

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

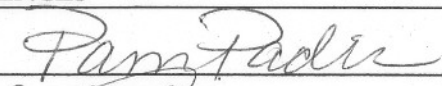
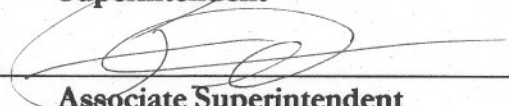
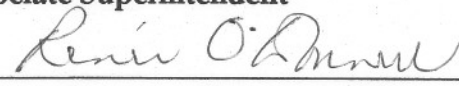
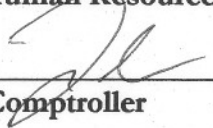
POSITION PROFILE (May include a job description)

Job description on file - RO'S
Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed		<u>4-11-07</u>
	Superintendent	Date
Signed		<u>4/11/07</u>
	Associate Superintendent	Date
Signed		<u>4/11/07</u>
	Human Resources Executive Director	Date
Signed		<u>4/11/07</u>
	Comptroller	Date
Signed		
	Originator	Date

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: Ams Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: Counselor Full-time Part-time
Exempt Non-exempt

Pay Grade: A/P 2 Salary Range: \$193.34 - \$241.68

Funding: Comp

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed [Signature] 4-11-07
Superintendent Date

Signed [Signature]
Associate Superintendent Date

Signed [Signature] 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed _____
Originator Date

Job Title: Speech, Hearing, & Language Pathologist
Wage/Hour Status: Exempt
Reports to: Special Ed Director
Pay Grade:
Dept. /School: School Improvement Division
Date Revised: February 1, 2007

Primary Purpose:

Implements a program of speech therapy and language development to remediate speech, hearing and language difficulties, and to encourage adequate oral communication skills in students who have deficits in these areas.

Qualifications:

Education/Certification:

Master's degree from accredited university
Appropriate State Certification and/or State Licensure

Special Knowledge/Skills:

Experience:

Must be eligible for employment in the United States

Major Responsibilities and Duties:

1. Coordinates services and demonstrates flexibility achieving maximum efficiency in scheduling and service delivery.
2. Determine eligibility for speech-language service through review of referral information, observation and assessment data. Prepare evaluation reports in compliance with federal, state and District requirement.
3. Provides speech therapy addressing the student's individual educational objectives in the areas of articulation, language, fluency and voice.
4. Selects, produces and utilizes appropriate materials and technology to meet student's needs.
5. Use appropriate technology to increase therapeutic effectiveness and maintenance of required documentation.
6. Models, evaluates and provides feedback on student progress during instruction.
7. Monitors student's communication skills in various settings.
8. Maintains discipline during speech therapy conducive to a positive learning environment.
9. Uses management practices that promote positive teamwork and mutual respect with staff, students and parents.
10. Adheres to policies and procedures in accomplishing campus goals.
11. May supervise Speech Language Pathologist Interns and/or Licensed Assistants according to the guidelines of the American Speech and Hearing Association (ASHA).
12. May provide supervision of UTEP students at the campus level.
13. Complies with federal and state laws, district policies and procedures regarding all areas of speech/language services.
14. Prepares reports and maintains accurate and complete records as required by administrative regulation, special education, and TEA.

Reviewed by _____ Date _____

Approved by _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: School Imp. Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 5

Position Title: Instructional Coord. Full-time Part-time
Exempt Non-exempt

Pay Grade: A/P 3 Salary Range: \$204.94 - \$256.18

Funding: Title 1

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:


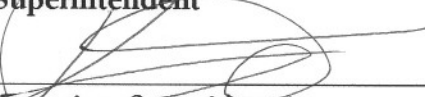
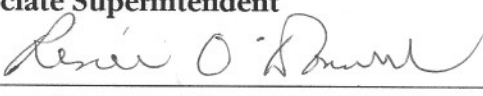
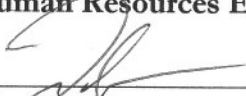
POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed		4-11-07
	Superintendent	Date
Signed		4/11/07
	Associate Superintendent	Date
Signed		4/11/07
	Human Resources Executive Director	Date
Signed		4/11/07
	Comptroller	Date
Signed		
	Originator	Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Campus Instructional Coordinator **Wage/Hour Status:** Exempt
Reports to: Principal **Pay Grade:** A/P 3 ESEA Title I, Part A funded
Dept./School: Assigned Campus and Level **Date Revised:** April 4, 2007

Primary Purpose:

Manages accelerated instruction services for students not meeting local and state standards. Assists the administration in the development, implementation, evaluation, and improvement of the academic program and technology services

Qualifications:

Education/Certification:

1. Master's Degree
2. Mid-Management or Texas Assistant Principal Certificate preferred
3. Certified Professional Development and Appraisal System (PDAS)
4. Appraiser

Special Knowledge/Skills:

1. Strong organizational, communication, presentation and interpersonal skills
2. Experience in school improvement initiatives
3. Experience in curriculum development and implementation
4. Ability to analyze information in order to improve student performance
5. Successful experience with meeting the needs of students in at-risk situations, with special emphasis on English Learners
6. Proven mastery of various software programs

Experience:

3-5 years experience as a classroom teacher, preferred at the level of the campus assignment

Major Responsibilities and Duties:

Instructional Management

1. Develop and manage accelerated instruction services for students not meeting local and state standards
2. Assist administration in reviewing curriculum and instructional plans and in observing and monitoring instructional practices to assure that the appropriate curriculum and effective instruction is being delivered in each classroom
3. Work with teachers to design effective learning experiences for students
4. Work with teachers and personnel at other campuses to develop and implement local assessments as per Board Policy EIE (LOCAL)
5. Collect and use evidence to evaluate and improve the design, materials, and implementation of the curriculum and instructional programs
6. Assist campus summer school administrator

Job Description
Campus Instructional Coordinator

School/Organizational Improvement

7. Assist the administration in developing short and long range plans to improve the academic program, based upon information analysis
8. Set goals and objectives collaboratively with staff
9. Participate in the development of the campus improvement plan with staff, parents, and community members
10. Assist the administration to develop, maintain, and use information systems to maintain records in order to track progress on student performance, campus performance objectives and academic excellence indicators
11. Conduct campus needs assessment for technology related initiatives
12. Participates as a member of the campus and district technology committee.
13. Prepares the campus technology plan on a yearly basis

Personnel Management

11. Observe employee performance, records observations and provides appraisers with cumulative data for the teacher appraisal system.
12. Orient new staff to the curriculum and instructional programs on campus.
13. Oversee mentor and new teacher program at the campus to ensure appropriate mentoring of new teaching staff and provide feedback to the Employee Development Coordinator.
14. Oversee the campus new teacher groups as part of the district's teacher induction program and provide feedback to the Employee Development Coordinator.

Student Management

15. Assist administration, counselors and teachers in the assessment and placement of students in accelerated instruction programs
16. Monitor attendance of students assigned to tutorial programs
17. Provide for the evaluation and reporting of progress of students receiving accelerated instructional services
18. Monitor student performance in the academic program, using local, state, and national indicators

Staff Development

19. Assist in and monitor the development of the ability of all teachers to provide TEKS-based instruction and to prepare students to be successful on local, state, and national assessments
20. Ensure continuous renewal of curriculum and instructional policies and methods
21. Assist administration with the installation of new programs, reviewing and evaluating new program guides with appropriate personnel
22. Pursue and encourage the development of innovative curriculum and instructional programs
23. Train and lead teachers in studying the state curriculum and revising curriculum

**Job Description
Campus Instructional Coordinator**

24. Other duties as assigned

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

1. Maintain emotional control under stress; frequent prolonged and irregular hours; frequent district-wide travel
2. May be transferred to another campus

Terms of Employment:

Eleven (11) months, 202 days of employment or as determined by the Board of Trustees.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature **Date**

Reviewed by _____ Date _____

Administrative Approval by _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: Student Support Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: HSEP Coordinator Full-time Part-time
Exempt Non-exempt

Pay Grade: A/P 3 Salary Range: \$204.94 - \$256.18

Funding: State Comp

Work Calendar: 226 221 Reports to: Executive Director

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed Pam Padua 4-11-07
Superintendent Date

Signed [Signature] 4/11/07
Associate Superintendent Date

Signed Renee O'Donnell 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed Margarita Amendez 4-11-07
Originator Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title:	High School Equivalency Program Coordinator	Wage/Hour Status:	Exempt
Reports to:	Executive Director for Student Support	Pay Grade:	A/P 3
Dept./School:	Student Support Division	Date Revised:	February 23, 2007

Primary Purpose:

Coordinate the district program for students in at-risk situations. Collaborate with district staff and outside personnel to provide educational and career opportunities for students in at-risk situations.

Qualifications:

Education/Certification:

Bachelor's degree with Special Education Certification, preferred

Special Knowledge/Skills:

Ability to organize and coordinate districtwide program

Ability to interpret data

Knowledge of curriculum and instruction

Strong organizational, communication, and interpersonal skills

Experience:

Three years experience as a classroom teacher

Major Responsibilities and Duties:

Program Management

1. Implement procedures to monitor at-risk students who have been determined to be truant.
2. Act as Canutillo Independent School District representative at the Justice of the Peace truancy proceedings.
3. Follow up students' attendance on TEAMS System and share information with truant officer.
4. Coordinate the High School Equivalency Program (HSEP).
5. Develop a continuing evaluation of the HSEP and implement changes based on the findings.
6. Create and maintain an HSEP program manual.
7. Oversee the enrollment of students in the HSEP and submit reports to the CHS registrar during students' enrollment and upon completion of GED.
8. Ensure that HSEP students are appropriately coded in PEIMS
9. Track data on students' progress in the HSEP.

9. Provide GED instructor current testing calendars and program information.
10. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations as needed.
11. Submit to the High School Registrar copies of the certificates of HSEP completers and coordinate Completion Ceremonies.

Budget and Inventory

12. Assist in compiling budget and cost estimates based on documented program needs.
13. Ensure that programs are cost-effective and that at risk funds are managed wisely.
14. Provide resources and materials to aid staff in accomplishing program goals.

Policy, Reports, and Law

15. Work with campus staff to assure accurate PEIMS reporting for HSEP students and to assure an adequate tracking of at-risk students.
16. Assist with the collection, processing, and distribution of data regarding truant and HSEP students and interpret this information for guidance, administrative, and instructional purposes.
17. Compile maintain, and file all physical and computerized reports, records, and other documents required.
18. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

P. Padua

Date

2-23-07

Reviewed by

Renie O'Connell

Date

2/23/07

CANUTILLO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Auxiliary Staff Specialist

Wage/Hour Status: Nonexempt

Reports To: Human Resources Executive Director

Pay Grade: C/P 7

Division/School: Human Resources

Date Revised: February 22, 2007

Primary Purpose:

Process all employment actions concerning the Manual Trades employees, Student Resources non-professional staff, and district clerical staff. Reconcile and assign annual salary amounts and assist in calculating pay increases for distribution to employees annually. Ensure clerical staff meets district testing requirements.

Qualifications:

Education/Certification:

High School Diploma, Associate's degree, preferred

Special Knowledge and Skills:

Working knowledge of computer hardware and software applications such as Excel, Word, and Access

Must type 50 words per minute

Working knowledge of the Fair Labor Standards Act (FLSA)

Working knowledge of employee compensation plans

Eligible for employment in the United States

Experience:

Three (3) years clerical experience in Human Resources or other related area

Major Responsibilities and Duties:

General

1. Work positively and cooperatively with all school personnel.
2. Maintain updated knowledge of school board policy, administrative regulations, T.E.A. requirements, and the Fair Labor Standards Act (FLSA).
3. Submit required reports to state agencies as applicable including responding to all surveys in regard to hourly employees.

Auxiliary Specialist

Auxiliary Personnel Duties

1. Manage all human resources employee actions involving the Manual Trades family, Student Resources non-professional staff, and District clerical staff.
2. Verify qualifications needed by applicants for new positions.
3. Assist principals and executive director of human resources in assignment and reassignment of assigned personnel.
4. Support the hiring process by maintaining a database and history file of all assigned applicants.
5. Maintain all data processes as required by the District information management system.
6. Coordinate with the division administrative assistant on all District vacancy notices to include job descriptions for postings.
7. Using the supervisor Request for Posting information, prepare posting information utilizing accurate and current job descriptions for assigned personnel following all policy and employment law.
8. Coordinate and disseminate various categories of evaluations and assurance letters for assigned non-exempt employees.
9. Periodically review assigned personnel records to ensure compliance with all rules and regulations.
10. Prepare new-hire packets and participate in the training of new hires including processing new hires insuring all employment paperwork is complete and accurate.
11. Coordinate, schedule, administer, and evaluate the Basic Skills Clerical Test, the Para Pro Internet Assessment and other clerical tests, as needed.
12. Process exit packets and resignations; file exit reports for Employee Development Coordinator review.
12. Prepare payroll change information including salary changes, termination, and new employee assignments.

Other Duties

1. Record and respond to all Open Records Act requests including preparation of reports as needed.
2. Approve stipend pay for paraprofessionals who attain college hours.
3. Assist in preparing and maintaining employee service records.

are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I have read and understand this job description. I also understand that my performance evaluation will be based on these duties and responsibilities.

Employee Signature

Date

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: Business Services Division Date April 9, 2007

New Board Approved Position(s): yes no No. of Position(s): one

Position Title: Accountant Full-time Part-time
Exempt Non-exempt

Pay Grade: AP2 Salary Range: \$193.34 to \$241.68 daily rate

Funding: Local Funds

Work Calendar: 226 Days Reports to: Executive Director-Business Services

REMARKS/COMMENTS

Justification:

The Business Services Division needs assistance with bank reconciliations, federal reporting, accounting, staff development, fund raising review, preparing for the external auditors and verifying inventory sheets. This position will allow the Division to keep up with the expanding financial needs of the District.

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Required Bachelor's in Business Administration (BBA)-emphasis in Accounting
Three to five years of accounting experience in governmental accounting, PK-12 education preferred.

Knowledge/Skill/Abilities (Job-related)

Knowledge of governmental accounting and auditing principals
Knowledge of Texas Education Agency's Financial Accounting Resource Guide (FASG)
Effective communication and interpersonal skills

Working Conditions/Restrictions:

Repetitive hand motions; prolonged use of computer

CONCURRENCES

Signed Pam Padilla 4-11-07
Superintendent Date

Signed _____
Associate Superintendent Date

Signed Renée O. Brown 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed [Signature] 4/9/07
Originator Date

Job Title: Accountant

Wage/Hour Status:

Reports to: Business Manager/Executive Director

Pay Grade: Professional PG AP2

Dept./School: Business Services

Date Revised:

Primary Purpose:

Perform general accounting work relating to the preparation, administration, and control of the district financial resources; to include fund raising activities and performing inventory checks at campuses and departments.

Qualifications:

Education/Certification:

Bachelor's in Business Administration, with an emphasis in Accounting (BBA), required

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Knowledge of Texas Education Agency's Financial Accounting Resource Guide (FARG)

Ability to analyze and interpret financial data

Ability to analyze and evaluate accounting problems, develop data and recommend improvements

Knowledge of computerized accounting systems and management information systems

Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases

Ability to work with numbers in an accurate and rapid manner

Effective communication and interpersonal skills

Experience:

Three to five years accounting experience in governmental accounting, PK-12 education preferred

Major Responsibilities and Duties:

Accounting

1. Review the general ledger on a monthly basis and notify campus principals, department supervisors of any negative balances or other outstanding items.
2. Prepare journal entries and budget transfers for approval by the Executive Director for Business Services or Business Manager.
3. Assist the Executive Director of Business Services with the preparation of balance sheets, income statements, consolidated statements, and other statements and reports.

4. Prepare budget variance report of all salaried accounts to project ending balances for analytical review. This analysis will be provided to the Executive Director for Business Services for budget review and action.
5. Prepare on a monthly basis, or when required, federal and state reports to granting agencies for reimbursement.
6. Initiate bank wire transfers, bank book transfers, and other depository functions for recording purposes.
7. Prepares monthly bank and investment reconciliations for review by the Business Manager.
8. Assist the Business Manager with preparation of audit work papers for the external auditors.
9. Review and monitor campus and department fund raising accounts, activities, and financial reports.
10. Post all journal entries to the general ledger whenever the Business Services Division receptionist is not available.
11. Other duties as assigned by the Executive Director for Business Services or Business Manager.

Administration

12. Work with administrators, principals, directors, and staff regarding accounting and fund raising issues.

Records and Reports

13. Record, store, and analyze information using accounting software.
14. Prepare timely audit schedules and financial statement reports according to federal, state, and GASB standards.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

16. Perform bi-monthly physical inventory review of campus and department inventory sheets. Reports any discrepancies and findings to the Executive Director for Business Services/Principal/Director/Internal Auditor.
17. Investigate any reported thefts of district property at the campuses and departments. To include issuing a report on the circumstances and reported corrective action.
18. Assist with training campus and department personnel on district policies and regulations pertaining to the business functions.
19. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, fax machine, copier, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Dept: School Resources Division Date April 3, 2007

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: School Resource Technology Specialist Full-time Part-time
(tentative position title) Exempt Non-exempt

Pay Grade: A/P 3 Salary Range: _____

Funding: Title I

Length of Work Year: : 197 days Start Date: _____

Newspaper Advertisement: yes no

REMARKS/COMMENTS

Justification: As new curriculum systems continue to be implemented in the school district the School Resources Division finds itself in need of an individual that is familiar with both curriculum and the new uses of teaching, testing and staff development online.

POSITION PROFILE (May include a job description)

See attached proposed Job Description

Education/Credentials/License Requirements (Major/Minor, if applicable)

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Knowledge/Skill/Abilities (Job-related)

Certified Teaching credentials

Working Conditions/Restrictions:

CONCURRENCES

Signed P. Padilla 4-11-07
Superintendent Date

Signed _____
Asst. Superintendent Date

Signed Kevin O'Donnell 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed MARTHA VEALE 4/3/07
Originator Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: School Resources Facilitator or School Resources Specialist **Wage/Hour Status:** Exempt
Reports To: Executive Director of School Resources **Pay Grade:** Teacher Pay Scale
Div/Dept/School: Division of School Resources **Date:** April 3, 2007

Job Summary:

Under general direction, the purpose of the position is to perform district and school-based duties associated with program coordination. The main role of the School Resource Facilitator-Specialist will be to assist campuses district-wide in the integration of curriculum with school resources which will include the integration of technology. The School Resource Facilitator-Specialist will work with Campus Instructional Specialists to provide curriculum based instruction to teachers in the areas of online teaching, testing and staff development.

Qualifications:

Education/Certification

1. Valid Teaching Certificate.
2. Bachelor degree in education with an emphasis in Science, Mathematics or Technology.
3. Working knowledge of various software applications and integration into the subject area.
4. Working knowledge of learning styles and skill in using varied teaching methods.
5. Five years teaching experience.
6. Five years experience as a trainer or staff development facilitator.
7. Must be eligible for employment in the United States.

Major Responsibilities and Duties:

Planning and Preparation

1. Establish short and long-range plans based on goals that support the District Strategic Plan.
 2. Design and conduct school/campus needs assessments.
 3. Collaborate with school staff and administration to develop a plan based on goals that support student needs, the District's Strategic Plan, District's Technology Plan and District initiatives.
 4. Assist in planning and preparing staff development activities that contribute to a climate
- 1
23. Attend district, state, and national meetings to provide up to date techniques and programs.
 24. Model professional and ethical standards consistent with the Code of Ethics and Principles of Professional Conduct of Education.
 25. Support school improvement initiatives.
 26. Maintain confidentiality.
 27. Perform all other duties as assigned.