



JOB DESCRIPTIONS

Dr. Douglas K. Whittaker
Superintendent

Updated 7/2011

THE CHARLOTTE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION FOR EDUCATION AND EMPLOYMENT

Dr. Douglas K. Whittaker
Superintendent

THE DISTRICT SCHOOL BOARD OF CHARLOTTE COUNTY

Andrea Messina, Chairman
Lee Swift, Vice Chairman
Alleen Miller, Member
Barbara Rendell , Member
Ian Vincent, Member

No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law. C.C.S.B.P. 2.80(1)

*Professional
Job
Descriptions*

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PROFESSIONAL	Pay Grade	Board Approved
Risk Management Analyst	H	02/14/06
Route Coordinator	G	02/14/06
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Secretary / Principal's (High School/Tech Center)	D	02/14/06
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Specialist / Facilities	J	02/14/06
Specialist / Food Service	J	02/14/06
Specialist / Personnel	J	02/14/06
Specialist / Plant Operations	J	02/14/06
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Specialist / Purchasing (Food Service)	J	02/14/06
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Specialist / Webpage Design	H	02/14/06
Testing Assistant	C	02/14/06
Transportation Dispatcher	F	02/14/06

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ACCOUNTANT

75031

Pay Grade G

QUALIFICATIONS:

1. Bachelor's Degree in Accounting.
2. Experience with accounting software.
3. Experience training small groups in job-related responsibilities.
4. Ability to interpret rules, regulations and policies.
5. Ability to maintain effective working relationships.
6. Ability and willingness to understand, follow, and give written and oral instructions.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Chief Financial Officer

JOB GOAL:

To provide accounting and fiscal services needed for the efficient operation of the district.

PERFORMANCE RESPONSIBILITIES:

1. Accounts for the revenues and expenditures of the School Board by properly recording and classifying financial transactions.

2. Prepares financial reports.

JOB DESCRIPTIONS - ACCOUNTANT - Page 2

3. Reconciles bank accounts.
4. Maintains general ledger on a fund account basis.
5. Helps manage the financial resources of the school district.
6. Monitors and/or provides various accounting services to the district.
7. Provides financial data to meet reporting requirements, for management decision making, and for grant applications.
8. Participates in fiscal training related to fiscal requirements of funding sources and grants.
9. Provides job-related training as appropriate.
10. Develops and manages the system related to collection of fees.
11. Performs such other tasks and assumes other responsibilities as may be required.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ACCOUNTANT FOR EARLY CHILDHOOD PROGRAMS

75031

Pay Grade G

QUALIFICATIONS:

1. Bachelor's Degree in Accounting.
2. Experience with accounting software.
3. Experience training small groups in job-related responsibilities.
4. Ability to interpret rules, regulations and policies.
5. Ability to maintain effective working relationships.
6. Ability and willingness to understand, follow, and give written and oral instructions.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Chief Financial Officer and/or Coordinator of Pre-K & Title I Programs

JOB GOAL:

To provide accounting and fiscal services needed for the efficient operation of the Early Childhood Programs.

PERFORMANCE RESPONSIBILITIES:

1. Accounts for the revenues and expenditures of the Early Childhood Programs by properly recording and classifying financial transactions.
2. Prepares financial reports.

JOB DESCRIPTIONS - ACCOUNTANT FOR EARLY CHILDHOOD PROGRAMS - Page 2

3. Reconciles bank accounts and funding sources.
4. Maintains general ledger on a fund account basis.
2. Helps manage the financial resources of the school district and Early Childhood Programs.
3. Monitors and/or provides various accounting services.
4. Provides financial data to meet reporting requirements, for management decision making, and for grant applications.
5. Participates in fiscal training related to fiscal requirements of funding sources and grants.
6. Provides job-related training as appropriate.
7. Develops and manages the system related to collection of fees.
8. Performs such other tasks and assumes other responsibilities as may be required.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

BUILDING OFFICIAL

79018

Pay Grade K

QUALIFICATIONS:

1. Valid Florida state driver's license.
2. Working knowledge of State Requirements for Educational Facilities preferred
3. Computer skills preferred.
4. Demonstrate ten (10) years' combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least five (5) years experience in supervisory position; **or**,
5. Demonstrate a combination of postsecondary education in the field of construction or related field, no more than five (5) years of which may be applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which total ten (10) years, with at least five (5) years total being experience in supervisory positions.
6. Must have or be able to obtain state certification as Building Official within one (1) year of employment.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Maintenance and Operations

JOB GOAL:

To ensure that all plans for educational and ancillary plants meet the standards of the Florida Building Code and The Florida Fire Prevention Code, and to administer and enforce the provisions of applicable codes.

JOB DESCRIPTION – BUILDING OFFICIAL – Page 2

PERFORMANCE RESPONSIBILITIES:

1. Ensure that all plans for educational and ancillary plants meet the standards of the Florida Building Code and the Florida Fire Prevention Code.
2. Provide and/or obtain permits for work as required.
3. Provide for enforcement of code.
4. Provide for proper supervision and inspection of the work.
5. Performs other job-related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

COMMUNITY RELATIONS OFFICER

91010

Pay Grade N

QUALIFICATIONS:

1. Master's Degree in Education or Public Relations.
2. Florida Teacher Certification or Educational Leadership preferred.
3. Minimum of three (3) years teaching experience.
4. Supervisory experience preferred.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools/Assistant Superintendent for Learning

JOB GOAL:

To nurture and build quality relationships and an information highway between our school district and our community.

PERFORMANCE RESPONSIBILITIES:

1. Develops and recommends programs for the community, service organizations, and citizens to insure a relevant Community Education Program.
2. Coordinates, facilitates, and monitors the use of Charlotte County Public Schools facilities by community groups.
3. Oversees programs, personnel, and students within the Community Education Program.

JOB DESCRIPTION - COMMUNITY RELATIONS OFFICER – Page 2

4. Promotes cooperative efforts between education and community, public agencies, business and industry.
5. Prepares, monitors, and evaluates budgets for Community Education.
6. Coordinates and monitors the volunteer programs within the school system as well as the mentoring program.
7. Reports to the Superintendent for community relations and to the Assistant Superintendent for Learning for community education issues.
8. Serves as liaison with youth services providers.
9. Works directly with the Charlotte County Government and the CCTV-20 programming.
10. Serves as a member of the Board of Directors and as liaison with the Charlotte County Chamber of Commerce.
11. Serves as liaison with media and community agencies.
12. Maintains ongoing public information program.
13. Provides training to district and school leadership team on appropriate communication with media and community and serves as a resource to employees regarding media contacts.
14. Performs other duties as assigned by the Superintendent/Assistant Superintendent of Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

COMPUTER ANALYST

62081

Pay Grade J

QUALIFICATIONS:

1. Successful completion of a two (2) year college or vocational electronics program, including equipment repair, maintenance and installation, or Journeyman Level Computer Certification.
2. Five years experience in the repair and maintenance of electronic equipment, computers, and computer-related equipment.
3. Ability to communicate effectively in person, by phone, or in writing.
4. Ability to establish and maintain working relationships with associates and administrators.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Media and Special Projects Center

JOB GOAL:

To provide advanced technical repair of electronic equipment, computers, and computer related equipment.

PERFORMANCE RESPONSIBILITIES:

1. Performs advanced repairs on electronic equipment, computers, and computer related equipment.
2. Determines the status of electronic equipment, computers, and computer-related equipment: repairable, non-repairable, or obsolete.

JOB DESCRIPTION - COMPUTER ANALYST - Page 2

3. Designs and organizes maintenance procedures for computer systems and related components.
4. Makes recommendations on quality and serviceability of electronic equipment, computers, and computer-related equipment for future purchases.
5. Interfaces and provides technical support for instructional technicians.
6. Maintains the file server for Special Projects Center.
7. Submits accurate inventory control and transfer data.
8. Maintains service and repair records on all items serviced.
9. Gives parts estimates for electronic equipment, computers, and computer-related equipment.
10. Performs cross training activities.
11. Maintains training level to stay current with changing technology development within the field.
12. Keeps current with hardware and software technology through education courses and self study.
13. Performs other duties as assigned by the Director of Media and Special Projects Center.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

COMPUTER PROGRAMMER / ANALYST

77528

Pay Grade N

QUALIFICATIONS:

1. Bachelor's degree in computer science or accounting preferred, or job experience of equal value
2. Formal training in appropriate programming language.
3. Five years of programming experience with a mainframe computer system as a computer operator for the school board preferred.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Information and Communication Systems.

JOB GOAL:

To assist in the efficient operation of the data processing department for the ultimate benefit of the school district's educational and administrative functions.

PERFORMANCE RESPONSIBILITIES:

1. Troubleshoot system performance problems and provide solutions derived from analysis and research using knowledge of operating systems, networks, peripheral devices, application software, and databases.
2. Perform disk space management
File system maintenance
System performance monitoring
Create user logins and setup security
Monitor backup
Backup and remove temporary and pooled files

JOB DESCRIPTION – COMPUTER PROGRAMMER / ANALYST – Page 2

3. Provide backup and recovery capabilities by monitoring, testing, backing up, and restoring data and systems.
4. Perform operating system, application and database updates and installs as needed.
5. Apply patches and develop procedures to ensure consistency of applied patches.
6. Maintain complex database with respect to access methods, device and space allocation, organization, protection and security.
7. Consult with end users, management, staff and vendors in the identification and resolution of system(s) software and hardware problems or difficulties; serve as liaison between vendors and end users.
8. Manage support contracts for hardware and software.
9. May perform lead duties on project teams or in training others as assigned.
10. Continued training to stay abreast of changing technologies in the hardware and software field.
11. Document procedures, prepare reports and maintain records of equipment and software as necessary.
12. Serve as resource for specified applications as required.
13. Perform other duties as assigned or requested.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

EXECUTIVE SECRETARY I
Central Services, Administration – 77390
Inst/Curr - 63090
Pay Grade E

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. A combination of training/experience which provides a working knowledge of office procedures and practices.
3. Ability to perform all Administrative Secretary work.
4. Ability to maintain flexible work hours.
5. Ability to communicate with the public pleasantly and effectively both in person and by telephone.
6. Ability to assume responsibility without direct supervision.
7. Ability to work under pressure and to deal with non-routine matters.
8. Knowledge of the operations and functions of the school system.
9. Knowledgeable in administrative and office procedures.
10. Ability to interpret rules, regulations, and policies and to use mature judgment in making decisions.
11. Ability to maintain confidential information.
12. Ability and willingness to cross train co-workers in job related responsibilities.
13. Proficient on computer and various office equipment.
14. Ability and willingness to understand, follow, and give written and oral instructions.
15. Ability to maintain effective working relationship with employee, parents, students, and public.
16. Ability and willingness to obtain notary.
17. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

JOB DESCRIPTION - EXECUTIVE SECRETARY I - Page 2

REPORTS TO:

Superintendent/Assistant Superintendent/other designated administrator

JOB GOAL:

To provide comprehensive executive secretarial service for the Executive Director

PERFORMANCE RESPONSIBILITIES:

1. Prescribes duties to and monitors work of clerical office personnel if so directed by the appropriate administrator.
2. Performs basic word processing functions.
3. Assists in developing and maintaining a good communication system between superintendent, administrative staff, board members, and the press.
4. Opens, organizes, duplicates, distributes, and files mail.
5. Handles telephone for immediate supervisor, both incoming and outgoing, screens, refers and/or follows through with appropriate action.
6. Researches minutes, School Board Rules, State Statutes, and other regulations when necessary.
7. Attends board meetings, work sessions, hearings, etc. as assigned.
8. Handles contracts approved by the Board and notarizes documents.
9. Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence.
10. Maintains effective working relationship with other employees, students, parents, and the public.
11. Orders and maintains office supplies as needed.
12. Computes data from listings, reports, or other records; assembles data in appropriate form for use in completing and maintaining required/complex records and reports.

JOB DESCRIPTIONS - EXECUTIVE SECRETARY I - Page 3

13. Types letters, correspondence, memoranda, reports, etc. from copy or rough draft.
14. Takes and transcribes dictation of various types, including correspondence, reports, etc. and/or composes correspondence independently.
15. Maintains a schedule of appointments and makes arrangements for conferences, speaking engagements, interviews, school visits, etc. for the immediate supervisor.
16. Performs any bookkeeping and other job related tasks associated with the specific position.
17. Welcomes visitors and arranges for their comfort.
18. Relieves the administrators of clerical details and operational and administrative matters.
19. Performs public relations functions with department heads, officials, personnel, and visitors.
20. Coordinates meetings, conferences, and appointments.
21. Takes and transcribes minutes of meetings and conferences.
22. Performs research on matters requiring the attention of the administrators.
23. Plans for, processes, and compiles materials from workshops and meetings as requested.
24. Maintains official records.
25. Provides input and assists in updating manuals and booklets.
26. Cross trains co-workers in job related responsibilities.
27. Maintains files on student dismissal hearings, employee dismissal hearings, etc.
28. Assists in maintaining collective bargaining materials.
29. Performs other job related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

EXECUTIVE SECRETARY II

(To the School Board)

63090

Pay Grade F

QUALIFICATIONS:

1. AA degree and/or equivalent experience required.
2. Combination of training/experience which provides a working knowledge of administrative/office procedures and practices.
3. Working knowledge of school system operations and functions.
4. Ability to maintain flexible work hours.
5. Ability to maintain effective working relationships with employees, parents, students, and public.
6. Ability to work pleasantly with the public.
7. Proficient on computer including word processing, Excel, Publisher, and Powerpoint and various office equipment.
8. Mastery of business English, grammar, and usage.
9. Ability to work under pressure and to deal with non-routine matters.
10. Ability to interpret rules, regulations, and policies.
11. Working knowledge of Florida laws relating to Meetings in the Sunshine and Public Records.
12. Holds notary public status.
13. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Job Description – Executive Secretary II (to the School Board) – Page 2

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide exceptional secretarial and administrative support service to the School Board and to assist the Board in the performance of its duties and responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Maintains confidential information.
2. Performs word processing functions, creates documents and creates reports using all production components of Microsoft Office Suite.
3. Sorts and files correspondence, reports, vouchers by established classifications.
4. Opens, organizes, duplicates, distributes, and files mail according to Florida Sunshine and Open Records laws.
5. Locates, removes, transfers, and distributes requested information; keeps records of materials transferred/distributed/removed.
6. Takes telephone messages for board members.
7. Assumes responsibility for School Board correspondence, reports, and notices.
8. Makes travel arrangements for meetings and conferences.
9. Prepares School Board payroll.
10. Apprises Board members of scheduled district, school, and community events; responds to invitations, and schedules appearances, speaking engagements, and interviews of board members.

Job Description – Executive Secretary II (to the School Board) – Page 3

11. Maintains a calendar of events for board members.
12. Maintains and updates the School Board Rule Book and distributes Board Rules appropriately.
13. Maintains and updates Public Records file.
14. Maintains and updates School Board files.
15. Attends School Board meetings and workshops as directed by the Board chairman and Superintendent, records the minutes, transcribes minutes, presents for board approval all minutes, and posts as required.
16. Prepares the School Board Meeting agenda along with supporting information for board members, staff, and the general public.
17. Plans and works with administrative staff to coordinate and provide all supporting information to the School Board for meetings and workshops.
18. Procures and maintains supplementary materials, minutes, updates, and signature pages for School Board Meeting agenda items.
19. Provides assistance when needed to the Executive Secretary to the Superintendent.
20. Assumes management of all aspects of the School Board office.
21. Provides legislators district-specific information as directed by the Board Chairman or Superintendent.
22. Performs other job-related functions as may be desired or assigned by the Superintendent or School Board.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ collect, classify, record, and format data;
- ◆ perform basic mathematical and statistical calculations including addition, subtraction, multiplication, division, ratios, percentages;
- ◆ prepare documents following prescribed formats and using standard English;
- ◆ communicate verbally in person and over telephone with a variety of individuals;
- ◆ read, understand, and interpret complex, multi-step written and oral instructions, documents, in English;

Job Description – Executive Secretary II (to the School Board) – Page 4

- ◆ present information to others;
- ◆ display calm, professional, courteous, and positive demeanor in all interactions & communications with a diversity of individuals;
- ◆ work as part of a team;
- ◆ problem-solve;
- ◆ work under stressful conditions;
- ◆ adapt to changing work priorities and environments;
- ◆ utilize conflict resolution techniques;
- ◆ work under minimum supervision using standardized practices;
- ◆ perform the multiple tasks assigned, with the potential need to attend training to upgrade skills to meet changing job requirements;
- ◆ schedule activities;
- ◆ use organizational and time management skills;
- ◆ adhere to safety, health, and security laws, practices, standards, and procedures for the school/office environment;
- ◆ ability to interpret and apply state, local, and federal laws, standards, practices and procedures appropriate for the position;
- ◆ knowledge of business English, filing systems, and other practices in the office environment;
- ◆ adhere to applicable rules for confidentiality of information;
- ◆ ability to operate machines, tools, equipment, or work aids to perform assigned work. Equipment used may include a computer, Raptor system, printer, typewriter, fax machine, copier and calculator;
- ◆ ability and willingness to be trained on computer programs utilized in area of work assignment;
- ◆ ability and willingness to cross train co-workers in job related responsibilities.

PHYSICAL REQUIREMENTS:

ADA CHECKLIST TO IDENTIFY PHYSICAL/MENTAL REQUIREMENTS AND EQUIPMENT USED

X	Carrying	X	Grasping		Cleaning	X	Standing	X	Hearing
	Squatting		Climbing	X	Reaching		Kneeling	X	Walking
	Crawling	X	Pulling	X	Twisting	X	Pushing	X	Sitting
X	Vision	X	Bending	X	Stooping	X	Lifting, pushing, pulling up to 10 lbs. frequently and up to 20 lbs. occasionally	X	Occasional Driving
X	Writing	X	Visual acuity and depth perception						

Requires considerable skill, adeptness, dexterity, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances. Exposure to dust and noise. The position requires hearing and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Charlotte County School Board is an Equal Opportunity Employer. ADA requires the School Board to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

SCHOOL BOARD APPROVED 06/14/2011

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

EXECUTIVE SECRETARY II

(To the Superintendent)

72090

Pay Grade F

QUALIFICATIONS:

1. AA degree as a minimum requirements and/or equivalent experience.
2. A combination of training/experience which provides a working knowledge of office procedures and practices.
3. Ability to maintain flexible work hours.
4. Ability to communicate with the public pleasantly and effectively both in person and by telephone.
5. Ability to assume responsibility without direct supervision.
6. Ability to work under pressure and to deal with non-routine matters.
7. Knowledge of the operations and functions of the school system.
8. Knowledgeable in administrative and office procedures.
9. Ability to interpret rules, regulations, and policies.
10. Proficient on computer and various office equipment.
11. Ability to maintain effective working relationship with employees, parents, students, and public.
12. Such alternatives to the above qualifications as the superintendent may find appropriate.

JOB DESCRIPTION –EXECUTIVE SECRETARY II (To the Superintendent) - Page 2

REPORTS TO:

Superintendent of Schools

JOB DESCRIPTION –EXECUTIVE SECRETARY II (To the Superintendent) - Page 2

JOB GOAL:

To provide comprehensive executive secretarial service for the Superintendent of Schools.

PERFORMANCE RESPONSIBILITIES:

1. Assists in developing and maintaining effective communication between the superintendent and the administrative staff, the School Board members and the press.
2. Provides school calendars.
3. Provides school, principal address lists.
4. Plans and develops the Agenda with the superintendent for all regular and special School Board meetings.
5. Plans and works with administrative staff to coordinate and provide all supporting information to the School Board for meetings.
6. Prepares the Agenda along with supporting information for Board members, staff and the general public.
7. Notifies press and other interested persons and organizations of School Board meetings.
8. Attends School Board meetings, official work sessions and hearings.
9. Records minutes of School Board meetings; transcribes and presents for School Board approval; and enters minutes into the official Minutes Book, indexed appropriately.
10. Researches minutes, School Board Policy, State Statutes and other regulations as necessary.
11. Prepares Extra Mile Award letters and certificates.
12. Processes mail for the Office of Superintendent.
13. Composes correspondence independently or takes and transcribes dictation.

JOB DESCRIPTION – EXECUTIVE SECRETARY II (To the Superintendent) - Page 3

14. Prepares and maintains records and reports.
15. Manages telephone calls for the superintendent, both incoming and outgoing; screens, refers and/or follow through with appropriate action.
16. Schedules appointments and conferences, school visits, and speaking engagements for the superintendent.
17. Maintains the calendar of events for the superintendent.
18. Makes travel arrangements for conferences and meetings.
19. Prepares Key Communicator mailings.
20. Orders and requests supplies, materials, and books for the Office of the Superintendent.
21. Performs other job-related duties as may be assigned by the superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

FOOD SERVICE MANAGER (I, II, III)

76013

I Pay Grade C (Elementary School and Centers)

II Pay Grade D (Middle School)

III Pay Grade E (High School)

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. A minimum of three years experience in Food Service with training in management, quantity preparation, nutrition, marketing, and record keeping.
3. Applicant must be a licensed Certified Professional Manager.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Food Service

JOB GOAL:

To provide all customers with food service that is nutritionally adequate, attractive, and of high quality served in an customer oriented atmosphere under high standards of sanitation.

PERFORMANCE RESPONSIBILITIES:

1. Cooperates with the county director, principal, and faculty in operating the Food Service program as an educational asset in the school program.
2. Interviews and selects qualified Food Service employees with the approval of the director.

JOB DESCRIPTIONS - FOOD SERVICE MANAGER (I, II, III) - Page 2

3. Evaluates and makes recommendations to the Director for reappointments of food service employees.
4. Instructs personnel regarding federal, state, and county school food service procedures, policies and laws.
5. Maintains high standards of sanitation in compliance with HRS regulations.
6. Creates and maintains a professional, customer oriented atmosphere.
7. Establishes duties and posts work schedules for all employees and gives on the job training to personnel in order to develop maximum efficiency and safety.
8. Supervises and instructs employees in the correct use and maintenance of equipment.
9. Using county wide menus, prepares market orders from menu calculations and has available all items needed to prepare and serve meals daily.
10. Checks in and inspects all purchases on delivery for weight, quantity, condition, and adherence to specifications.
11. Arranges for proper storage and efficient use of food and supplies so that oldest merchandise is used first.
12. Keeps an up-to-date file of standardized recipes calculated for the school's need and instructs personnel in using recipes, and proper portion control.
13. Supervises cashiers and assume responsibility for all monies collected and makes bank deposits daily.
14. Completes Production Plan daily including usage of leftover food and record of amounts served.
15. Keeps all records and completes all reports as required by the Food Service Office.
16. Sees that all equipment is kept in good working order. Notifies the Food Service Office of any emergencies or needed repairs by phone and follows up in writing.
17. Reports accidents to the Food Service Office immediately and forwards necessary written reports as required.

JOB DESCRIPTIONS - FOOD SERVICE MANAGER (I, II, III) - Page 3

18. Prepares payroll reports on time and forwards to the Food Service Office with necessary attachments such as overtime, leave forms, etc.
19. Is present or has his/her designee to be present anytime the kitchen is to be used after school hours.
20. Participates in in-service training programs and attends all scheduled manager's meetings.
21. Exhibits high standards of work habits, grooming, and sanitation.
22. Checks and secures the kitchen at the end of each day.
23. Performs other duties as may be assigned by the Director.

SCHOOL BOARD APPROVED 02/14/2006

THE SCHOOL BOARD OF CHARLOTTE COUNTY

JOB DESCRIPTION

FOREMAN / AUDIO VISUAL

62014

Pay Grade I

QUALIFICATIONS:

1. Three (3) years of experience in audio-visual and/or computer repair and/or electronic repair.
2. Satisfactory completion of a technical training program in electronic, computer and/or audio-visual equipment repair.
3. Ability and willingness to follow and to give oral and written instructions.
4. Ability to communicate effectively in person or by phone with an individual or group.
5. Must hold a valid Florida driver's license in good standing.
6. Ability to perform all Audio-Visual Technician work.
7. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Media and Special Projects

JOB GOAL:

To supervise the work and operation of the repair of audio-visual, computer, and electronic equipment, and its delivery.

PERFORMANCE RESPONSIBILITIES:

1. Repairs audio-visual, computer, and electronic equipment.

JOB DESCRIPTION - FOREMAN / AUDIO VISUAL - Page 2

2. Maintains service and repair records on all items given preventative maintenance or repaired.
3. Maintains records on spare parts, supplies and equipment used in the audio-visual repair department.
4. Orders and maintains stock of frequently used replacement parts.
5. Makes recommendations on quality and service ability of equipment for consideration in future purchases.
6. Makes recommendations to principal and/or media specialists for the disposal of non-repairable and obsolete equipment.
7. Assists in instructing school personnel in the use of audio-visual, computer, and electronic equipment.
8. Supervises the scheduling of periodic preventative maintenance of audio-visual, computer, and electronic equipment.
9. Attends workshops and service institutes.
10. Supervises the maintenance of the repair center to insure it is in a neat and orderly fashion.
11. Provides weekly, monthly, and annual reports on the services of the repair department.
12. Supervises the visits to work sites when needed to diagnose/correct problems with equipment.
13. Supervises audio-visual technicians assigned to repair area and others assigned to audio-visual department.
14. Maintains effective working relationship with other employees.
15. Performs other duties as assigned by Director of Special Projects Center.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

FOREMAN / PRINT SHOP

77640

Pay Grade I

QUALIFICATIONS:

1. Associate's degree or equivalent experience in Print Shop supervision
2. Knowledge of offset and duplicating equipment and experience in the operation of same.
3. Ability to supervise the various functions of a Print Shop.
4. Ability to give oral and written instructions.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Purchasing

JOB GOAL:

To supervise the printing and distribution of printed materials for District-wide use and efficiently, and economically, as possible.

PERFORMANCE RESPONSIBILITIES:

1. Supervise all Print Shop employees in the performance of their assigned tasks.
2. Evaluates work load input, determines production capabilities and schedules printing jobs to establish and maintain the highest level of efficiency.
3. Works with immediate supervisor to implement practices and procedures to maintain maximum efficiency of the Print Shop operations.

JOB DESCRIPTION - FOREMAN / PRINT SHOP - Page 2

4. Coordinates the delivery of completed printing jobs.
5. Routinely inspects printing jobs for quality and works with Print Shop staff to maintain a high level of quality.
6. Maintains records as required.
7. Supervises the care, use, maintenance, and repair of Print Shop equipment.
8. Assists in the development of printing calendar and gives input to immediate supervisor determining priorities.
9. Works with customers, as appropriate, in determining copy layout, paper, ink, and other printing jobs.
10. Creates and maintains a professional customer oriented atmosphere.
11. Makes recommendations for the purchase of supplies and equipment.
12. Assists immediate supervisor to develop budget information.
13. Assists in the assignment and evaluation of Print Shop Staff.
14. Keeps current with new trends, products, and printing procedures.
15. Performs other job related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

FOREMAN / WAREHOUSE

77639

Pay Grade I

QUALIFICATIONS:

1. Associate's degree or equivalent experience in Warehousing material control activities.
2. Computer experience required.
3. Supervisory experience preferred.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Purchasing

JOB GOAL:

To supervise the District Warehouse section to maintain proper control of receipt, storage, inventory, issue, and delivery of all equipment and supplies in accordance with School District policies and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Cooperates with the Director in the supervision of the District Warehouse.
2. Organizes and schedules daily job assignments of District Warehouse staff.
3. Maintains warehouse to meet all local, state, and federal health and safety regulations.
4. Coordinates warehouse maintenance, safety housekeeping, and security.

JOB DESCRIPTION – FOREMAN / WAREHOUSE - Page 2

5. Ensures that adequate space is allocated and properly identified for efficient storage and handling of inventory materials.
6. Supervises physical inventories of the District Warehouse.
7. Assists in the disposition of surplus equipment and materials.
8. Processes damaged merchandise claims with freight carriers, as necessary.
9. Regulates the use, maintenance, and upkeep of all equipment and vehicles to ensure that they are kept in a clean, safe and operable condition.
10. Assists in ordering supplies and equipment in areas assigned.
11. Reviews Material Control System reports relating to warehouse inventory.
12. Participates in the evaluation of various equipment, supplies and services.
13. Organizes and maintains District Warehouse Records, as necessary.
14. Schedules delivery service for equipment, supplies, and equipment moves within the district.
15. Assists in determining inventory for the District Warehouse and in setting minimum stock levels.
16. Assists in developing budget requests and in administering budget accounts related to areas of responsibility.
17. Assists in the preparation of reports for the District Warehouse section of the School District.
18. Assists in interviews and evaluations of District Warehouse staff.
19. Cultivates good public relations and maintains a professional, customer-oriented atmosphere.
20. Maintains effective working relationship with other employees.
21. Maintains current knowledge of developments in area of responsibility.
22. Performs other job related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

GRANT WRITER

77112

Pay Grade M

QUALIFICATIONS:

1. Bachelor's Degree required
2. Grant/Resource acquisition experiences at the regional, state, and federal acquisition levels
3. Ability to develop and clearly communicate concepts and ideas
4. Knowledge of the Florida Education Finance Program
5. General knowledge of the total school system, its programs and functions
6. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable

REPORTS TO:

Executive Director for Instructional Support

JOB GOAL:

Facilitates the acquisition of new moneys to support district initiatives.

Note: It is intended that the Grant Writer position become "self-supporting."

PERFORMANCE RESPONSIBILITIES:

1. Seek out all available sources of discretionary grant money.
2. Study all federal and state legislation for educational grants and allocations offered which could prove suitable to the needs of the district.

JOB DESCRIPTION - GRANT WRITER - Page 2

3. Inform, interpret, and recommend to the administration the effects or impact of pending legislation and requirements regarding grant funds available to schools
4. Obtain information, data and application forms necessary to fulfill the requirements of application.
5. Coordinate grant proposal development.
6. Writes grant proposals and provides technical assistance to others in the writing of grants.
7. Establish and implement practices and operating procedures for evaluating all requests from school personnel for projects and programs requesting discretionary grant moneys.
8. Establish and maintain committees, task forces, etc., as needed for grant purposes.
9. Organize and coordinate joint agency applications as needed to meet identified needs.
10. Monitor the implementation of grants to ensure compliance of grant conditions.
11. Reviews monthly expenditures, encumbrances and budget balances of grants.
12. Maintain files on grants for audit purposes.
13. Maintain written records and reports on results of all projects and disseminate this information as appropriate.
14. Prepare an annual report summarizing grant funded programs completed, the progress of those under way and plans for future projects.
15. Provide staff development for those persons interesting in grants writing.
16. Perform other job-related functions as may be desired and/or assigned by the Superintendent.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

HOMELESS YOUTH AND FAMILY LIAISON

61131

Pay Grade N

QUALIFICATIONS:

1. Master's degree preferred. Degree in school social work or related social service field preferred.
2. Teaching certificate required or eligible to apply.
3. Prefer three (3) years or more experience working with homeless youth and families or similar social service agency experience.
4. Experience with computers and data collection preferred.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Student Intervention and Dropout Prevention Services

JOB GOAL:

To identify homeless children and youth, and to provide them with equal access to all educational programs, supplemental support services, and community resources.

PERFORMANCE RESPONSIBILITIES:

1. Ensures that children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.
2. Ensures that students experiencing homelessness enroll, and have full and equal opportunity to succeed in school.
3. Ensures that children experiencing homelessness receive educational services for which they are eligible, including Head Start, Even Start, and other available preschool programs.
4. Makes referrals for health, mental health, dental and other appropriate services.

JOB DESCRIPTION – HOMELESS YOUTH AND FAMILY LIAISON – Page 2

5. Informs parents or guardians of homeless students of educational and related opportunities available to their children and provides meaningful opportunities for them to participate in the education of their children
6. Mediates enrollment disputes in accordance with the Enrollment Disputes section of the McKinney-Vento Act.
7. Informs parents, guardians and unaccompanied youth of all transportation services provided under the McKinney-Vento Act, including transportation to the school of origin, and assists them in accessing these services.
8. Assists homeless children and youth in obtaining all needed immunizations or medical records.
9. Assists unaccompanied youth in choosing and enrolling in a school, and provides youth with notice of their right to appeal an enrollment decision that is contrary to their wishes.
10. Provides training on the issues and needs of homeless youth and families to increase school district and community awareness.
11. Collaborates and coordinates with State Coordinators for Homeless Education.
12. Collaborates with local homeless task forces, coalitions, and the local homeless assistance Continuum of Care (C-3).
13. Collaborates with community social service providers, including shelters, soup kitchens, food banks, welfare departments, housing departments, public health departments, and faith-based organizations.
14. Informs key school district personnel, including administrators, secretaries, registrars, counselors, social workers, transportation and food service staff, school nurses, and teachers about the causes and struggles of homelessness, common signs of homelessness, the duties of the Liaison, the responsibilities of the school district, and the rights of students and families in homeless situations.
15. Identifies a school-level point of contact at each school to assist with school level tasks and to refer issues that need further attention to the Liaison.
16. Disseminates posters, brochures and other awareness materials explaining educational rights, programs, and related services in schools and other locations where homeless children and youth receive services.
17. Develops relationships with local directors for other school programs, such as preschool, Special Education, Title I, part A, English Language Learners, and Even Start to ensure that homeless students can access these services as needed.

JOB DESCRIPTION – HOMELESS YOUTH AND FAMILY LIAISON – Page 3

18. Maintains records of cases and activities involving homeless students, and analyzes the data for implementation of services.
19. Performs other job related duties as assigned.

SCHOOL BOARD APPROVED 3/20/2012

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

INVESTIGATOR

61010

Pay Grade J

QUALIFICATIONS:

1. Bachelor's Degree or high school diploma and 6 years experience investigative experience in law enforcement or related fields.
2. Knowledge or training in investigative practices and procedures relating to employee misconduct.
3. Knowledge of law and labor contracts relating to due process and employee rights and privileges.
4. Knowledge of, or training in, civil and criminal procedures and record retrieval.
5. A valid Florida Driver's License.
6. Knowledge of the *Principles of Professional Conduct for the Educational Profession in Florida* preferred.

REPORTS TO:

District Security and Emergency Management Manager

JOB GOAL:

To assist with maintaining a safe and secure environment for students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Conduct investigations or inquires into all assigned instances of alleged employee misconduct or unethical behavior.
2. Collect, receive, and assess evidence and other historical data related to an assigned investigation and compile a written report.

JOB DESCRIPTION – INVESTIGATOR – Page 2

3. Obtain and research law enforcement and criminal case disposition documents.
4. Cooperate with various criminal justice agencies in conducting investigations involving students, staff and citizens when appropriate.
5. Work with school administrators in cases of reasonable suspicion where contraband or drug and alcohol use is suspected.
6. Assist the Human Resource Department in review of employees returned fingerprints that reveal criminal records.
7. Assist with reviewing criminal history background checks of contracted personnel, and volunteers when appropriate.
8. Respond to critical incidents, to include hurricanes and other natural disasters, as directed by the District Security and Emergency Management Manager.
9. Assists in the delivery of letters and other official forms of notification.
10. Performs related duties as required.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / PAYROLL

75010

Pay Grade M

QUALIFICATIONS:

1. Bachelor's degree from a four-year accredited college or university; or four to six years related experience and/or training, or equivalent combination of education and experience.
2. Ability to read, interpret and create procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.
3. Ability to work with mathematical concepts such as fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
4. Ability to carry out instructions furnished in written, oral or diagram form and solve a variety of problems using common sense and understanding.
5. Ability to direct, supervise and evaluate finance staff.
6. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

REPORTS TO:

Director of Finance

JOB GOAL:

Ensure the accurate preparation, recording and disbursement of all accounting, payroll and budgetary transactions in an efficient and timely manner.

SCHOOL BOARD APPROVED 3/202012

JOB DESCRIPTION – MANAGER / PAYROLL – Page 2

PERFORMANCE RESPONSIBILITIES:

1. Supervises the district-wide payroll process.
2. Coordinates all activities related to direct deposit.
3. Prepares reports including W-2's and 941's, and FRS
4. Supervises and evaluates the payroll staff.
5. Assists external auditors with payroll transaction reviews.
6. Coordinates the tax sheltered annuity and deferred compensation plans.
7. Establishes annual payroll periods and pay dates pursuant to contract agreements.
8. Coordinates with Human Resources to ensure proper payment as well as account coding.
9. Coordinates all activity associated with child support, alimony, garnishments and Internal Revenue Service levies.
10. Coordinates calendar year-end, fiscal year-end, and federal and state reporting.
11. Works with the ICS and Human Resources staff in implementing updates to the BiTech software as changes occur for taxes, Social Security and retirement, as well as Worker's Compensation and health/life insurance coverage.
12. Train new payroll personnel as required.
13. Performs other job-related functions as may be assigned by the Director of Finance

SCHOOL BOARD APPROVED 3/20/2012

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER OF ADULT AND COMMUNITY EDUCATION/COMMUNITY LIAISON

91010

Pay Grade N

QUALIFICATIONS:

1. Master's Degree in Education or Public Relations.
2. Florida Teacher Certification or Educational Leadership preferred.
3. Minimum of three (3) years teaching experience.
4. Supervisory experience preferred.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Superintendent of Schools (Media duties)/Assistant Superintendent for School Support

JOB GOAL:

To coordinate and supervise Adult and Community Education Programs, implement marketing initiatives as assigned, develop Workforce Development communications as described below, and act as a community liaison and district media contact as needed.

PERFORMANCE RESPONSIBILITIES:

1. Oversees programs, personnel, and students within the Adult and Community Education Program.
2. Prepares, monitors, and evaluates budgets for Adult and Community Education.

JOB DESCRIPTION - MANAGER OF ADULT AND COMMUNITY EDUCATION/COMMUNITY LIAISON- Page 2

3. Develops and recommends programs for the community, service organizations, and citizens to insure a relevant Community Education Program.
4. Acts as liaison between the Workforce Development programs with local businesses and the Charlotte Technical Center for the purpose of responding to community employer training needs.
5. Coordinates implementation of the Charlotte Technical Center Marketing Plan.
6. Appoints and oversees Chief Examiner for GED, TABE, CLEP, FBAT and other tests administered by the Charlotte Technical Center and the Adult Learning Center.
7. Serves as a member of the Board of Directors and as liaison with the Charlotte County Chamber of Commerce.
8. Coordinates and monitors volunteer and mentoring programs within the school system.
9. Serves as liaison with youth services providers and Children's Services Council.
10. Coordinates, facilitates, and monitors the use of Charlotte County Public Schools facilities by community groups.
11. Serves as liaison with media and community agencies.
12. Works in conjunction with the CCPS webmaster to update the District website on a weekly basis.
13. Reports to the Superintendent for media duties and to the Assistant Superintendent for Learning School Support for all other duties.
14. Performs other duties as assigned by the Superintendent/Assistant Superintendent for School Support.

SCHOOL BOARD APPROVED 08/25/09

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / CHILDREN'S SERVICES (0-5)

63010

Pay Grade M

QUALIFICATIONS:

1. Valid Florida Teacher Certificate in Early Childhood Education, required.
2. Bachelor's degree required; Master's preferred.
3. Experience working with low income families.
4. Experience in working with children, birth to age 5.
5. Background with agency/community collaboration.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Coordinator of Pre-K and Title I Programs

JOB GOAL:

To assist the Coordinator of Pre-K and Title I Programs in implementing the goals, policies, procedures, and performance standards of the Children's Services delivered under the umbrella of Early Childhood Programs (ECP).

JOB DESCRIPTION - MANAGER / CHILDREN'S SERVICES (0-5) - Page 2

PERFORMANCE RESPONSIBILITIES:

1. Performs duties necessary to ensure that the ECP program meets standards for quality services including accreditation, licensure and Head Start Performance Standards.
2. Works with the Coordinator of Pre-K and Title I Programs and Early Childhood Programs Management Team to supervise Children's Services Program.
3. Assists in developing and implementing the Early Childhood Programs strategic plan.
4. Ensures children's services are provided at all sites as applicable.
5. Collaborates in parent/family involvement programs with all Program Coordinators.
6. Develops and maintains all service area plans.
7. Participates in selection, supervision, and evaluation of classroom staff per site cooperation plans.
8. Participates in grant planning, development, and budgeting.
9. Assists in planning, developing, and implementing professional staff development opportunities.
10. Promotes cooperation and collaboration within the community in order to increase community support and seek additional funding sources.
11. Performs other duties as assigned by the Coordinator of Pre-K and Title I Programs.

Revised 11/21/06
SCHOOL BOARD APPROVED 11/21/06

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / CONSTRUCTION

74013

Pay Grade N

QUALIFICATIONS:

1. Associate's/Bachelor's degree in related field desired.
2. Knowledge of school planning.
3. Knowledge of State Board Rule 6A.2 (S.R.E.F).
4. Certified for health and casualty inspection, preferred.
5. Certified for Uniform Building Code Inspection (U.B.I.C.) preferred.
6. Ability to read and understand architectural drawings and specifications.
7. Ability to work within the team concept.
8. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Maintenance and Operations

JOB GOAL:

To provide the best possible learning environment for students within all facilities.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all phases and requirements of the Survey of educational Plants, Project Priority Lists, Florida Inventory of School Houses (F.I.S.H.) reports, and prepares appropriate reports as needed.

JOB DESCRIPTION - MANAGER / CONSTRUCTION - Page 2

2. Assists staff and selected professionals in composing educational specifications.
3. Works with architects and other professional personnel to incorporate the entire educational specifications and State Board Rules in the school plant design.
4. Coordinates the preparation of a budget on each project.
5. Makes arrangements with the staff, architects, and other appropriate professional personnel for review of schematics, budget estimates, planning schedules, and project completion calendars.
6. Inspects projects during construction and works with architects, other professional personnel, and contractors to assure timely completion of construction and adherence to specifications.
7. Reports progress of all construction.
8. Works within the Charlotte County Public Schools structure to provide all stakeholders the opportunity for input on construction projects.
9. Communicates effectively with stakeholders to keep them abreast of developments related to individual construction projects.
10. Assists and coordinates in providing inservice to building maintenance personnel when projects are ready of occupancy.
11. Assists with inspecting all school plants for health and casualty problems.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / CONSTRUCTION

(Hurricane Related)

74013

Pay Grade N

QUALIFICATIONS:

1. Associate's/Bachelor's degree in related field desired.
2. Knowledge of school planning.
3. Knowledge of State Board Rule 6A.2 (S.R.E.F).
4. Certified for health and casualty inspection, preferred.
5. Certified for Uniform Building Code Inspection (U.B.I.C.) preferred.
6. Ability to read and understand architectural drawings and specifications.
7. Ability to work within the team concept.
8. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Maintenance and Operations

JOB GOAL:

To provide the best possible learning environment for students within all facilities. **This position is for hurricane recovery only, and will terminate when hurricane-related construction and/or repairs have been completed.**

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all phases and requirements of the Survey of educational Plants, Project Priority Lists, Florida Inventory of School Houses (F.I.S.H.) reports, and prepares appropriate reports as needed.

JOB DESCRIPTION - MANAGER / CONSTRUCTION – (Hurricane Related) - Page 2

2. Assists staff and selected professionals in composing educational specifications.
3. Works with architects and other professional personnel to incorporate the entire educational specifications and State Board Rules in the school plant design.
4. Coordinates the preparation of a budget on each project.
5. Makes arrangements with the staff, architects, and other appropriate professional personnel for review of schematics, budget estimates, planning schedules, and project completion calendars.
6. Inspects projects during construction and works with architects, other professional personnel, and contractors to assure timely completion of construction and adherence to specifications.
7. Reports progress of all construction.
8. Works within the Charlotte County Public Schools structure to provide all stakeholders the opportunity for input on construction projects.
9. Communicates effectively with stakeholders to keep them abreast of developments related to individual construction projects.
10. Assists and coordinates in providing inservice to building maintenance personnel when projects are ready of occupancy.
11. Assists with inspecting all school plants for health and casualty problems.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / EARLY INTERVENTION CASE

61110

Pay Grade J

QUALIFICATIONS:

1. Bachelor's degree in Social Work or related human service field.
2. Prefer three years experience in social work case management with social service agencies. Must have experience in early childhood, be knowledgeable of community resources and interagency coordination; and a demonstrated ability to work with a multidisciplinary team.

REPORTS TO:

Supervisor of Student Intervention Services

JOB GOAL:

To provide case assessment, planning and management of services. To serve as a liaison between the Pre-K Programs and community agencies. To help transition children into elementary school.

PERFORMANCE RESPONSIBILITIES:

1. Interview families regarding their needs and complete appropriate forms while maintaining confidentiality.
2. Make home visits and accompany parents to appointments.
3. Participate in the development of a Family Service Plan as appropriate.
4. Participate in interdisciplinary team conferences to monitor progress and modify Family Service Plan when necessary.
5. Provide case management, referrals and coordination with other agencies.

JOB DESCRIPTION – MANAGER / EARLY INTERVENTION CASE – Page 2

6. Participate in transition activities between Pre-K Programs and the regular elementary school classroom setting.
7. Maintain required program records and statistics.
8. Provide a variety of parent education classes; provide inservice to parents on community resource information during Pre-K parent meetings.
9. Provide inservice training to school staff and day care staff on availability and access to services.
10. Perform other related duties as required.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / EDUCATOR - ENERGY

81010

Pay Grade N

QUALIFICATIONS:

1. Bachelor's degree from an accredited institution. Degree in education, administration or related field preferred.
2. Minimum three (3) years successful experience in education, administration or related experience.
3. Computer technologies and software application experience applicable to the position.
4. Experience in Charlotte County Public Schools.
5. Possession of valid Florida Class "E" driver's license.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Maintenance & Operations

JOB GOALS:

To promote efficient use of utilities (energy) in the school district.

PERFORMANCE RESPONSIBILITIES:

1. Develop and monitor the district's energy management program.
2. Advise, assist and make recommendations to Supervisor on alternate energy sources, consumption and general energy conservation measures.

JOB DESCRIPTION – MANAGER / EDUCATOR-ENERGY - Page 2

3. Assist in implementing district and department projects, goals, objectives and strategic commitment.
4. Prepare, maintain and provide appropriate reports, documents checklists and other materials related to goals.
5. Provide input on contractual support activities (capital projects) related to energy management and the purchase of products that effects energy consumption.
6. Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
7. Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
8. Review capital improvement projects and architectural design documents for compliance with district standards.
9. Communicates regularly with supervisor, principals and custodial staffs regarding district and individual building's energy consumption.
10. Regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
11. Establish a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel.
12. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
13. Serve on district, state or community councils or committees as assigned or appropriate.
14. Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
15. Report any safety hazards observed to appropriate supervisor.
16. Coordinate, with the maintenance manager, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.

JOB DESCRIPTION – MANAGER / EDUCATOR-ENERGY - Page 3

17. Work with the building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-service on the energy management system.
18. Participate in cross-training activities as required.
19. Maintain a network of peer contacts through professional organizations.
20. Participate in training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
21. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
22. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding delivery of services and evaluation of services provided.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
26. Perform other duties as assigned.

SCHOOL BOARD APPROVED 2/14/06

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / EMPLOYEE RELATIONSHIPS

77321

Pay Grade N

QUALIFICATIONS:

1. Bachelor's degree in public administration, human resources or related field required.
2. Minimum of five years of progressively responsible experience in complex administrative work in a Labor Relations, Human Resources Services, Compensation/Benefits and/or Legal office, or an equivalent combination of training and experience. Three of the five years required should be in the Florida public employment sector (Florida school district preferred).
3. Bargaining, contract administration, negotiations and employee discipline/grievance experience preferred.
4. Extensive word processing and computer operation and research skills.
5. Valid Florida Driver's License.
6. Such other alternatives to the above qualifications as the Superintendent may deem appropriate.

REPORTS TO:

Assistant Superintendent for Human Resources and Employee Relationships

JOB GOAL:

To provide assistance to the Assistant Superintendent, Director of Human Resources, District-level and School-based Administrators in matters relating to human resources and labor relations. Provide assistance to all instructional and support staff in matters relating to the interpretation of their respective contracts, disciplinary issues and the grievance process.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret, apply and modify collective bargaining agreements, school board rules, and personnel policies and procedures for the dissemination of information to appropriate personnel; ability to originate and maintain official collective bargaining records including negotiation sessions, grievance filings, arbitrations, impasse and/or legislative hearings and executive sessions; ability to perform highly responsible, specialized and advance administrative work with minimal supervision; ability to research, analyze and summarize Federal and State Statutes, local Board rules, State Board rules, and federal mandates such as Family Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act, case law, Equal Employment Opportunity Commission and Florida, Commission on Human Relations filings, and decisions of the Public Employees Relations Commission; act as liaison with other district negotiators, Florida School Labor Relations Service, Florida Educational Negotiators and other state organizations to receive and disburse information; ability to use discretion in handling sensitive and confidential information; ability to communicate with tact, poise, patience and courtesy.

PERFORMANCE RESPONSIBILITIES: Essential Functions

1. Devise and implement a strategy to create a less adversarial, more collaborative labor relations environment.
2. Structure a system-wide Labor Management Partnership Council for teachers.
3. Structure a system-wide Labor Management Partnership Council for support employees.
4. Create a working relationship with state and national offices of the Federal Mediation and Conciliation Service.
5. Arrange for all designated CCPS personnel to receive Interest-Based Bargaining and Problem Solving training from FMCS staff.
6. Create Labor Management Partnership Committees at each work location.
7. Develop a plan to achieve a measurable correlation between partnership strategies and improved student performance.
8. Create the Office of Partnership and Performance within Human Resources.

JOB DESCRIPTION – MANAGER / EMPLOYEE RELATIONSHIPS – Page 3

9. Develop an internal capacity to assume Interest-Based training responsibilities.
10. Secure foundation, state, or federal grant funding in support of partnership initiatives.
11. Provide training for school site and district administrators in contract interpretation and progressive discipline.
12. Represent school site and district office administrators at Level I of the contractual grievance process, and assist in the preparation of grievances submitted to arbitration.
13. Prepare and maintain official collective bargaining records including negotiation sessions, executive sessions, mediations or arbitrations, impasse and/or legislative hearings.
14. Provide notification to appropriate staff regarding awards resulting from grievances, mediations, arbitrations, impasse and/or legislative hearings.
15. Prepare confidential reports for negotiations.
16. Assist in the identification of issues for negotiation by tracking problems and concerns and suggestions throughout the contract year.
17. Develop and write language on issues to be brought to the negotiation sessions.
18. Prepare all documents required for negotiation sessions.
19. Participate in collective bargaining negotiations.
20. Coordinate printing and distribution of ratified collective bargaining agreements.
21. Provide for access to ratified collective bargaining agreements on the district's website.
22. Originate and maintain grievance and arbitration files.
23. Research Federal and State Statutes, local Board policies and procedures, State Board rules, case law, and decisions of the Public Employee Relations Commission as applicable to determine district compliance.
24. Coordinate meetings, conferences, and appointments for the chief negotiator and the bargaining team including all travel arrangements.

JOB DESCRIPTION – MANAGER / EMPLOYEE RELATIONSHIPS – Page 4

25. Prepare documents, meeting agendas, school board items, and compose letters and memoranda for the Assistant Superintendent's signature.
26. Act as liaison with other district negotiators and human resource officers, Florida School Labor Relations Service, Florida Educational Negotiators and other state organizations to disburse and receive information.
27. Interface with employee unions, the media, and the public using positive interpersonal skills.
28. Prepare documents and training materials and make presentations at conferences, workshops and training sessions at a district or state level.
29. Interpret administrative policy and decisions, and provide information to district and school-based administrators upon request.
30. Apply in-depth knowledge of interpretation, application and modifications of collective bargaining agreements and human resources matters and procedures to the dissemination of information to appropriate personnel.
31. Edit and proof publications and materials for dissemination to district administrators and employees.
32. Assist in the development and maintenance of procedures manuals regarding compliance with FMLA, ADA, FLSA, and bargaining union contracts.
33. Assist and advise administrative, instructional and support employees with employment, certification, voluntary/involuntary transfers, bumping rights and other issues involving employee and district rights under the collective bargaining agreements.
34. Assist Human Resources Services staff with employment issues with regard to leaves of absence, contract issues, employment eligibility (qualification for position, credit for service, Veteran's Preference, etc.)
35. Assist with the district's recruitment of instructional and non-instructional personnel.
36. Participate in confidential employee investigations through the note taking and record keeping process.
37. Provide copies of current contracts to Department of Labor and other interested agencies annually

. JOB DESCRIPTION – MANAGER / EMPLOYEE RELATIONSHIPS – Page 5

38. Coordinate the District's Equity program, monitor and evaluate programs and policies for compliance with equity requirements, serve as the resource person to District, school and community.
39. Prepare and distribute minority education and career opportunity information to under represented groups, and professional staff members.
40. Communicate with colleges and universities and career guidance offices regarding minority applicants and other personnel.
41. Use effective, positive interpersonal skills in all contacts on the job knowing when and how to communicate with tact, poise, patience and courtesy.
42. Perform other tasks or services consistent with the job goal of this position.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / FOOD SERVICE OPERATIONS

76013

Pay Grade M

QUALIFICATIONS:

1. Minimum of five (5) years of supervisory/administrative experience preferred.
2. Bachelor degree or higher in Business Management, Home Economics, Hotel and Restaurant Management or related field required.
3. Certification as a Certified Professional Food Manager required, Registered Dietician, Certified Dietetic Manager and/or American School Food Service Association Certification preferred.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Food Service

JOB GOAL:

To provide leadership to managers and staff at school restaurants to be accountable for resources, to maintain a safe, sanitary and positive environment, and to prepare and offer nutritious high-quality foods with excellent customer service

JOB RESPONSIBILITIES:

1. Monitors and audits school restaurant programs according to Charlotte County Public Schools Meal Count Plan, state and federal regulations.
2. Provides technical assistance to school restaurant staff, including inservice on use and care of equipment.

JOB DESCRIPTION - MANAGER / FOOD SERVICE OPERATIONS – Page 2

3. Provides training in cooking, baking, sanitation and marketing of program.
4. Evaluates restaurant managers.
5. Assists in planning new facilities and renovations of existing facilities.
6. Assists restaurant managers in developing a marketing plan to increase participation.
7. Organize catering events including planning, execution of event and billing.
8. Plans menus and completes nutrient analysis of foods according to age-level.
9. Interviews and hires new staff members and substitutes.
10. Performs other job duties as may be assigned by the director.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / HUMAN RESOURCES AND EMPLOYEE BENEFITS

77013

Pay Grade N

QUALIFICATIONS:

1. Bachelor's degree with a major in insurance, business, or a related field.
2. Minimum of three (3) years experience in human resources and benefits management/administration.
3. Knowledge of and the ability to read and interpret federal and state regulations relative to human resources and benefits.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Human Resources

JOB GOAL:

To serve the employees of the Charlotte County Public Schools in the areas of human resources and employee benefits while ensuring school district compliance with federal and state rules and regulations.

PERFORMANCE RESPONSIBILITIES:

3. Administers the employee's benefits insurance programs for the district.
2. Serves as the employer representative in meetings regarding health and life insurance claims and programs.
3. Supervises annual employee benefits enrollment.
4. Maintains employee benefits records for the district.

JOB DESCRIPTION - MANAGER / HUMAN RESOURCES AND EMPLOYEE BENEFITS – Page 2

5. Supervises and evaluates assigned department personnel.
6. Provides assistance and guidance to school/ district level administrators pertaining to employee benefits.
7. Serves as school district liaison with various professional organizations related to insurance and/or employee benefits.
8. Serves as employee liaison with service providers, assisting as needed for claims processing and procedure.
9. Supervises retirement processing and counseling as needed.
10. Serves as a liaison contact person for School Board with Division of Retirement.
11. Oversees the Family Medical Leave/ Personal Leave of Absences process and submits appropriate paperwork.
12. Oversees sick leave bank enrollment, reenrollment, and analysis of sick leave bank and serves as contact person for employees that are applying for sick leave bank.
13. Participates in continuing education for current developments applicable to human resources, employee benefits and others as appropriate.
14. Oversees random drug and alcohol testing for all employees and completes appropriate paperwork as needed.
15. Attends random drug and alcohol conferences for updates and changes needed to keep up to date on new regulations.
16. Oversees and receives electronically fingerprinting results from FDLE and FBI on all new employees.
17. Makes timely announcements of dates to be observed by applicants and employees.
18. Plans, develops, and revises non-instructional personnel management policies and maintains personnel policy handbooks.

JOB DESCRIPTION - MANAGER / HUMAN RESOURCES AND EMPLOYEE BENEFITS – Page 3

19. Assists Director of Human Resources in monitoring staffing levels at schools and district offices.
20. Oversees the substitute hiring process and maintains files of qualified substitute employees.
21. Works with the Director of Human Resources and Director of Professional Development Academy to provide training for substitutes and non-instructional staff.
22. Supervises the screening, selection, and assignments of qualified non-instructional personnel.
23. Oversees the salary increases and/or changes with the human resources department, payroll department, and the information and communication systems department to ensure all salary increases and/or changes are done in a timely manner.
24. Serves as a resource person for human resources and employee benefits.
25. Plans, develops and oversees projects to automate the human resources and employee benefits department. Requests computer program additions, changes, reports, etc from the information and communication systems department.
26. Performs other duties as assigned by Director of Human Resources.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / MAINTENANCE

81013

Pay Grade N

QUALIFICATIONS

1. Associate's or Bachelor's degree desired.
2. A minimum of five (5) years of supervisory/administrative experience preferred.
3. High school diploma or equivalent.
4. Knowledge of the construction trades.
5. Ability to read and interpret architectural drawings and specifications.
6. Certification as a sanitation, casualty and safety inspector preferred.
7. Basic computer skills required. Ability to enhance computer skills as required.
8. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Maintenance and Operations

JOB GOAL:

To maintain the physical school plant and school sites in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Develops and recommends a program that provides for regular preventative maintenance.

JOB DESCRIPTION - MANAGER / MAINTENANCE - Page 2

2. Approves all work requests.
3. Develops an efficient system for dealing with emergency repair problems.
4. Organizes the assignment and supervision of crews of crafts people for all maintenance.
5. Examines school buildings on a regular basis for needed repairs and maintenance.
6. Develops cost estimates and recommends priorities on repair projects.
7. Prepares reports on cost of work done.
8. Plans and recommends a department budget department and approves appropriate purchases in accordance with budgetary limits and district rules.
9. Recommends the hiring of contractors to perform maintenance or repair services when appropriate.
10. Recommends outside firms for maintenance of specialized projects, and/or equipment.
11. Inspects and evaluates maintenance and repair work currently underway or completed.
12. Inspects new construction for future maintenance problems.
13. Cooperates with Supervisor of Plant Planning and Director of Facilities in developing and maintaining safety standards in conformance with state and insurance regulations and a program of preventative safety for buildings and grounds personnel.
14. Participates as an advisor to the board's collective bargaining team.
15. Assists Supervisor for Plant Planning, Design and Construction with various projects.
16. Assists in recruiting, hiring, training, supervising, and evaluating appropriate support staff personnel.
17. Performs other job related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / PERFORMING ARTS THEATER

63010

Pay Grade N

QUALIFICATIONS:

1. Bachelor's Degree/Master's Degree preferred.
2. A minimum of 5 years experience in sound, production or stage management and with managing and promoting a fine arts performing art center.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To provide community arts programs to the Charlotte County community under the direction of the Charlotte County Public Schools.

To provide coordination between the Charlotte County Public Schools and the community in the use of the Charlotte Performing Arts Center.

RESPONSIBILITIES:

1. Cooperates with Curriculum Specialist for fine arts for scheduling by schools of the Charlotte Performing Arts Center.
2. Provides and coordinates community/school weekly, monthly and annual performance calendars for the center.
3. Acts as a liaison between the CCPS district and/or community users of the performing arts centers in all matters of scheduling and use.

JOB DESCRIPTION – MANAGER / PERFORMING ARTS THEATER – Page 2

4. Works closely with the Arts and Humanities Council to strengthen and promote fine arts programs and facility events through the sharing of information with the public, media, administrators, parents, and state art agencies.
5. Serves as advisor and special consultant for community groups wishing to use the performing arts centers.
6. Works to develop a fine arts volunteer program for the facilities.
7. Works to establish a community cultural program which will provide opportunities for local artists, professional and semi-professional productions and concerts.
8. Works to draw public attention to the accomplishments of the students of Charlotte County via the fine arts programs.
9. Involves the community through volunteer programs such as ushers, concessions, and box office.
10. Provides a systematic exchange of fine arts education information and resources that reach all related professionals in the schools and community.
11. Enlists the support of the professional arts community in developing a community cultural program by gathering input and providing feedback to the district fine arts committee.
12. Develops and coordinates a theater program that addresses the interests and needs of the community.
13. Develops the human and financial resources within the community to enhance the educational program for the students and the community programs.
14. Strengthens and provides fine arts programs activities at the center that are consistent with the total education philosophy of the district through the sharing of information and interacting with the public, media, administrators, state art agencies, and parents.
15. Develops and implements a marketing and public relations plan for the center's activities and programs.

JOB DESCRIPTION – MANAGER / PERFORMING ARTS THEATER – Page 3

16. Provides supervision for the use of the center by outside organizations.
17. Recommends employment and assignment of center personnel.
18. Provides supervision and evaluation of center personnel.
19. Develops and monitors the budget for center activities and events.
20. Maintains an inventory of program equipment.
21. Supervises the technical requirements for all events held in the theater and for all of the equipment used.
22. Develops and maintains a security plan for the facility.
23. Coordinates auditorium and stage setups to include light and sound systems, position of stage curtains and moveable walls, arranging for podiums, tables, chairs, risers, etc.
24. Performs other job-related duties as assigned by the Assistant Superintendent for Teaching and Learning.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / PLANT OPERATIONS

79013

Pay Grade M

QUALIFICATIONS:

1. Associate's degree required; Bachelor's degree desired.
2. A minimum of five (5) years of administrative/supervisory experience desired.
3. Knowledge of State Requirements for Educational Facilities (SREF) desired.
4. Certification as a Sanitation and Casualty Safety Inspector (SCSI) of educational facilities desired.
5. Certification as a Trainer for the Professional Custodian Training Program (PCTP) desired.
6. Ability to demonstrate a high level of oral and written communication skills.
7. Basic computer skills required. Ability and willingness to enhance those computer skills as required.
8. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Maintenance and Operations

JOB GOAL:

To maintain all school board facilities in a clean and safe condition so as to provide the best possible learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Plant Operations Specialists and Sites and Grounds team.

JOB DESCRIPTION - MANAGER / PLANT OPERATIONS - Page 2

2. Maintain the substitute custodian list. Provide supplemental training as requested.
3. Test, evaluate, and recommend for purchase, custodial supplies and equipment.
4. Assist in the development of custodial staffing levels, work calendars, schedules, and job descriptions.
5. Establish and maintain district cleaning and sanitation standards in accordance with applicable rules and regulations.
6. Assist in the development of district capital budgets.
7. Develop annual operating budget for Plant Operations.
8. Facilitate the timely and cost effective repair of custodial equipment.
9. Provide for training and technical support for custodians.
10. Coordinate delivery schedules for custodial supplies from the district warehouse.
11. Provide safety guidelines, procedures, and personal protective equipment for the employees in compliance with applicable laws and regulations.
12. Provide for inspections and repair of fire equipment.
13. Coordinate waste management and comprehensive pest control programs.
14. Provide for the routine maintenance of the swimming pools and equipment.
15. Coordinate the annual comprehensive Fire Safety, Casualty Safety, and Sanitation Inspections of facilities.
16. Assist during times of energy Load Control Events.
17. Serves in any capacity which may be necessary in an emergency.
18. Perform other job related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / PRE-K PROGRAMS

63010

Pay Grade M

QUALIFICATIONS:

1. Holds valid Florida Teacher Certificate or certifiable
2. Bachelor's degree required, Master's preferred.
3. Minimum of five (5) years experience working with low-income families in a supervisory capacity.
4. Experience in working with young children.
5. Background with agency/community collaboration
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Coordinator of Pre-K and Title I Programs

JOB GOAL:

To assist the Coordinator of Pre-K and Title I Programs in implementing the goals, policies, and procedures of specific grant-funded programs and to assist in supervising the day to day operations of the Baker site.

PERFORMANCE RESPONSIBILITIES:

1. Works with the Coordinator of Pre-K and Title I Programs to supervise the Baker site.
2. Assists in developing the Baker Student Learning Plan.
3. Supervises support components in fulfilling responsibilities (Pre-K programs).

JOB DESCRIPTION - MANAGER / PRE-K PROGRAMS - Page 2

4. Coordinates parent/family involvement programs.
5. Assists in providing support services to public and private sites.
6. Plans and supervises Pre-K registration.
7. Assists in selecting and evaluating staff.
8. Assists in grant planning, development, and budgeting.
9. Assists in planning, developing and implementing staff development opportunities.
10. Promotes cooperation and collaboration within the community in order to increase community support and seek additional funding sources.
11. Performs other duties as assigned by the Coordinator of Pre-K and Title I Programs.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

**JOB DESCRIPTION
MANAGER / PURCHASING**

Pay Grade M

QUALIFICATIONS:

Associate / Bachelor's degree in business, purchasing or related field required.

Minimum of five years of progressively responsible experience in Purchasing, Bidding, and Computer Systems, or an equivalent combination of public sector employment (Florida school district preferred).

Extensive computer knowledge, operation, and research skills.

Such other alternatives to the above qualifications as the Superintendent may deem appropriate.

REPORTS TO:

Director of Purchasing

JOB GOAL:

To provide assistance to the Director of Purchasing, District-level and School-based Administrators in matters relating to purchasing systems. Provide assistance to all instructional and support staff in matters relating to the use of purchasing systems.

PERFORMANCE RESPONSIBILITIES:

Coordinates all phases and requirements of the Purchasing Systems and prepares appropriate reports as needed.

Assists staff and selected professionals in composing bid specifications.

Coordinates the preparation of a bid and quotes for each project.

Makes arrangements with the appropriate personnel for review of bids, planning schedules, and purchasing project completion.

Trains staff members on purchasing system use and procedures.

Works within the Charlotte County Public Schools structure to provide all stakeholders the opportunity for input on purchasing projects.

Communicates effectively with stakeholders to keep them abreast of developments related to individual purchasing projects.

Coordinates purchasing system upgrades and changes.

Trouble shoots system problems.

Other duties as assigned by the Purchasing Director.

School Board Approved 06/26/2007

JOB DESCRIPTION

MANAGER / ROUTING & SCHEDULING

78010

Pay Grade F

QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. Excellent computer skills.
3. Thorough understanding of routing and scheduling principles, plus extensive knowledge of geographical area.
4. Minimum of five (5) years experience in school transportation.
5. Effective oral and written communication skills.

REPORTS TO:

Director of Student Transportation

SUPERVISES:

Transportation clerk

JOB GOAL:

Maximizes utilization of all assets (people/vehicles) by ensuring optimum routing of school bus fleet in the district.

PERFORMANCE RESPONSIBILITIES:

1. Takes a leadership role with Department of Information & Communication Systems and schools to ensure transportation has the best possible student database for transportation computer program.

JOB DESCRIPTION - MANAGER / ROUTING & SCHEDULING - Page 2

2. Updates the map portion of the transportation computer program as new streets are added, changed, or closed.
3. Has the primary responsibility to route all buses for regular and extended school year (ESY) programs. Processes both regular and ESE students.
4. Serves in committees looking at new schools and redistricting to assess impact on routes and schedules.
5. Continuously monitors and analyzes arrival, layover, and departure times of buses, student loads, and various other data to ensure most efficient routing. Makes needed corrections as required.
6. Makes recommendations on bell times, vehicle type and size, etc. that would enhance efficiency and cost effectiveness.
7. Systematically reviews bus stops in conjunction with the Safety and Training Coordinator to ensure optimum student safety.
8. Determines and updates route running times as the basis for driver/aide daily hours of pay.
9. Does various analysis and reports (e.g. unproductive mileage) to assess effectiveness of department in fulfilling its responsibilities.
10. Schedules and coordinates overall Florida Education Finance Program (FEFP) reporting to the state (DOE). Reviews with Director of Student Transportation to ensure veracity of the information collected.
11. Works with the transportation computer company to resolve system problems/limitations that impede our ability to route and schedule effectively.
12. Supervises route change notifications to drivers, students, schools, and parents.
13. Other duties assigned by immediate supervisor.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / TEEN PARENT PROGRAMS

63010

Pay Grade M

QUALIFICATIONS:

1. Holds valid Florida Teacher Certificate or certifiable
2. Bachelor's degree required, Master's preferred
3. Minimum of five (5) years experience working with at risk families in a supervisory capacity
4. Experienced in working with young children.
5. Holds a valid Florida Childcare Director's Credential
6. Background with agency/community collaboration
7. Such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO:

Principal of the Academy

JOB GOAL:

To assist the Principal of the Academy in implementing the goals, policies, procedures, and performance standards of the Teen Parent programs and to assist in supervising the day-to-day operations of the Academy HOPE site including the childcare facility and parenting program.

PERFORMANCE RESPONSIBILITIES:

1. Works with the Principal of the Academy to supervise the Academy HOPE site.
2. Assists in developing the Academy Student Learning Plan as it pertains to the Teen Parent programs.
3. Coordinates with support components including health and social services in fulfilling responsibilities.

SCHOOL BOARD APPROVED 07/20/2010

JOB DESCRIPTION- MANAGER/ TEEN PARENT PROGRAMS -Page 2

4. Coordinates parent/family involvement programs.
5. Assists in selecting and evaluating staff.
6. Assists in grant planning, development, and budgeting.
7. Assists in planning, developing and implementing staff development opportunities.
8. Maintains the HOPE Childcare facility's Certificate of License by meeting applicable rules, regulations and standards.
9. Promotes cooperation and collaboration within the community in order to increase community support and seek additional funding sources.
10. Performs other duties as assigned by the Principal of the Academy.

SCHOOL BOARD APPROVED 7/20/2010

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / TRANSPORTATION OPERATIONS

78010

Pay Grade J

QUALIFICATIONS:

1. High school diploma or equivalent required; Associate's degree or equivalent experience preferred.
2. Experience in supervising large groups of skilled and/or semi-skilled personnel.
3. Experience in conducting meetings with administrators, school staff, bus drivers and/or aides preferred.
4. Five (5) years experience in transportation, with two (2) years in a supervisory capacity.
5. Computer skills necessary for management of department.
6. Effective oral and written communication skills.

REPORTS TO:

Director of Student Transportation

SUPERVISES:

1. Transportation Dispatchers
2. Regular and substitute drivers and aides
3. Operations Clerk

JOB GOAL:

Effective Management of all resources assigned to his/her bus compound, as well as management of relationships with district administrators and teachers, parents, union stewards, and the general public.

JOB DESCRIPTION - MANAGER / TRANSPORTATION OPERATIONS - Page 2

PERFORMANCE RESPONSIBILITIES:

1. Reviews driver/aide employment applications, schedules interviews with applicants, and make hiring recommendations.
2. Counsels drivers in all areas of job performance, documents for evaluation purposes, and carries out disciplinary measures appropriate to his/her level of management.
3. Ensures board policies, state and federal laws, rules, and regulations, union contract agreements, and departmental policies and procedures applicable to his/her areas of responsibility are followed.
4. Monitors bus discipline referrals and participates in parent/student/driver conferences regarding bus conduct/disciplinary issues at schools served.
5. Monitors scheduling and assignment of extra curricular trips of regular and substitute drivers and aides, supervises and approves all paperwork regarding extra trips for his/her areas, and works with appropriate district personnel to ensure timely submission of required forms and schedules.
6. Deals with parents, district personnel, and the general public regarding complaints about drivers, bus stops, routes, etc., and coordinates responses with the appropriate departmental and district personnel.
7. Supervises preparation of FEFP (Florida Education Finance Program) data collected for routes assigned to his/her area. Is responsible for the accuracy of data collected and maintenance of supporting documentation.
8. Evaluates subordinates annually and recommends re-hire, promotion, or termination based on these evaluations.
9. Supervises payroll preparation pertaining to area.
10. Serves as liaison between drivers and the personnel department regarding FHWA (Federal Highway Administration) drug/alcohol testing requirements, and carries out all responsibilities involved.
11. Prepares or supervises preparation of all reports for his/her areas of responsibility.
12. Other duties assigned by immediate supervisor.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

MANAGER / TRANSPORTATION SERVICE

78014

Pay Grade J

QUALIFICATIONS:

1. High school diploma or equivalent required; Associate's or vocational degree preferred.
2. Valid CDL (commercial drivers license), or ability to obtain within 60 days of employment.
3. Thorough knowledge of preventative maintenance techniques used to manage a medium duty fleet.
4. Demonstrated competence in managing a full service fleet maintenance operation for a 100-plus vehicle fleet.
5. Effective oral and written communication skills.

REPORTS TO:

Director of Student Transportation

SUPERVISES:

1. Work Foreman
2. Mechanic and Mechanic Helper
3. Parts Records Clerk

JOB GOAL:

Manage the fleet maintenance operation in a manner that ensures all vehicle safety standards are met, maintenance costs are minimized, fleet assets can be utilized for their maximum useful life, and work is conducted safely in an environmentally sound manner.

JOB DESCRIPTION - MANAGER / TRANSPORTATION SERVICE - Page 2

PERFORMANCE RESPONSIBILITIES:

1. Develops, maintains, and refines a preventative maintenance (PM) program for all school board owned and operated equipment.
2. Develops and maintains a formal system to evaluate all parts and materials used to maintain vehicles. Analyzes this data and makes recommendations to Director of Transportation regarding purchases, vehicle specifications, etc.
3. Evaluates the training needs of subordinates in his/her organization and develops plans to ensure skills are adequate to accomplish responsibilities.
4. Analyzes new tools and technologies and makes recommendations for equipment purchases and replacements based on this analysis.
5. Evaluates all vehicle maintenance personnel on at least an annual basis, and formulates recommendations for employment assignments and terminations.
6. Develops and manages annual vehicle maintenance budget, including in-house warranty claims.
7. Does regular OSHA and environmental self-inspections to insure work is accomplished in compliance with these standards.
8. Ensures all records associated with garage functions are maintained in accordance with all local, state, and federal laws and regulations.
9. Makes recommendations for exceptions to replacement.
10. Other duties assigned by immediate supervisor.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

NETWORK ANALYST

81045

Pay Grade L

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with a major in computer science,
or
Associate's degree from an accredited college or university with a major in computer science and two (2) years of progressively more responsible networking work experience,
or
High school diploma or equivalent and five years progressively more responsible networking work experience

REPORTS TO:

Director of Information and Communication Systems

JOB GOAL:

Meet user department requirements for computer networking. (development/maintenance)

PERFORMANCE RESPONSIBILITIES:

1. Effects appropriate changes to existing networks.
2. Creates new networking schema from specifications.
3. Produces and change networks accurately, effectively, and on time, in the formats in use by Information and Communication Systems.
4. Effectively utilizes the latest data processing techniques and productivity tools in use by the district.

JOB DESCRIPTION - NETWORK ANALYST - Page 2

5. Insures optimal network up-time for all user departments.
6. Maintains documentation in compliance with standard practices.
7. Assists in technically supervising and guiding the Network Technicians.
8. Assists in preparing system documentation and network specifications.
9. Demonstrates proficiencies in creating programs and updates to databases.
10. Reviews current developments, literature and technical sources of information.
11. Ensures adherence to safety practices.
12. Follows School Board Rules and federal and state laws.
13. Performs other duties as assigned by the Director of Information and Communication Systems.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

NETWORK ANALYST / INSTRUCTIONAL

82012

Pay Grade L

QUALIFICATIONS:

1. Certification as a Novell Engineer - CNE.
2. Bachelor's degree from an accredited college or university with a major in computer science.
or
Associate's degree from an accredited college or university with a major in computer science and two (2) years of progressively more responsible networking work experience.
or
High school diploma or equivalent and five years progressively more responsible networking work experience.

REPORTS TO:

Director of Learning Through Technology

JOB GOAL:

Meet user department requirements for computer networking. (development/maintenance)

PERFORMANCE RESPONSIBILITIES:

1. Effects appropriate changes to existing networks.
2. Creates new networking schemes from specifications.
3. Produces and changes networks accurately, effectively, and on time, in the appropriate formats.
4. Effectively utilizes the latest data processing techniques and productivity tools in use by the district.

JOB DESCRIPTION - NETWORK ANALYST / INSTRUCTIONAL - Page 2

5. Insures optimal network up-time for all user departments.
11. Maintains documentation in compliance with standard practices.
7. Assists in technically supervising and guiding the Network Technicians.
8. Assists in preparing system documentation and network specifications.
9. Demonstrates proficiencies in creating programs and updates to databases.
10. Reviews current developments, literature and technical sources of information.
11. Insures adherence to safety practices.
12. Follows School Board Rules and federal and state laws.
13. Performs other duties as assigned by the Director of Learning Through Technology.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

OCCUPATIONAL THERAPIST / CERTIFIED

52017

Pay Grade O

QUALIFICATIONS:

1. Bachelor's degree in the area of Occupational Therapy from an accredited four-year college/university.
2. Holds a valid Florida certification or equivalent in the area of occupational therapy.
3. Hold a professional license as an Occupational Therapist.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Exceptional Student Education.

JOB GOAL:

To provide quality educationally relevant occupational therapy to disabled students (Pre-K - 12) in a public school setting.

PERFORMANCE RESPONSIBILITIES:

1. A registered occupational therapist and licensed occupational therapist assistant shall practice according to Chapter 486, Florida Statutes.
2. A licensed occupational therapist shall provide screenings at school sites for exceptional students referred to the Occupational Therapy Program.
3. A licensed occupational therapist shall provide evaluations for exceptional students for the purpose of determining need for service; report submitted to Exceptional Student Education prior to staffing.

JOB DESCRIPTION - OCCUPATIONAL THERAPIST/ CERTIFIED - Page 2

4. A licensed occupational therapist shall provide yearly re-evaluations for the purpose of determining continuing need for occupational therapy services for staffed occupational therapy students.
5. A licensed occupational therapist shall consult with educational staff, parents, and other health professionals regarding students staffed into Occupational Therapy Program.
6. A licensed occupational therapist shall participate in staffings/IEP conferences as requested by the Exceptional Student Education Director.
7. A licensed occupational therapist shall implement occupational therapy treatment, as written on student's Individual Educational Plan goals and objectives, at school sites.
8. A licensed occupational therapist shall prepare bi-annual progress reports for all students receiving occupational therapy services on a regular basis.
9. A licensed occupational therapist shall prepare yearly reports for students receiving occupational therapy services on consultative basis.
10. A licensed occupational therapist shall train, schedule and supervise Certified Occupational Therapist Assistant(s) (COTA), as appropriate.
11. A licensed occupational therapist shall prepare discharge summaries and consultation for students who have been discharged from occupational therapy programs.
12. A licensed occupational therapist shall implement other services as directed by the Exceptional Student Education Director.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

OCCUPATIONAL THERAPIST ASSISTANT / CERTIFIED

52017

Pay Grade L

QUALIFICATIONS:

1. Hold a professional Florida license as a Certified Occupational Therapist Assistant (COTA).
2. Have one or two years of prior successful work experience as an Occupational Therapy Assistant.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Exceptional Student Education Programs

JOB GOAL:

To provide quality, educationally relevant occupational therapy assistance to disabled students (Pre-K – 12) in a public school setting.

PERFORMANCE RESPONSIBILITIES:

1. Practices according to Chapter 486, Florida Statutes.
2. Is responsible to and supervised by a registered occupational therapist.
3. Participates in screenings at school sites for exceptional students referred to the Occupational Therapy Program.
4. Participates in evaluations for exceptional students for the purpose of determining need for services.
5. Implements therapeutic procedures for which qualified, as designated by the supervising occupational therapist.

JOB DESCRIPTIONS – OCCUPATIONAL THERAPIST ASSISTANT / CERTIFIED – Page 2

6. Contributes to progress reports and help collect data for Individualized Educational Plans.
7. Maintains current records in accordance with school, state, and federal guidelines.
8. Assists with keeping accurate records of the therapy inventory and equipment.
9. Assists with establishing goals for students and developing individual and group therapy activities.
10. Assists in the dissemination of established therapeutic programs to the educational staff.
11. Consults with the supervising therapist concerning implementation and status of therapy goals (feeding programs, positioning, equipment, etc.).
12. A certified occupational therapist assistant shall Constructs, modifies, and maintains adaptive equipment for positioning, ADL, vocational, and classroom use.
13. Assists in monitoring work and school environments for accessibility.
14. Helps ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order.
15. Helps develop an awareness of individual student needs and assist the occupational therapist in monitoring these needs.
16. Assists with instructing the educational staff concerning use of adaptive equipment, positioning programs, and integration of therapy goals into classroom and academic activities to enhance function.
17. Assures that proper positioning and handling techniques are carried out correctly across all environments.
18. Implements other services as directed by the Exceptional Student Education Director.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

PERSONNEL ANALYST

77330

(Supervisory)

Pay Grade H

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Successful experience working in a school district human resources office.
3. Extensive training in Bi-Tech and other computer applications and software programs.
4. Knowledge of federal and state laws regarding human resources.
5. Demonstrated ability to work with diverse groups, and communicate effectively, both orally and in writing.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Human Resources

JOB GOAL:

Assist in the efficient operation of the Human Resources Department for the ultimate benefit of the district's educational and administrative operations.

PERFORMANCE RESPONSIBILITIES:

1. Utilizes Bi-Tech and other applications to perform personnel functions.
2. Works with the HR and Budget directors to coordinate allocation changes and position control numbers.

JOB DESCRIPTION – PERSONNEL ANALYST – Page 2

3. Provides accurate position control information to assist in the hiring/rehiring process for all employees.
4. Processes various types of correspondence, reports, notices, and recommendations.
5. Reviews the advertising of district positions to ensure consistency with union contracts and budgetary processes.
6. Completes Personnel Action Forms with the appropriate pay index, salary, days, hours and appropriate funding source.
7. Serves as Human Resources' liaison with schools and departments as needed.
8. Attends workshops and training pertaining to human resources as needed.
9. Assists in planning of automation and development of programs for human resources.
10. Assists in the day-to-day operations of the department as needed by answering telephones, greeting visitors, operating the digital fingerprinting computer, etc.
11. Prescribes duties to and monitors work of Human Resource Technicians.
12. Grants or denies leave requests for HR Technicians based on workload forecast, negotiated bargaining agreements, and Board policy.
13. Evaluates assigned HR Technicians.
14. Provides training in human resources computer applications and programs and procedures to HR and district staff.
15. Assists with state reporting maintenance issues as needed.
16. Oversees the preparation of personnel items for agenda for board approval.
17. Oversees the preparation of and updates to the salary schedule book for board approval.
18. Interviews applicants, check references, transcripts, and similar documents and makes recommendations to the director pertinent to the hiring of support personnel.

JOB DESCRIPTION – PERSONNEL ANALYST – Page 3

19. Oversees the gathering of and submission of exit interview information for employees who have resigned, retired, etc. to Department of Education.
20. Performs other duties as assigned by Director of Human Resources.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

PHYSICAL THERAPIST

52016

Pay Grade O

QUALIFICATIONS:

1. Bachelor's degree in the area of physical therapy from an accredited four year college/university.
2. Holds a valid Florida certification or equivalent in the area of physical therapy.
3. Holds a professional license as a physical therapist.
4. Such alternatives to the above, qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Exceptional Student Education.

JOB GOAL:

To provide quality educationally relevant physical therapy to disabled students (Pre-K-12) in a public school setting.

PERFORMANCE RESPONSIBILITIES:

1. A registered physical therapist and licensed physical therapist assistant shall practice according to Chapter 486, Florida Statutes.
2. Physical Therapy programs may include screening, evaluation, educationally relevant treatment, program planning and consultation . Direct and/or indirect services may be provided to meet the individual needs of the student.
3. A registered physical therapist shall provide evaluations for exceptional students for the purpose of determining need for service; report submitted to Exceptional Student Education prior to staffing.

JOB DESCRIPTION - PHYSICAL THERAPIST - Page 2

4. A registered physical therapist shall provide yearly re-evaluations for the purpose of determining continuing need for occupational therapy services for staffed physical therapy students.
5. A registered physical therapist shall consult with educational staff, parents, and other health professionals regarding students staffed into Physical Therapy Program.
6. A registered physical therapist shall participate in staffings/IEP conferences as requested by the Exceptional Student Education Director.
7. Treatment is the process of management of the student's individual disability that is based upon the evaluation procedures and referral/prescription of the student's physician. This may include:
 - a. positioning
 - b. neurodevelopmental and neuromuscular facilitation to enhance motor skills.
 - d. monitoring of prosthetic, orthotic, and adaptive appliances
 - e. strengthening exercises
 - f. joint mobility/stability procedures
 - g. postural control
 - h. self-care activities
8. A registered physical therapist shall prepare bi-annual progress reports for all students receiving physical therapy services on a regular basis.
9. A registered physical therapist shall train, schedule and supervise Registered Physical Therapist Assistant(s), as appropriate.
10. A registered physical therapist shall implement other services as directed by the Exceptional Student Education Director.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

PROGRAM MANAGER

(EXECUTIVE DIRECTOR CHARLOTTE LOCAL EDUCATION FOUNDATION)

91034

Pay Grade J

QUALIFICATIONS:

- Bachelor's degree 3 years preferred experience in financial management, program development and communications.
2. Strong commitment, understanding and sensitivity to the perspectives of low-income children and their families.
 3. Proficient in computer technology (including Microsoft Word, Excel, PowerPoint and Access) and management practices appropriate to the position's job responsibilities.
 4. Demonstrated ability to effectively communicate, both orally and in writing. Must be detailed and multi-task oriented with efficient time management skills.
 5. Demonstrated knowledge of and commitment to public education and community.
 6. Ability to maintain effective working relationship with Charlotte Local Education Foundation (CLEF) Board Members, CCPS employees, parents, students, and the community.
 7. Successful experience in fund-raising, marketing and communications (familiarity with South Florida area preferred).

REPORTS TO:

Board President of CLEF.

JOB GOAL:

To manage all of the day-to-day operations, business affairs, and long-range planning for CLEF, including: the administration and oversight of the Take Stock in Children program, the Teacher and Support Employee of the Year event, (TOY/SEOY) and the Teacher Supply Depot.

**JOB DESCRIPTION - PROGRAM MANAGER / CHARLOTTE LOCAL EDUCATION
FOUNDATION - Page 2**

PERFORMANCE RESPONSIBILITIES:

1. Comply with all policies and procedures of CLEF and the School Board of Charlotte County.
2. Assure all CLEF activities and programs comply with all local and state regulations that apply to K-12 education foundations.
3. Manage the Take Stock in Children program, budget, student records and coordinate the mentoring program (i.e. recruit, screen, train, and monitor each student's mentor).
4. Execute local fundraising strategy, which may include the following: writing grant applications, planning fundraising events, creating and distributing marketing materials, securing/growing alternative sources of operational and scholarship funds, soliciting contributors, coordinating individual and/or business campaigns, distributing acknowledgment letters to donors on a timely basis, maintaining appropriate records, soliciting school system district support.
5. Manage and coordinate Teacher and Support Employee of the Year Celebration (main fundraiser for Take Stock in Children scholarship purchases).
6. Manage Teacher Supply Depot.
7. Supervise staff as needed.
8. Execute Charlotte County Public Schools fiscal agent duties as approved by the CLEF Board.
9. Prepare all required reports and maintain appropriate records.
10. Coordinate meetings, conferences, events, and appointments.
11. Plan, organize, and implement marketing strategies to increase school/business partnerships, mentors, and revenue for CLEF.
12. Research grant opportunities, and prepare grant proposals.
13. Work with CLEF's Treasurer to prepare annual budget.

***JOB DESCRIPTION - PROGRAM MANAGER / CHARLOTTE LOCAL EDUCATION
FOUNDATION - Page 3***

14. Maintain weekly communication with the Board President and monthly written communication with the Board of Directors.
15. Articulate CLEF's mission to a wide range of audiences.
16. Performs other duties as assigned by CLEF's Board/President.

Physical Requirements:

Capable of lifting/carrying 20 lbs.; some physical activity required.

Evaluation:

Performance of this job will be evaluated annually in accordance with CLEF's evaluation process.

School Board Approved 12/15/09

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

WELLNESS PROGRAM MANAGER

77308

Pay Grade M

QUALIFICATIONS:

1. Bachelor degree in Health Education, Exercise Physiology, Nutrition, Public Health, or related field.
2. Registered Nurse certification preferred.
3. Successful experience in developing and implementing employer health and wellness programs.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Human Resources

JOB GOAL:

To develop and manage the district's employee wellness program so as to promote the health and well-being of district employees.

PERFORMANCE RESPONSIBILITIES:

1. Works collaboratively with stakeholders to develop a district employee wellness program.
2. Conducts ongoing needs assessment for the district's wellness initiatives.
3. Reviews data and creates reports to determine efficacy and return on investment for wellness program.
4. Plans, develops and produces informational materials to support district wellness initiatives.
5. Develops, schedules, and conducts wellness activities throughout the district.
6. Facilitates professional development and other training programs related to wellness.
7. Serves as chair for the employee benefits committee.
8. Supervises annual employee benefits enrollment.
9. Provides assistance and guidance to school/ district level administrators pertaining to wellness and employee benefits.

JOB DESCRIPTION - WELLNESS PROGRAM MANAGER – page 2

10. Serves as a liaison between the school district and the community to provide incentives for employee wellness.
11. Serves as school district liaison with various professional organizations related to employee wellness, insurance and/or employee benefits.
12. Serves as employee liaison with service providers, including the employee health clinic.
13. Participates in continuing education for current developments applicable to employee wellness, employee benefits and other topics as appropriate.
14. Performs other duties as assigned.

SCHOOL BOARD APPROVED 01/18/2011

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

PROGRAMMER / ANALYST

77528

Pay Grade L

QUALIFICATIONS:

1. Bachelor's degree in computer science or accounting preferred.
2. Formal training in appropriate programming language.
3. Two years of programming experience with a mainframe computer system as a computer operator for the school board preferred.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Information and Communication Systems.

JOB GOAL:

To assist in the efficient operation of the data processing department for the ultimate benefit of the School District's educational and administrative functions.

PERFORMANCE RESPONSIBILITIES:

1. Write accurate and efficient program code according to program specifications.
2. Prepare test data and test coded programs to insure that program specifications are met.
3. Document program instructions according to department standards.
4. Maintain current knowledge of standard languages, coding techniques and technological advances in the data processing profession.

JOB DESCRIPTION - PROGRAMMER / ANALYST – Page 2

5. Assist the systems analyst with systems definition for new systems or enhancements to present system.
6. Perform such application and/or operating system maintenance functions as required to maintain a smoothly functioning data processing department.
8. Handle school district records with confidentiality as prescribed by school board policy and law.
9. Performs other job-related functions as may be assigned by the Director of Information Communication Systems.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

PSYCHOMETRICIAN

77420

PAYGRADE N

QUALIFICATIONS:

1. Bachelor degree required, Masters Degree or higher preferred.
2. Meets Florida educational certification requirements, preferably in a STEM content area.
3. Minimum of 3 years experience working in a Florida public school system preferred.
4. Demonstrated experience in designing and organizing data collection methods, collecting and analyzing data and writing reports.
5. Demonstrated ability to comprehend, analyze and communicate complex information accurately, including statistical information and data.
6. Knowledge of current state and national trends and research on federal educational programs and school improvement initiatives preferred.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Executive Director, Division of Learning

JOB GOALS:

1. To coordinate data retrieval and analysis, construct data studies, and collaborate with other district staff on using data to meet RTTT implementation and reporting requirements.
2. To provide professional development and collaborative coaching in the interpretation, analysis, and use of data for the purpose of improving instruction and student achievement

JOB DESCRIPTION – PSYCHOMETRICIAN – Page 2

PERFORMANCE RESPONSIBILITIES

1. Collaborate with district staff in customizing a data collection system for complying with RTTT requirements.
2. Assist with the development of a process for incorporating student achievement in teacher evaluations using effective measures in educator evaluation and student learning gains.
3. Consult with district and school level staff in identifying and addressing data acquisition and analysis issues related to RTTT compliance.
4. Provide technical assistance in research and evaluation to district level staff in meeting the requirements of RTTT.
5. Research and analyze instructional and administrative effectiveness based on performance results.
6. Collaborate with the Learning Division and Information Communication Systems staff in the creation and implementation of formative and summative evaluations of RTTT initiatives, including recommendations for changes and improvements based on research and evaluation data.
7. Interpret and summarize findings through written reports and oral presentations for various stakeholder groups, including professional development in the interpretation, analysis, and use of data for the purpose of improving instruction and student achievement.
8. Assist with the coordination of the collection, summary, and analysis of all data related to the reporting requirements of RTTT.
9. Collaborate with the Assessment Manager in preparing and reporting standardized testing data and trend information to district staff and stakeholders.
10. Serve as district liaison with Florida Department of Education, higher education, and professional associations as related to the role of the RTTT Psychometrician.
11. Other duties as assigned.

SCHOOL BOARD APPROVED 01/18/11

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

RISK MANAGEMENT ANALYST

77327

Pay Grade H

QUALIFICATIONS:

1. High school diploma
2. Experience in the field of property and casualty insurance, workers compensation, accident investigations or safety compliance.

REPORTS TO:

Chief Financial Officer

JOB GOAL:

Under general direction, the purpose of this position is to perform district-based duties associated with managing the effort toward reducing the frequency and severity of incidents within the District.

KNOWLEDGE, SKILLS & ABILITY:

Knowledge of Workers Compensation laws, rules and procedures in the State of Florida. Ability to deal with various agencies and personnel. Knowledge of basic technology skills. Ability to plan, organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

PERFORMANCE RESPONSIBILITIES:

1. Ensures compliance with all aspects of Workers Compensation reporting.
2. Manages the districts workers compensation return to work program.
3. Acts as a liaison between injured workers and SCERMP

JOB DESCRIPTION – RISK MANAGEMENT ANALYST – Page 2

4. Work closely with district and school staff to reduce the frequency and severity of claims.
5. Promotes safety awareness throughout the District.
6. Advise Risk Management in the development of safety plans and identify expected outcomes/results for the District.
7. Assist in training employees on work safety issues prescribed by OSHA, Florida Department of Education, or other relevant agencies.
8. Assist in investigation of accidents and makes recommendations to prevent reoccurrence.
9. Performs routine claims analysis and assist in the development of charts and graphs.
10. Coordinates Student Accident Insurance Program
11. Performs other relevant duties and responsibilities assigned by the Chief Financial Officer.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

ROUTE COORDINATOR

78020

Pay Grade G

QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. Experience in supervising large groups of skilled and/or semi-skilled personnel.
3. Experience in conducting meetings with administrators, school staff, bus drivers and/or attendants.
4. Five (5) years experience in transportation, with two (2) years preferably in a supervisory capacity in a school district.
5. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Student Transportation

SUPERVISES:

School bus drivers and attendants.

JOB GOAL:

Assist the Director of Student Transportation in providing safe and efficient transportation to students enrolled in the district's curricular and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the development and administration of the transportation program.

JOB DESCRIPTION – ROUTE COORDINATOR - Page 2

2. Assists in the preparation of all school bus routes in the district.
3. Assists in updates of bus schedules and make recommendations to the Director of Student Transportation on employment, transfers, promotion and release of transportation personnel.
4. Assists in the formulation of bus drivers training programs and the training of school bus drivers to improve the efficiency of school bus drivers.
5. Assists in the maintenance of transportation driver training records and reports.
6. Prepares and submits weekly payroll through the Director of Student Transportation to the Finance Department.
7. Assigns special activity runs to drivers and substitutes.
8. Supervises the preparation of special activity billing to be forwarded to Finance Department.
9. Cooperates with school principals and other school administrators on school bus student discipline and school bus Evacuation drills.
10. Performs other job-related functions as may be assigned.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SAFETY & TRAINING COORDINATOR

78033

Pay Grade F

QUALIFICATIONS:

1. High school diploma or equivalent required; Associates degree or equivalent experience preferred.
2. Thorough knowledge of local, state, and federal laws and regulations governing school bus operations.
3. Valid CDL (commercial driver's license) with appropriate endorsements, CDL third party tester certification preferred.
4. Demonstrated ability to develop and implement a comprehensive safety and training program.
5. Effective oral and written communication skills.

REPORTS TO:

Director of Transportation

SUPERVISES:

1. Road Observers
2. Driver Trainers
3. Driver Trainees

JOB GOAL:

Manages all aspects of the safety and training functions for the Transportation department.

JOB DESCRIPTION – SAFETY & TRAINING COORDINATOR - Page 2

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements, and refines comprehensive pre-service safety training programs for drivers and aides consistent with state and federal laws and local board requirements.
2. Maintains training, physical, and accident files on all drivers and aides.
3. Responds to bus accident scenes, investigates all accidents, and prepares all reports required by the state (DOE) and district insurance administrator.
4. Recommends and supervises re-training based on accident investigation, and recommends any required disciplinary action.
5. Performs and supervises on-the-road observations of driver performance, and investigates activity regarding student behavior/safety at problem bus stops.
6. Conducts investigations of worker compensation accidents to determine cause(s) and any needed changes in work practices.
7. Works with Operations Manager and Shop Manager to develop and implement comprehensive work place self-inspections guides. Assists in resolutions of problems found.
8. Consults with Routing Supervisor regarding the safe location of school bus stops and loading zone safety issues
9. Develops and administers stop change evaluation procedure that assures an adequate review of stop change requests from all necessary aspects.
10. Establishes forum for determining driver safety concern on the road, at compounds, schools, etc. Takes necessary measures to correct deficiencies.
11. Coordinates the elementary-level bus rider safety program.
12. Assists with the coordination of the middle school Risk Watch program.
13. Assists with organizing the annual Back-to-School Extravaganza.
14. Coordinates the commercial driver's license testing program.
15. Coordinates the bus evacuation drills.

JOB DESCRIPTION – SAFETY & TRAINING COORDINATOR - Page 3

16. Serves as a member of the Transportation Review Committee, Transportation’s Accident Review Committee, Community Traffic Safety Team, and other committees as assigned.
17. Coordinates the implementation the child safety restraint system.
18. Assists with the maintenance and supervision of the VCR/camera system on the school buses.
19. Serves as the Transportation Department’s contact for the random drug and alcohol program as directed by Human Resources.
20. Establishes and supervises duties for road observers and driver trainers.
21. Assists with interviews and helps select driver trainees.
22. Other duties assigned by immediate supervisor.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SCHOOL PSYCHOLOGIST

61420

Pay Grade O

QUALIFICATIONS:

1. Master's or higher degree with a graduate major in school psychology.
2. Must meet certification requirements for specialist in school psychology (grades Pre-K-12) per Florida State Board of Education Rule 6A-4.031 or State of Florida licensure requirements as a school psychologist.
3. Prior work experience as a school psychologist preferred.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Supervisor of Psychological Services

JOB GOAL:

To enable students to derive the fullest possible educational experience from school, and promote their sense of self, through a program of psychological evaluation, treatment, consultation and intervention.

PERFORMANCE RESPONSIBILITIES:

1. Consults and counsels with parents, students, teachers, outside agencies and other appropriate school or community personnel regarding the academic, psychological and behavioral needs of general education and special students.*
2. Participates as a member of the Intervention Assistance Team for pre-referral activities and interventions.*
3. Provides psychological evaluations and observations of referred students in pre-kindergarten through grade twelve.*

JOB DESCRIPTION - SCHOOL PSYCHOLOGIST - Page 2

4. Prepares and interprets written reports.*
5. Helps identify exceptional students within the Charlotte County Public Schools, as well as from home-school, pre-school and private schools.*
6. Develops and updates psychological case records on all referred students.*
7. Participates as a member of staffing committees for discussion of evaluation results and recommendations for students.*
8. Reviews records of students newly transferred into district schools to help determine exceptional status according to district guidelines.*
9. Provides staff development or inservice training to individual schools, or at the district level, upon request.
10. Provides short-term and long-term individual or group counseling to help students overcome emotional and/or behavioral difficulties that impact school performance.
11. Provides crisis intervention so as to support students and teachers during times of crisis.
12. Acts as a school-community liaison and community referral resource as available.
13. Participates on district and/or community wide committees to plan programs that promote academic, personal and social development of students and families.
14. Collects and analyzes data for school district research projects as requested.
15. Provides formal program evaluation for the district as requested.
16. Serves as facilitator for parent training and/or support groups as needed.
17. Collaborates with the school social worker (SSW) to conduct pre-disciplinary reports for the Suspension Expulsion Review Team (SERT).
18. Collaborates with the SSW to conduct threat assessments.
19. Facilitates the psychiatric consultation for contracted services and acts as a liaison between home and the psychiatrist.

JOB DESCRIPTION - SCHOOL PSYCHOLOGIST - Page 3

20. Performs functional behavioral assessment (FUBA) of initial behavioral referrals.
21. Assists the IEP team with FUBA and the development of behavior intervention plans on ESE students.
22. Facilitates mental health referrals for ESE students.
23. Assists the Section 504 team in determining eligibility and appropriate accommodations.
24. Participates as a required team member for manifestation staffings.*
25. Performs file reviews on existing ESE students and participates in Re-Evaluation Determination Meetings to help determine the need for formal assessment.*
26. Performs file reviews on incoming students – both temporary and permanent placements.*
27. Remains abreast of current research in the field.
28. Assists in the evaluation of school psychological programs and services.
29. Performs other duties as may be assigned by the Supervisor of Psychological Services/administrator designated by the superintendent.

* Primary Function

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SCHOOL PSYCHOLOGIST INTERN

QUALIFICATIONS:

1. Students enrolled in a full-time graduate program in School Psychology who have completed all course requirements to be eligible for a full-time internship as a school psychologist.
2. Prior work experience in School Psychology or a related field is preferred.
3. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Supervisor of Psychological Services

JOB GOAL:

To enable students to derive the fullest possible internship experience by providing exposure to a broad array of services including psycho-educational evaluation, consultation, counseling and behavioral analysis.

PERFORMANCE RESPONSIBILITIES:

1. Provides psycho-educational evaluations and observations of referred students in pre-kindergarten through grade twelve.
2. Prepares and interprets written reports.
3. Consults and counsels with parents, students, teachers, outside agencies and other appropriate school or community personnel regarding the academic, psychological and behavioral needs of general education and special students.
4. Participates as a member of the Intervention Assistance Team for pre-referral activities and interventions.

JOB DESCRIPTION - SCHOOL PSYCHOLOGIST INTERN - Page 2

5. Helps identify exceptional students within the Charlotte County Public Schools, as well as from home-school, pre-school and private schools.
6. Develops and updates psychological case records on all referred students.
7. Participates as a member of staffing committees for discussion of evaluation results and recommendations for students.
8. Reviews records of students newly transferred into district schools to help determine exceptional status according to district guidelines.
9. Provides staff development or inservice training to individual schools, or at the district level, upon request.
10. Provides short-term or group counseling to help students overcome emotional and/or behavioral difficulties that impact school performance, as appropriate.
11. Participates on district and/or community wide committees to plan programs that promote academic, personal and social development of students and families.
12. Collects and analyzes data for school district research projects as requested.
13. Assists with parent training and/or support groups as appropriate.
14. Assists with the collaborative efforts of the school social worker (SSW) and school psychologist in conducting pre-disciplinary reports for the Suspension Expulsion Review Team (SERT).
15. Assists with the collaborative efforts of the SSW and school psychologist in conducting threat assessments.
16. Assists the school psychologist with the facilitation of the psychiatric consultation process.
17. Assists with functional behavioral assessment (FUBA) of ESE students and initial behavioral referrals.
18. Facilitates mental health referrals for ESE students.
19. Assists the Section 504 team in determining eligibility and appropriate accommodations.
20. Participates as a team member for manifestation staffings.

JOB DESCRIPTION - SCHOOL PSYCHOLOGIST INTERN - Page 3

21. Performs file reviews on existing ESE students and participates in Re-Evaluation Determination Meetings to help determine the need for formal assessment.
22. Performs file reviews on incoming students – both temporary and permanent placements.
23. Remains abreast of current research in the field.
24. Performs other duties as may be assigned by the Supervisor of Psychological Services/administrator designated by the superintendent.

SCHOOL BOARD APPROVED 03/23/04

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SCHOOL SOCIAL WORKER

61131

Pay Grade N

QUALIFICATIONS:

1. Master's degree required. Prefer MSW; related field will be considered if applicant holds BSW. Licensed Clinical Social Worker (LCSW) preferred.
2. Holds valid Florida Teacher Certificate or certifiable in Social Work.
3. Prefer three (3) years experience in social work with social service agencies or school districts.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Student Intervention and Dropout Prevention Services

JOB GOAL:

To promote academic success by providing a supportive environment that addresses the academic, social, and emotional needs of specifically targeted at-risk students.

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with the school leadership team and alternative program staff in formulating and coordinating the Student Support and Assistance Program (SSAP) at secondary schools.
2. Assists in the identification and placement process of students eligible for the SSAP.
3. Provides student liaison and transition services with the Academy Alternative High School, as well as with elementary students transitioning to middle school alternative programs and middle school students transitioning to high school SSAP programs.

JOB DESCRIPTION – SCHOOL SOCIAL WORKER – Page 2

4. Provides support services to at-risk students including individual and small group counseling; classroom character education; monitoring of student progress in the areas of academic achievement, attendance and behavior; parent communication and consultation with other staff and other services as needed and appropriate.
5. Maintains SSAP student performance data and general social work statistics.
6. Assists in the coordination of the Student Assistance Team.
7. Monitors student compliance with re-entry contracts.
8. Provides truancy intervention services for students who meet the habitual truancy criteria including filing truancy petitions for Truancy Court and monitoring court cases or referring CINS/FINS cases to Lutheran Services Florida.
9. Performs pre-expulsion summary investigations, i.e., incident investigation, record review, parent and student interviews, written reports for the Superintendent and School Board.
10. Provides district-wide crisis intervention services, risk assessments and threat assessments.
11. Provides training and support to school staff in child abuse, suicide and crisis response to traumatic events and other related areas as needed and appropriate.
12. Serves as the liaison between the schools and other social service agencies.
13. Conducts home visits to act as the liaison between the home and the school.
14. Participates in professional development opportunities targeting the special needs of at-risk students and the profession of social work.
15. Participates in meetings as required and as appropriate (school staff meetings, social work staff meetings, etc.).
16. Performs other job related duties as assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SCHOOL SOCIAL WORKER FOR THE DELINQUENCY PREVENTION PROGRAM

61131

Pay Grade N

QUALIFICATIONS:

1. Master's degree required. Prefer MSW; related field will be considered if applicant holds BSW.
2. Florida Department of Education certification as a Social Worker.
3. Prefer three (3) years experience in social work with social service agencies or school districts.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Supervisor of Student Intervention Services

JOB GOAL:

To provide comprehensive support services to students with multiple high-risk factors in an effort to reduce inappropriate behaviors and promote academic achievement.

PERFORMANCE RESPONSIBILITIES:

1. Reviews identification criteria for high-risk students and develops a list of potential program participants.
2. Reviews potential program participants with Student Assistance Team (SAT) and makes final placement recommendations.
3. Initiates parent contact for program enrollment and determines which services will be provided.

JOB DESCRIPTION – SCHOOL SOCIAL WORKER FOR THE DELINQUENCY PREVENTION PROGRAM – Page 2

4. Finalizes and reviews individualized service plans with Student Assistance Teams.
5. Works with outside community agencies to link students with needed services.
6. Develops new partnerships with community agencies for the supervision of students during suspensions.
7. Provides consultation and training for school staff in delinquency prevention and intervention as needed.
8. Collaborates with site based school social workers to ensure student plans are being implemented.
9. Assists in monitoring individual student and program success.
10. Performs other job-related duties that may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**SCHOOL SOCIAL WORKER
FOR THE
SUSPENSION EXPULSION ALTERNATIVE (SEA) PROGRAM
&
STUDENT OUTREACH SERVICES (SOS) PROGRAM
61131
Pay Grade N**

QUALIFICATIONS:

1. Master's degree in Social Work (MSW), or related field, required. Licensed Clinical Social Worker (LCSW), and/or certified in behavior specialist preferred.
2. Holds valid Florida Teacher Certificate or certifiable in Social Work.
3. Minimum of (5) five years experience working with children and families.
4. Background with behavior modification techniques.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Student Intervention and Dropout Prevention Services

JOB GOAL:

To manage disciplinary programs that assist targeted students in acquiring social attitudes, values, and skills aimed toward developing more positive social and academic behaviors, while remaining in school.

PERFORMANCE RESPONSIBILITIES:

1. Works with the Director of Intervention and Dropout Prevention Services and Coordinator of The Academy to oversee the implementation of the SEA and SOS Programs and any scheduled Academy/SEA program summer school programs.
2. Assists with the ongoing development of the behavioral programs.

JOB DESCRIPTION - SCHOOL SOCIAL WORKER FOR THE SEA PROGRAM & SOS PROGRAM
- Page 2

3. Assists with grant planning, development and budgeting.
4. Assists students individually and in groups in correcting personal, social, or emotional maladjustment's related to their educational and social progress.
5. Provides crisis intervention services, risk assessments and threat assessments as needed for program participants.
6. Provides case management services to increase understanding and active participation in resolving student difficulties and broaden parental awareness of appropriate resources available in the community.
7. Coordinates and conducts registration and orientation activities for SEA program participants and their parents.
8. Consults and collaborates with school personnel in case planning and in transitioning students into and out of the SEA and SOS programs.
9. Conducts home visits to act as the liaison between the home and the school.
10. Monitors student attendance and provides appropriate interventions.
11. Serves as liaison between the school district and other public social service agencies that may be involved with SEA students and their families.
12. Maintains data for case management and program evaluation.
13. Completes required reports as dictated by the district, state, and grant requirements.
14. Participates in meetings as required or as appropriate (school staff meetings, social work meetings, etc.).
15. Participates in professional growth activities and keeps up to date with the latest research on related work area.
16. Conducts pre-expulsion summary investigations, as required by SERT, for SEA program students.
17. Performs other job related duties that may be assigned by the Director of Intervention and Dropout Prevention Services and the Coordinator of The Academy.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SECRETARY (CONFIDENTIAL) DISTRICT

77090

Pay Grade C

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. A combination of training and experience which provides a working knowledge of office procedures and practices.
3. Ability to work with minimal supervision.
4. Ability to maintain confidential information.
5. Ability and willingness to cross train co-workers in job related responsibilities.
6. Skilled/trained on computer and various office equipment.
7. Working knowledge of business English, usage, punctuation, spelling, arithmetic, and filing.
8. Ability and willingness to understand, follow, and give written and oral instructions.
9. Ability to maintain effective working relationship with employees, parents, students, and public.
10. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director/Manager

JOB DESCRIPTION - SECRETARY (CONFIDENTIAL) DISTRICT - Page 2

JOB GOAL:

To contribute to the efficient operation of the school system.

PERFORMANCE RESPONSIBILITIES:

1. Prepares confidential documents for employee evaluations, disciplinary documents, grievances, and collective bargaining issues.
2. Prescribes duties to and monitors work of clerical office personnel if so directed by the appropriate administrator.
3. Performs basic word processing functions.
4. Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically, or by other established classifications.
5. Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence as instructed.
6. Clears files at designated intervals under a supervisor's direction.
7. Maintains effective working relationship with other employees, students, parents, and the public.
8. Orders and maintains office supplies as needed.
9. Locates, removes, transfers, and distributes requested information; keeps records of materials transferred/distributed/removed.
10. Computes data from listings, reports, or other records; assembles data in appropriate form for use in completing required reports.
11. Carries out inventories where applicable.
12. Types letters, memoranda, reports, cards, statements, purchase orders' tabulations and other materials from copy or rough draft; operates photo copier and other office machines as required.
13. Maintains a schedule of appointments and makes arrangements for conferences and interviews for the principal/director.

JOB DESCRIPTION - SECRETARY (CONFIDENTIAL) DISTRICT - Page 3

14. Performs any bookkeeping and other job-related tasks associated with the specific position.
15. Welcomes visitors and arranges for their comfort; screens unexpected callers in accordance with pre-determined policy.
16. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
17. Screens and refers office callers; takes telephone messages.
18. Performs other job-related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SECRETARY / PRINCIPAL'S

73090

(Elementary, CHC, The Academy) Pay Grade A

(High School/Tech Center) Pay Grade D

(Middle School) Pay Grade B

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. A combination of training and experience which provides a working knowledge of office procedures and practices.
3. Ability to work with minimal supervision.
4. Ability to maintain confidential information.
5. Ability and willingness to cross train co-workers in job related responsibilities.
6. Skilled/trained on computer and various office equipment.
7. Working knowledge of business English, usage, punctuation, spelling, arithmetic, and filing.
8. Ability and willingness to understand, follow, and give written and oral instructions.
9. Ability to maintain effective working relationship with employees, parents, students, and public.
10. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Principal

JOB DESCRIPTION - SECRETARY / PRINCIPAL'S - Page 2

JOB GOAL:

To contribute to the efficient operation of the school system.

PERFORMANCE RESPONSIBILITIES:

1. Prepares confidential documents for employee evaluations, disciplinary documents, grievances, and collective bargaining issues.
2. Prescribes duties to and monitors work of clerical office personnel if so directed by the appropriate administrator.
3. Performs basic word processing functions.
4. Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically, or by other established classifications.
5. Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence as instructed.
6. Clears files at designated intervals under a supervisor's direction.
7. Maintains effective working relationship with other employees, students, parents, and the public.
8. Orders and maintains office supplies as needed.
9. Locates, removes, transfers, and distributes requested information; keeps records of materials transferred/distributed/removed.
10. Computes data from listings, reports, or other records; assembles data in appropriate form for use in completing required reports.
11. Carries out inventories where applicable.
12. Types letters, memoranda, reports, cards, statements, purchase orders' tabulations and other materials from copy or rough draft; operates photo copier and other office machines as required.
13. Maintains a schedule of appointments and makes arrangements for conferences and interviews for the principal/director.

JOB DESCRIPTION - SECRETARY / PRINCIPAL'S - Page 3

14. Performs any bookkeeping and other job-related tasks associated with the specific position.
15. Welcomes visitors and arranges for their comfort; screens unexpected callers in accordance with pre-determined policy.
16. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
17. Screens and refers office callers; takes telephone messages.
18. Performs other job-related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SENIOR ACCOUNTANT

75030

Pay Grade K

QUALIFICATIONS:

1. Bachelor's degree in accounting.
2. Previous School Board financial experience required.
3. Mainframe computer experience preferred.
4. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

REPORTS TO:

Chief Financial Officer and Chief Budget Officer

JOB GOAL:

To provide the accounting and budgetary services needed for efficient operation of the district.

PERFORMANCE RESPONSIBILITIES

1. Account for the revenues and expenditures of the School Board by properly recording and classifying financial transactions.
2. Maintain the general ledger on a fund account basis.
3. Maintain the daily cash position of the School Board.
4. Serve as department contact for school bookkeepers.
5. Coordinate financial reporting with Management Information Services Department.

JOB DESCRIPTION - SENIOR ACCOUNTANT - PAGE 2

6. Provide assistance and guidance to Accounting Assistant, Accounts Payable Clerks, Data Entry Clerk, and Secretary.
7. Train new personnel as required.
8. Assist in preparation of the Budget for the Special Revenue Funds.
9. Assist with other budget functions as needed.
10. Assist in developing Finance programs and procedures.
11. Monitor and Report on State and Federal Projects.
12. Reconcile monthly bank statements.
13. Serve as Finance resource person in the absence of Finance and Budget Directors.
14. Prepare the Annual Indirect Cost Report.
15. Assist in the compilation of the Annual Cost Report.
16. Prepare the Annual Financial Report.
17. Provide financial information to external auditors.
18. Perform such other tasks and assumes such other responsibilities as may be required.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SENIOR PROGRAMMER

77522

Pay Grade J

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with a major in computer science,
or
Associate's degree from an accredited college or university with a major in computer science and two (2) years of progressively more responsible programming work experience,
or
High school diploma or equivalent and five years progressively more responsible programming work experience.

REPORTS TO:

Director of Information and Communication Systems.

JOB GOAL:

Meet user department requirements for programming (development/maintenance).

PERFORMANCE RESPONSIBILITIES:

1. Effects appropriate changes to existing programs.
2. Creates new computer programs from program specifications.
3. Produces and change programs accurately, effectively, and on time, in the computer languages in use by the Department of Information and Communication Systems.
4. Effectively utilizes the latest data processing techniques and productivity tools in use by Information Services.
5. Maintains documentation in compliance with standard practices.

JOB DESCRIPTION - SENIOR PROGRAMMER - Page 2

6. Assists the Director of Information and Communication Systems in technically supervising and guiding the programmers.
7. Assists the Director of Information and Communication Systems in preparing system documentation and program specifications.
8. Demonstrates proficiencies in creating programs and updates to databases.
9. Reviews current developments, literature and technical sources of information.
10. Ensures adherence to safety practices.
11. Follows School Board Rules and federal and state laws.
12. Performs other duties as assigned by Director of Information and Communication Systems.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SENIOR PROGRAMMER II

77522

Pay Grade L

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with a major in computer science,
or
Associate's degree from an accredited college or university with a major in computer science and two (2) years of progressively more responsible programming work experience,
or
High school diploma or equivalent and five years progressively more responsible programming work experience in Charlotte County Public Schools.

REPORTS TO:

Director of Information and Communication Systems.

JOB GOAL:

Meet user department requirements for programming (development/maintenance).

PERFORMANCE RESPONSIBILITIES:

1. Serve as team leader in the analysis and support of user requirements, system setup, maintenance, development of ad-hoc reports and queries, and ongoing implementation of new releases and modules of the Bi-Tech IFAS Human Resources and Payroll software application or SASI student system.
2. Analyze and implement major computer system functions/applications to include: new program version testing/debugging to ensure proper implementation, maintenance of user documentation, assist in the implementation of new software functions and capabilities.

JOB DESCRIPTION – SENIOR PROGRAMMER II - Page 2

3. Analyze and design system setup to accommodate needed Human Resources, and payroll business functions, addressing potential integration issues with other IFAS supported functional areas or SASI systems as assigned.
4. Develop and implement student information, high-level database queries and reports necessary to determine and maintain system and data integrity, interoperability, and perform trouble isolation/resolution.
5. Analyze and review user requirements and communicate user needs with software vendor either verbally or in the form of written specifications.
6. Provide end-user requirements and communicate user needs with software vendor either verbally or in the form of written specifications.
7. Be knowledgeable of and assist in the development of various human resources, payroll, accounting department, and school FTE software standards. Support human resources, payroll, and accounting departments in school FTE organization-wide planning, scheduling, integration of cross-department business processes.
8. Provide technical assistance and guidance to all school support services department staff in the use of the applications software, utilities, and functions.
9. Prepare reports, correspondence, and presentations as necessary to support the human resources and payroll applications software.
10. Provide technical assistance and support to district staff for all IFAS or SASI software modules.
11. Analyze and diagnose software problems reported by users and develop solutions and/or appropriate actions. Troubleshoot system issues directly with vendor securing bug fixes, testing changes, implementing revisions.
12. Ensure the ongoing integrity and performance of the IFAS or SASI system.
13. Develop understanding and capability to perform in a back-up role in supporting other ISAS or SASI functional areas including finance and accounting and FTE reporting.
14. Other duties as assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / CERTIFICATION/INSERVICE

64099

Pay Grade J

QUALIFICATIONS:

1. High School Diploma/Vocational Diploma required.
2. Typing and office machines experience required.
3. Computer experience/training required.
4. State certified in the District Partnership Training Program for Florida teacher certification preferred.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Professional Development Academy

JOB GOAL:

Assists in the efficient operation of the Professional Development Academy and Human Resources and Employee Relationships Department for the ultimate benefit of the district's educational administration operations.

PERFORMANCE RESPONSIBILITIES:

1. Develops and establishes a uniform system of data gathering documentation for the recording and reporting of certification/ recertification information and administrative operations.
2. Prepares and distributes certification/recertification information.
3. Counsels and advises individual employees/applicants regarding Florida certification/recertification.

JOB DESCRIPTION - SPECIALIST / CERTIFICATION/INSERVICE - Page 2

4. Serves as the certification liaison between the Charlotte County Public Schools and the Bureau of Teacher Certification, Department of Education.
5. Meets with employees on an individual basis to clarify certification concerns, problems, and questions.
6. Monitors the current status of employees' pending state teaching certificates.
7. Attends workshops/seminars/conferences to keep current with certification/recertification/staff development issues.
8. Develops and establishes a uniform system of data gathering and documentation for the recording, distribution, and reporting of professional resource materials.
9. Develops and establishes a uniform system of data gathering and documentation for the recording and reporting of out-of-field teacher information.
10. Monitors out-of-field teacher assignments and prepares and distributes out-of-field materials/forms as requested.
11. Collaborates with the Director of Human Resources in the initial hiring/rehiring process of instructional employees.
12. Assists in the preparation, distribution, and monitoring of Professional Orientation Program information.
13. Serves as a resource person and records the minutes for the Charlotte County Professional Development Council.
14. Collaborates with local colleges and universities on employees' course needs and availability of course offerings.
15. Assists in the record keeping of staff development activities for non-certificated employees.
16. Serves as a resource person in the absence of the Director of Professional Development Academy.
17. Performs other duties as assigned by the Director of Professional Development Academy.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / CONSTRUCTION

74023

Pay Grade J

QUALIFICATIONS:

1. Five (5) years of commercial construction experience with an emphasis on school construction preferred.
2. Ability to read and interpret drawings and other construction documents.
3. Knowledge of building codes, and State Board Rules, 6A-2 and SREF.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Construction Manager

JOB GOAL:

To protect the School Board's interest and insure quality in all construction projects.

PERFORMANCE RESPONSIBILITIES:

1. Manages assigned projects from appointment of architect through design, construction, and all warranty periods.
2. Works with commissioned architects and engineers in design of new facilities or renovations and remodeling to insure compliance with district and DOE requirements.
3. Supervises the technical review of plans and specifications prepared by architects and engineers.

JOB DESCRIPTION - SPECIALIST / CONSTRUCTION - Page 2

4. Reviews all assigned pay request and change orders.
5. Prepares progress reports on all assigned projects.
6. Coordinates the purchase of materials to be provided by the Board with the contractor and the district Purchasing Department.
7. Coordinates with school personnel and the Purchasing Department all furniture and equipment needed for each assigned project.
8. Assists in the development of all educational specifications.
9. Maintains construction plans and documents in current and usable condition.
10. Makes regular construction site inspections as required by the Department of Education and the District.
11. Inspects new construction for future maintenance problems.
12. Cooperates with the Construction Manager in developing and maintaining safety standards in conformance with state and insurance regulations and a program of preventative safety for buildings and grounds personnel.
13. Participates as an advisor to the Board's collective bargaining team.
14. Assists Construction Manager with various projects.
15. Assists in recruiting, hiring, training, supervising, and evaluating appropriate support staff personnel.
16. Performs other job-related functions as may be assigned.
17. Serves in any capacity which may be necessary in an emergency.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / CONSTRUCTION

(Hurricane Related)

74023

Pay Grade J

QUALIFICATIONS:

1. Five (5) years of commercial construction experience with an emphasis on school construction preferred.
2. Ability to read and interpret drawings and other construction documents.
3. Knowledge of building codes, and State Board Rules, 6A-2 and SREF.
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Construction Manager

JOB GOAL:

To protect the School Board's interest and insure quality in all construction projects **related to hurricane recovery, and will terminate when hurricane-related construction and/or repairs have been completed.**

PERFORMANCE RESPONSIBILITIES:

1. Manages assigned projects from appointment of architect through design, construction, and all warranty periods.
2. Works with commissioned architects and engineers in design of new facilities or renovations and remodeling to insure compliance with district and DOE requirements.

JOB DESCRIPTION - SPECIALIST / CONSTRUCTION (Hurricane Related) –Page 2

3. Supervises the technical review of plans and specifications prepared by architects and engineers.
4. Reviews all assigned pay request and change orders.
5. Prepares progress reports on all assigned projects.
6. Coordinates the purchase of materials to be provided by the Board with the contractor and the district Purchasing Department.
7. Coordinates with school personnel and the Purchasing Department all furniture and equipment needed for each assigned project.
8. Assists in the development of all educational specifications.
9. Maintains construction plans and documents in current and usable condition.
10. Makes regular construction site inspections as required by the Department of Education and the District.
11. Inspects new construction for future maintenance problems.
12. Cooperates with the Construction Manager in developing and maintaining safety standards in conformance with state and insurance regulations and a program of preventative safety for buildings and grounds personnel.
13. Participates as an advisor to the Board's collective bargaining team.
14. Assists Construction Manager with various projects.
15. Assists in recruiting, hiring, training, supervising, and evaluating appropriate support staff personnel.
16. Performs other job-related functions as may be assigned.
17. Serves in any capacity which may be necessary in an emergency.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**SPECIALIST / CONTINUING WORKFORCE
EDUCATION AND MARKETING**

(Part-Time) 73028

Pay Grade J

QUALIFICATIONS:

1. Bachelor's degree required. Marketing, Business Management, or Technical Education preferred.
2. Has a minimum of five years occupational experience.
3. Such alternatives to the qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Charlotte Technical Center

JOB GOAL:

To develop, market, deliver, and supervise high quality Continuing Workforce Education programs.

PERFORMANCE RESPONSIBILITIES:

1. Develops marketing plan for Continuing Workforce Education.
2. Develops and recommends Continuing Workforce Education courses.
3. Markets Continuing Workforce Education to the community.
4. Manages day-to-day operations of the part-time programs.
5. Coordinates efforts between full- and part-time programs.
6. Develops customized training for community business and industry.
7. Recruits students and instructors for programs.
8. Provides students a safe and orderly environment in which to learn.

***JOB DESCRIPTION - SPECIALIST / CONTINUING WORKFORCE EDUCATION AND
MARKETING (Part-Time) – Page 2***

9. Reviews, prepares and supervises all reports and grants required by agencies in connection with the part-time educational programs.
10. Prepares and monitors budgets for the part-time programs.
11. Communicates effectively both orally and in writing with all stakeholders.
12. Assists in providing staff development opportunities which promote the mission, goals and objectives of the program.
13. Works with other individuals and departments within the CCPS to enhance program offerings.
14. Uses a variety of assessment procedures to evaluate and improve student performance with a special emphasis on nationally recognized credentials.
15. Coordinates consumable, supply, textbook, and equipment purchases and inventories.
16. Performs other duties as assigned by the Director of the Charlotte Technical Center.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / FACILITIES

74023

Pay Grade J

QUALIFICATIONS:

1. High school diploma, vocational school diploma or equivalent.
2. Five (5) years of commercial construction/facilities management experience with an emphasis on school construction/facilities management preferred.
3. Minimum of two years successful leadership experience.
4. Ability to demonstrate a working knowledge of mechanical trades (electrical, heating, ventilation and air conditioning, plumbing) or building trades (carpentry, roofing, masonry, etc.).
5. Ability to demonstrate a working knowledge of maintenance procedures and processes.
6. Ability to read and interpret drawings and other construction documents.
7. Working knowledge of building codes and SREF.
8. Training and/or experience in personnel management desired.
9. Computer skills desired.
10. Valid Florida driver's license.
11. Ability to work within the team concept.
12. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Maintenance and Operations

JOB DESCRIPTION – SPECIALIST / FACILITIES - Page 2

JOB GOAL:

To protect the School Board's interest and insure quality in all facilities.

PERFORMANCE RESPONSIBILITIES:

1. Manages assigned projects.
2. Implements a program that provides for regular preventative maintenance.
3. Manages work request/work order system
4. Implements an efficient system for dealing with emergency repair problems.
5. Examines school buildings on a regular basis for needed repairs and maintenance.
6. Develops cost estimates and recommends priorities on projects.
7. Maintains safety standards in conformance with state and insurance regulations and a program of preventative safety.
8. Works to insure compliance with district and DOE requirements.
9. Supervises staff and provides support for the performance of their assigned tasks/duties.
10. Reviews completed work orders and requests.
11. Prepares progress reports on assigned projects.
12. Coordinates with site personnel for the successful completion of assigned project.
13. Performs other job-related functions as may be assigned by the Director of Maintenance and Operations and serve in any capacity which may be necessary in an emergency.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / FOOD SERVICE

76010

Pay Grade J

QUALIFICATIONS:

1. Minimum of five (5) years of child nutrition program management required
2. High School diploma required, Associate Degree, Bachelor degree or higher in Business Management, Home Economics, Hotel and Restaurant Management or related field preferred
3. Certification as a Certified Professional Food Manager required, Registered Dietician, Certified Dietetic Manager and/or American School Food Service Association Certification preferred
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Food Service

JOB GOAL:

To provide leadership to managers and staff at school restaurants to be accountable for resources, to maintain a safe, sanitary and positive environment, and to prepare and offer nutritious high-quality foods with excellent customer service

JOB RESPONSIBILITIES:

1. Monitors and audits school restaurant programs according to Charlotte County Public Schools Meal Count Plan, state and federal regulations.
2. Provides technical assistance to school restaurant staff, including inservice on use and care of equipment.

JOB DESCRIPTION - SPECIALIST / FOOD SERVICE – Page 2

3. Provides training in cooking, baking, sanitation and marketing of program.
4. Evaluates restaurant managers.
5. Assists restaurant managers in developing a marketing plan to increase participation.
6. Organize catering events including planning, execution of event and billing.
7. Plans menus and completes nutrient analysis of foods according to age-level.
8. Supervises the district's summer-feeding program
9. Interviews and hires new staff members and substitutes.
10. Performs other job duties as may be assigned by the director.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / PERSONNEL

77330

Pay Grade J

QUALIFICATIONS:

1. High school diploma/vocational diploma required
2. Typing and office machines experience required.
3. Computer experience or training required.
4. Possesses acceptable secretarial skills.
5. Prior school board financial experience preferred.
6. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

REPORTS TO:

Director of Human Resources

JOB GOAL:

Assists in the efficient operation of the Human Resources Department for the ultimate benefit of the district's educational and administrative operations.

PERFORMANCE RESPONSIBILITIES:

1. Keeps the position control updated with all changes, additions, and deletions.
2. Verifies all advertised positions to make sure they are on the position control.
3. Verifies all Personnel Action Forms and makes distribution to appropriate departments/personnel.

JOB DESCRIPTION – SPECIALIST / PERSONNEL - Page 2

4. Adds all positions and pertinent information to the paymaster in a timely manner.
5. Completes the UCAC termination report on all unemployment claims received and provides information needed to process claims.
6. Assists with verifications of employment.
7. Verifies monthly project reports.
8. Assists non-instructional employees in obtaining incentive pay and processes all necessary paperwork.
9. Assists with the preparation and distribution of the Employment Bulletin.
10. Assists in the initial hiring/rehiring process for all employees by providing accurate position control information.
11. Sets up and maintains the Budget Pay Master in accordance with the allocations as directed by the Budget Director.
12. Provides allocation changes to the Budget Director with salary, position number, and projected salary.
13. Provides and monitors Sick Leave Bank balance and the amount of sick leave bank that has been used.
14. Processes various types of correspondence, reports, notices, and recommendations.
15. Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence as instructed.
16. Places and receives telephone calls and records messages.
17. Performs any bookkeeping and other job-related tasks associated with the specific position.
18. Prescribes duties to and monitors work of clerical office personnel if so directed by the appropriate administrator.
19. Performs other job-related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / PLANT OPERATIONS

79010

Pay Grade J

QUALIFICATIONS:

1. High school diploma or equivalent required; Associate's degree desired.
2. A minimum of two (2) years of successful supervisory/custodial experience desired.
3. Knowledge of Florida and National Building Codes and State Requirements for Educational Facilities (SREF) desired.
4. Has certification, or ability and willingness to attain certification, as a Sanitation and Casualty Safety Inspector (SCSI) of educational facilities.
5. Has certification, or ability and willingness to attain certification, as a Trainer for the Professional Custodian Training Program (PCTP).
6. Ability to demonstrate a high level of oral and written communication skills.
7. A minimum of two (2) years of practical construction experience desired.
8. Has computer skills, or ability and willingness to attain appropriate computer skills.
9. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Manager of Plant Operations

JOB GOAL:

To maintain all district facilities within a code-compliant, cost-conscious, clean, and safe condition so as to provide the best possible environment for students and employees.

JOB DESCRIPTION – SPECIALIST / PLANT OPERATIONS - Page 2

PERFORMANCE RESPONSIBILITIES:

1. Assist in the correction of safety and sanitation deficiencies at all sites.
2. Assist in providing supplemental training for substitute custodians as requested.
3. Assist in testing, evaluating, and recommending custodial supplies and equipment.
4. Assist in the development of custodial work schedules and/or area assignments as requested.
5. Assist in the timely and cost effective repair of custodial equipment.
6. Assist in providing training and technical support for custodians.
7. Assist with emergency deliveries of custodial supplies from the district warehouse.
8. Assist in establishing and maintaining district cleaning and sanitation standards in accordance with applicable rules and regulations.
9. Assist in the development of district capital budgets.
10. Assist with providing safety guidelines, procedures, and personal protective equipment as needed for the employees in compliance with applicable laws and regulations.
11. Facilitate the inspections, repair, and maintenance of fire equipment.
12. Coordinate fire drills with local fire districts and each school site.
13. Assist in conducting the annual comprehensive Fire Safety, Casualty Safety, and Sanitation Inspections of facilities.
14. Assist with the coordination of waste management and comprehensive pest control programs.
15. Provide periodic inspection of the swimming pools and coordinate repairs as needed.

JOB DESCRIPTION – SPECIALIST / PLANT OPERATIONS - Page 3

16. Assist with identification and evaluation of indoor air quality and other environmental matters.
17. Keep current with trends, products, and procedures in custodial services.
18. Assist during times of energy load control events.
19. Inspect and assess playground equipment and gymnasium equipment.
20. Evaluate playground needs.
21. Recommend the purchase, repair, or replacement of playground equipment.
22. Assess and report American Disabilities Act (ADA) playground compliance.
23. Facilitate boiler inspections per applicable codes.
24. Inspect asbestos per code.
25. Supervise gym floor care application.
26. Assess noise/decibel readings as requested.
27. Investigate and respond to district safety concerns as needed.
28. Assist in management of general fence, sidewalks, and concrete pad installations and other capital improvement projects.
29. Serve in any capacity, which may be necessary in an emergency.
30. Perform other job related functions as may be assigned.

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**SPECIALIST / PURCHASING
(CENTRAL SERVICE)**

**77010
Pay Grade J**

QUALIFICATIONS:

1. Associate's degree or equivalent experience in Purchasing.
2. Minimum of five (5) years purchasing experience as a buyer required. Governmental Purchasing experience preferred.
3. Supervisory experience preferred.
4. Working knowledge and experience with computers and automated Purchasing systems.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Purchasing

JOB GOAL:

To assist the Director of Purchasing in providing the efficient operation on the Purchasing Department for the ultimate benefit of the school district's educational and administrative functions. Performs all duties in timely manner so as to contribute to the overall efficiency of the purchasing and materials management process.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director of Purchasing in administering all activities of the Purchasing Department in accordance with Florida Statutes, State Board of Education Rules, School Board Rules, and Administrative Procedures.

JOB DESCRIPTION – SPECIALIST / PURCHASING (CENTRAL SERVICE) - Page 2

2. Assists in developing purchasing objectives, programs, and procedures for the acquisition of materials, equipment, supplies, and services.
3. Assists in the development of specifications for bids and quotations.
4. Assists in developing annual bid and purchase calendars.
5. Assists in the development and operation of automated systems for the functions of purchasing, printing, fixed assets, warehousing and delivery services.
6. Supervises the maintenance of all Purchasing Department records and reports in accordance with state and local purchasing policies and rules.
7. Coordinates and supervises the preparation of bid/quote documents that accompany bid/quote specifications.
8. Coordinates the development of the qualified bidders' list within the proper vendor classifications.
9. Organizes the assignments and supervises the work flow of office staff and other support personnel as designated by the Director.
10. Supervises the maintenance of catalogs, contracts, price lists, etc. to assist school principals and department heads in obtaining the latest information on equipment and supplies.
11. Assists in the preparation and administration of the Purchasing Department budget.
12. Assists in recommending employment, and provides training, supervision and evaluation of Purchasing, Printing, Property Records and Warehouse staff.
13. Maintains central file of Material Safety Data Sheets (MSDS) on various products used within the school system.
14. Assists in reviewing bid returns and tabulations, and evaluating purchase recommendations for eventual presentation to the Superintendent and School Board.
15. Approves Purchase Orders for timely encumbrance in accordance with state and local purchasing policies and rules, as assigned by Director.
16. Maintains good public relations and promotes the integrity of the School Board through conferences with vendors and their sales representatives.

JOB DESCRIPTION - SPECIALIST / PURCHASING (CENTRAL SERVICE) - Page 3

17. Serves on various committees in connection with the procurement of school equipment and supplies as assigned by the Director.
18. Maintains active membership in professional school affiliated organizations and associations in the field of procurement and supply in order to keep abreast of current developments within the purchasing profession.
19. Maintains current knowledge of developments in the area of responsibility.
20. Supervises all Purchasing Department functions in the absence of the Director.
21. Performs other job related functions as may be assigned.

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CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

**SPECIALIST / PURCHASING
(FOOD SERVICE)**

**76010
Pay Grade J**

QUALIFICATIONS:

1. Associate's degree or equivalent experience in Purchasing.
2. Minimum of two (2) years purchasing experience as a buyer required. Governmental Purchasing experience preferred.
3. Supervisory experience required.
4. Working knowledge and experience with computers and automated Purchasing systems.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Director of Food Service

JOB GOAL:

To assist in the efficient operation of the Food Service Department purchasing functions to provide quality, nutritious meals at the lowest possible price.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director in administering all activities of the department in accordance with purchasing policies, rules and regulations.
2. Assists in developing purchasing objectives, programs, and procedures for the acquisition of materials, equipment, supplies, and services.
3. Assists in the development of specifications for bids and quotations.

JOB DESCRIPTION - SPECIALIST / PURCHASING (FOOD SERVICE) - Page 2

4. Assists in developing annual bid and purchasing calendars for food service products.
5. Maintains good public relations and promotes the integrity of the School Board through conferences with vendors and their sales representatives.
6. Assists in working with school restaurants, other departments and schools to identify purchase needs.
7. Coordinates the development of the qualified bidders' list within the proper vendor classification.
8. Coordinates the preparation of bidding documents that accompany bid specifications.
9. Reviews bid returns and tabulations, assists in materials evaluations and preparation of purchase recommendations for the eventual presentation to the Superintendent and the Board.
10. Coordinates the maintenance of catalogues, price list, etc., to be available for the use of staff to assist them in obtaining the latest information new equipment and supplies.
11. Serves on various committees in connection with the procurement of school equipment and supplies as assigned.
12. Assists in establishing standardization of materials, supplies and equipment, where practical.
13. Analyzes inventory balance sheets, and maintains appropriate inventory levels.
14. Coordinates delivery, storage and proper handling of commodities with the District Warehouse. Processes all governmental commodities paperwork.
15. Maintains active membership in professional school affiliated organizations and associations in the fields of procurement and supply in order to keep abreast of current developments within the food service profession.
16. Maintains current knowledge of developments in the area of responsibility.
17. Performs other job-related functions as may be assigned.

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CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / SYSTEMS SUPPORT

63104

Pay Grade G

QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year college or university.
2. Knowledge of the A³ computerized Individualized Education Plan (IEP) system, the SASIxp student information system, and the FileMaker Pro Exceptional Student Learning (ESL) student information system, through both experience and training.
3. Understanding of IEP-writing and Florida Matrix of Services concepts.
4. Knowledge of Web programming through both experience and training.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Exceptional Student Learning

JOB GOAL:

To assist with successful district wide implementation of the A³ computerized IEP system as trainer, resource person and system operator. To assist with successful and accurate ESL data retrieval from the student data information system, SASIxp, for FTE reporting purposes and federal surveys. To promote district visibility through maintenance of the district and ESL Department Web sites. To serve as ESL computer systems liaison to ICS.

JOB DESCRIPTION - SPECIALIST / SYSTEMS SUPPORT– Page 2

PERFORMANCE RESPONSIBILITIES:

1. Assists with group training of ESL teachers on the A³ computerized IEP system. Provides assistance district wide to users of the A³ system, both on site and remotely via phone or e-mail.
2. Serves as system operator for the A³ system. Maintains banks of goals, objectives and services.
3. Works as a liaison with Synergistic Frameworks on updates to the A³ system.
4. Assists in preparing and maintaining system documentation.
5. Assists district staff in retrieval of ESL student information from SASIxp and the A³ system.
6. Coordinates ESL student data retrieval from SASIxp related to FTE reporting and federal surveys.
7. Maintains the district and ESL Department Web sites.
8. Maintains training level to stay current with changing technology and development within the field.
9. Follows School Board rules and federal and state laws.
10. Performs other functions as may be assigned by the Director of Exceptional Student Learning.

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CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

SPECIALIST / WEBPAGE DESIGN

77010

Pay Grade H

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with a major in computer science, or

Associate's degree from an accredited college or university with a major in computer science and two (2) years progressive responsible programming work on Webpage Design experience. (Webpage Design shall include but not be limited to: HTML, XHTML, JavaScript, Cold Fusion Application, Photo Editing, Drawing, Presentation, Multimedia applications and Web publishing.), or

High school diploma and five years progressive responsible programming work on Webpage Design experience.

2. Ability to plan, organize, and prioritize activities.
3. Ability to communicate effectively, both orally and in writing.
4. Ability to carry out instructions furnished in written, oral, or diagram form.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate.

REPORTS TO:

Director of Information and Communication Systems (ICS) and Assistant Superintendent for School Support Services.

JOB GOAL:

Meet district performance responsibilities for District Webpage design programming and maintenance.

JOB DESCRIPTION – SPECIALIST / WEBPAGE DESIGN – Page 2

PERFORMANCE RESPONSIBILITIES:

1. Manages the District Web Site content as a daily routine.
 2. Manages web links associated with District Web Site.
 3. Coordinates District, Departments, School, Programs, Teachers, Students, and other groups having a Web presence on the District Web Site in developing and publishing.
 4. Coordinates and co-chairs with the Director of ICS the District Web Design committee.
 5. Designs and provides staff development for District Web Design projects.
 6. Coordinates and conducts on-site teacher training projects and in-service to schools for Web Design as needed.
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1. Provides technical guidance to the district's coordinators and specialists on Web Design issues dealing with curriculum, instruction, and assessment.
 2. Provides software installation directives for school-based Web Design projects.
 3. Coordinates the vertical organization and articulation of Web Design to the Director of ICS Systems.
 4. Keeps apprised of developing technologies, and uses this knowledge to keep the district at the forefront of Web Design technologies.
 5. Prepares reports and presentations dealing with District Web Design information.
 6. Reports regularly to the Director of ICS on any developments or situations within the district requiring administrative awareness.
 7. Performs other functions as may be assigned by the Director of ICS or the Assistant Superintendent for School Support Services.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

TESTING ASSISTANT

77134

Pay Grade C

QUALIFICATIONS:

1. High school diploma or equivalent required. Bachelor's degree or equivalent preferred.
2. Training/experience which provides a working knowledge of administrative office procedures and practices.
3. Excellent oral and written communication skills.
4. Proficient with computer programs, experience in working with spreadsheets and data integration. Knowledge of statistics preferred.
12. Training/experience in test administration on a district level.
6. Ability to perform all secretarial duties.
7. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

REPORTS TO:

Assistant Superintendent for Learning

JOB GOAL:

To assist with the management of district and state mandated tests and to provide secretarial and analytical services to support learning.

PERFORMANCE RESPONSIBILITIES:

1. Performs word processing functions.

JOB DESCRIPTIONS – TESTING ASSISTANT - Page 2

2. Sets up spreadsheets and data integration as directed by the Director.
3. Sets up and maintains a regular filing system as well as a set of locked confidential files.
4. Maintains effective working relationship with other employees, students, parents, and the public.
5. Computes data from listings, reports, or other records; assembles data in appropriate form for use in completing required reports.
6. Interprets data to answer questions from employees and the public.
7. Assists in the design of survey instruments.
8. Assists in assuring maximum responses from all survey respondents.
9. Assists in the preparation of manuals and statistical reports.
10. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
11. Performs bookkeeping, secretarial, and other job-related tasks as assigned.
12. Processes correspondence.
13. Manages the administration of Florida Comprehensive Assessment Test and related matters.
14. Manages the administration of Florida Writes!, High School Competency Test, and CTB standardized test.
15. Performs all duties as liaison with testing vendors/support personnel.
16. Performs other job-related functions as may be assigned.

SCHOOL BOARD APPROVED 02/14/2006

CHARLOTTE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

TRANSPORTATION DISPATCHER

78029

Pay Grade F

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Ability to read maps and plan routes, knowledge of geographic area.
3. Minimum of five (5) years school transportation experience.
4. Basic computer skills.
5. Previous supervisory experience preferred.

REPORTS TO:

Transportation Operations Manager

SUPERVISES:

Regular and substitute drivers and aides.

JOB GOAL:

Supervises regular and substitute school bus drivers and aides and assigns buses to ensure daily home to school routes and extra curricular activities are successfully completed.

PERFORMANCE RESPONSIBILITIES:

1. Checks in drivers for a.m./midday/ p.m. routes on appropriate control forms.
2. Assigns substitute drivers and aides to cover all types of absences.

JOB DESCRIPTION - TRANSPORTATION DISPATCHER - Page 2

3. Grants or denies leave requests based on workload forecast, incidental absence rates, and current board and departmental policy.
4. Maintains master schedule of all trips, early dismissals, and leaves granted.
5. Cooperates with vehicle maintenance department to ensure all required inspection schedules are completed in a timely fashion, while at the same time insuring enough buses are available to complete assigned work.
6. Supervises/performs extra curricular trips:
 - a. Assigns drivers to trips based on current policies and procedures.
 - b. Assigns vehicles to trips based on destination, time of day.
 - c. Coordinates details of trips with appropriate sources.
 - d. Computes driver wages and billing requirements.
 - e. Maintains an up-to-date file of directions to facilities frequently visited.
7. Ensures up-to-date left/right sheets and seating charts are maintained for all home-to-school routes.
8. Provides assistance to substitute drivers.
9. Recommends route changes and safety investigations.
10. Facilitates the resolution of student discipline and safety problems.
11. Appoints substitute drivers/aides to full time openings at the end of each bidding session.
12. Makes retain/release decisions on probationary drivers/aides assigned to their group.
13. Counsels drivers/aides in all areas of job performance, documents for evaluation purposes, and carries out disciplinary measures.
14. Evaluates drivers/aides (25-30) assigned to his/her group and provides input to other dispatchers relevant to evaluation of their subordinate drivers/aides.
15. Other duties assigned by the Transportation Operations Manager.

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