

FORT ZUMWALT SCHOOL DISTRICT SUPPORT STAFF POSITIONS

001	Director of Information Management
101	Director of Business
102	Director of Purchasing
104	Fringe Benefit Coordinator
105	Accounts Payable Coordinator
106	Payroll Coordinator
108	Chief Financial Officer
110	Wage and Salary Coordinator
111	Facilities and Construction Services Assistant
112	MOSIS Coordinator
113	Director of Support Personnel
201	Director of Facilities
202	Assistant Director of Facilities
204	Day Custodial Supervisor
206	Night Custodial Supervisor
207	Maintenance III – Carpentry
208	Maintenance III – Computer Technician
209	Maintenance III – Electrician Technician
210	Maintenance III – Kitchen/HVAC Technician
211	Maintenance III – Locksmith
212	Maintenance III – Plumber Technician
213	Maintenance II
214	Maintenance I
215	Lead Custodian
216	Custodian/Alternate Custodian
217	Security Officer – Night
218	Security Guard
219	Security Guard – Parking Lot
301	Director of Student Nutrition Services
302	Kitchen Manager
303	Cook
304	Cook Helper/Server
305	Cashier (Secondary Schools)
306	Assistant Director of Student Nutrition Services
307	Assistant Kitchen Manager
308	Student Nutrition Services Delivery
309	District Vending
401	Director of Transportation
402	Assistant Director of Transportation – Operations
403	Assistant Director of Transportation – Driver Development & Safety
404	Fleet Maintenance Supervisor
405	Lead Trainer
406	Mechanic
407	Trainer
408	Dispatcher
409	Router
410	Payroll Clerk - Transportation
411	School Bus Driver
412	School Bus Monitor
413	Lot Attendant
414	Mechanic Apprentice
415	Lead Mechanic

SUPPORT STAFF POSITIONS

501	Executive Secretary
502	Division Secretary
503	Directors Secretary
504	Building Principals Secretary
505	Assistant Principals Secretary
506	Financial Secretary
507	Guidance Secretary
508	Attendance Secretary
509	A+ Schools Secretary
510	Activities Coordinator Secretary
601	Clerk – Attendance
602	Clerk – Office & Playground (Elementary)
603	Clerk – Cafeteria (Elementary)
604	Clerk – Guidance
605	Teacher Clerk/Attendance (Secondary)
606	Clerk – Duplicating
607	Clerk – Library
608	Office Clerk (District Administrative Offices)
609	Clerk – Clinic
610	Clerical – Receptionist
611	Special Education Paraprofessional/Para At Will
612	Accounts Payable Specialist
614	Financial Aid Secretary
615	Financial Aid Clerk
617	Financial Office Clerk
618	Crossing Guard
701	Prevention/Crisis Counselor
702	Parent Educator – Early Childhood Education
704	Auditorium Manager/Computer Technician
705	Occupational or Physical Therapist
706	Computer Technician
707	Special Education Behavioral Specialist – Board Certified
708	In-School Suspension Supervisor
709	Early Childhood Education Coordinator
710	Speech to Text Captionist
711	Instructional Assistant
801	Coordinator of Nursing Services
802	Nurse
901	Administrative Assistant to the Superintendent
902	Subfinder Technician
903	District Network Specialist
904	District Network Assistant
905	Network Technician
906	Server Technician
907	Computer Technician Intern

SUPPORT STAFF POSITIONS

TITLE: Director of Information Management

QUALIFICATIONS: The Director of Information Management shall have a high level of competence and experience in computer technology and operations and shall have a minimum of three years of experience in managing information systems or business office operations.

REPORTS TO: Superintendent of Schools or Designee

JOB GOAL: To oversee the orderly operation of the districts management information systems and procedures related to student administration, district information, student data and fixed asset inventory.

PERFORMANCE RESPONSIBILITIES:

1. Serve as lead contact for SIS K12, PULSE and SharePoint Applications and coordinate initiatives, telephone support, onsite training, documentation and assistance as needed.
2. Coordinate and facilitate training for SIS K12, PULSE and SharePoint applications for district personnel.
3. Hold regular meetings with the department to coordinate responsibilities and deadlines.
4. Keep appropriate administrators informed about new opportunities for computer based systems and information management as well as any problems arising in the field.
5. Troubleshoot operational and software problems, determine cause of error stoppage, apply corrective techniques or refer problems to appropriate technical staff.
6. Coordinate the processing of the district's computerized student administration system to include census, attendance, scheduling, grade reporting, progress reporting, transportation information and database maintenance.
7. Coordinate district procedure documentation and required timelines for scheduling, grade reporting, mid-term progress reporting, and average daily attendance (ADA) reporting.
8. Work cooperatively with district programmers and contracted vendor for School Information systems.
9. Provide direction to appropriate school staff so that all have the skills required to complete computer related tasks to include: establishing the principles of accuracy and accountability of building reporting practices; maximizing the use of reporting capabilities and use of the building computer software; insuring the continued success of district software.
10. Provide organized documentation of reports and reporting practices for all attendance areas to district auditors for the purpose of auditing funds received on reported attendance hours.
11. Insure accuracy of MOSIS state reports in regards to: calculated attendance hours, race calculations, student enrollment and membership counts, transfer and drop student information and enrollment analysis.
12. Keep the following building personnel informed of issues related to department as applicable: principals, counselors, guidance office clerks, attendance office clerks, and the transportation department.
13. Order student data processing supplies in quantity, district wide, whenever possible to reduce the cost factor of individual purchases by building.

14. Coordinate and assist all buildings with preparation of Student Data Records for permanent storage to disk.
15. Work with Assistant Superintendent of Administrative Services in implementing and assisting with the School Reach Program.
16. Coordinate and work with district photographers to provide data for pictures and photo ID's for faculty, staff and students. This includes inputting pictures into SIS K12.
17. Work cooperatively with the MOSIS Coordinator to ensure districts program and reporting are consistent with state mandated criteria.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
19. Possess a valid driver's license to travel between district buildings as necessary.
20. Perform other duties as assigned by the Superintendent or his/her designee.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The director of Information Management will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: February 16, 2010
Revised: March 15, 2010
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, MO 63366

SUPPORT STAFF POSITIONS

TITLE: Director of Business Office

QUALIFICATIONS: The Director of Business shall have at least three years' experience in general accounting, management of a business office and/or data processing services. Administrative experience in a school setting will be considered desirable.

REPORTS TO: Chief Financial Officer

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Oversee the efforts of the business office staff in the following functions:
 - Payroll
 - Accounts payable
 - Banking
 - Bond Issues and Lease Purchases
 - Investments and Cash Flow
 - Auditing
 - Financial Reporting
2. Maintain a complete and systematic set of records of all financial transactions of the district.
3. Oversee the recording of school financial transactions in appropriate journals and subsidiary ledgers from requisitions, payroll records, and other sources.
4. Oversee the preparation of financial statements, income statements and cost reports to reflect the financial condition of the district.
5. Supervise the management of the financial affairs of the schools.
6. Supervise the investment of all surplus capital funds.
7. Supervise all business office personnel.
8. Assist Chief Financial Officer in the preparation of the budget and administer a budget control program.
9. Act as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
10. Attend meetings of the Board of Education when requested.
11. Attend district administrators' meetings as requested.
12. Perform other duties as assigned by the Chief Financial Officer and Superintendent or his/her designee.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The director of business will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Chief Financial Officer will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: April 5, 1982
Revised: September 21, 1998
Revised: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Director of Purchasing

QUALIFICATIONS: The Director of Purchasing shall have business office experience, including accounting procedures. Experience should be preferably in a large organization encompassing the specific areas of purchasing, specification writing, bidding procedures and discounting strategies.

Professional training in the area of business administration, purchasing, bidding procedures, and the legal aspects of purchasing is desired.

Specific school business experience is preferred. The Board of Education may accept related experience to the above as acceptable.

REPORTS TO: Chief Financial Officer

JOB GOAL: To insure that the district's purchasing and budgeting procedures are handled in the most efficient fashion possible, maximizing the efficiency of district expenditures.

PERFORMANCE RESPONSIBILITIES:

1. Develop and maintain district textbook requisition and ordering procedures, including the consolidation of orders and monitoring of appropriate building inventories. Assist the Chief Financial Officer in the integration of textbook purchases into the aggregate district expenditure budget.
2. Assist the Assistant Superintendent - Administrative Services in the purchasing of all institutional and academic furniture equipment and supplies district-wide, including the equipment of new facilities.
3. Develop specific bid specifications and legal procedures for purchasing institutional furniture.
4. Develop bid specifications and legal requirements for the purchase of all academic equipment.
5. Develop contractual agreements with all catalog vending companies providing significant discounts for district personnel.
6. Coordinate with the Assistant Superintendent for Curriculum and Instruction and the Director of Student Data Processing, all computers purchasing bid specifications and purchasing procedures.
7. Develop specifications and delivery procedures for major supply items, such as, duplicating paper, art supplies, and other items that are time and space sensitive.
8. Maintain a computer and hard copy file of all vendors, vendor history, contracts, contract specifications, and history of purchasing.
9. Prepare an annual report for the Superintendent and the Board of Education that outlines significant purchasing trends, savings, and significant factors.
10. Develop, maintain, and initiate the physical issuance of purchase orders related to major purchasing procedures.
11. Assist building level personnel in appropriate purchasing procedures and saving strategies.
12. Develop a specific district catalog for the repetitive purchase of institutional furniture.
13. Coordinate with the Superintendent and Chief Financial Officer long-term contractual agreements for major purchasing projects, including institutional furniture, office supplies, and other major purchasing scenarios.

14. Assist building level financial secretaries in the development of building level budgets, creating their initial document on diskette.
15. Order all computer supplies, including printer ribbons, diskettes, etc.
16. Perform other duties as assigned by the Superintendent and Chief Financial Officer.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The director of purchasing will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: May 19, 1997
Revised: November 16, 1998
Revised: July 21, 2003
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Fringe Benefits Coordinator

QUALIFICATIONS: The Fringe Benefits Coordinator shall have a high level of competence in clerical and computational skills and shall have a minimum of one year of experience in payroll or fringe benefits. Previous experience in school district business office operations is desirable.

REPORTS TO: Chief Financial Officer

JOB GOAL: To coordinate all functions related to fringe benefits.

PERFORMANCE RESPONSIBILITIES:

1. Process payment of insurance premiums for medical, dental, vision, and life insurance.
2. Enter employee benefits and deductions in SIS for payroll.
3. Calculate all employee adjustments; follow-up to collect premiums missing from employee check.
4. Do monthly Board follow up for new employees and terminated employees.
5. Oversee procedure for COBRA compliance.
6. Hold monthly orientation meetings for new employees regarding benefits.
7. Serve on the insurance committee and work with the renewal process.
8. Prepare and present overview of insurance benefits at "New Teacher Orientation".
9. Set up "Escrow" accounts for 19-pay summer deductions beginning in January.
10. Set up Cafeteria deductions, verify eligibility, and maintain accounts.
11. Develop and maintain "Retiree" file system.
12. Oversee Worker's Compensation Claims.
13. Process sheltered annuity information.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

Perform other duties as assigned by the Assistant Superintendent-Administrative Services.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The fringe benefits coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Chief Financial Officer will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: March 4, 1991
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Accounts Payable Coordinator

QUALIFICATIONS: The accounts payable coordinator shall have a high level of competence in clerical and computational skills and shall have a minimum of one year of experience in purchasing or accounts payable. Previous experience in school district business office operations is desirable.

REPORTS TO: Director of Business Office

JOB GOAL: To expedite promptly and orderly all purchase orders and bills for payment.

PERFORMANCE RESPONSIBILITIES:

1. Maintain complete and computerized records of all purchase order transactions.
2. Maintain complete and computerized records of all invoices to be paid:
 - (a) Prepare invoices for payment.
 - (b) Enter all invoices for payment and journalize entries.
 - (c) Write accounts payable checks.
3. Prepare monthly board reports.
4. Reconcile statements.
5. Approve prospective vendors.
6. Assist in preparing budget for utility payments.
7. Prepare 1099 and miscellaneous forms.
8. Perform other duties as assigned by the Coordinator of Business Services and the Assistant Superintendent - Administrative Services.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The accounts payable coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: March 4, 1991
 Revised: June 19, 2000
 Revised: October 20, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Payroll Coordinator

QUALIFICATIONS: The Payroll Coordinator shall have a high level of competence in clerical and computational skills and shall have a minimum of one year of experience in payroll preparation or business office related experience. Previous experience in school district business office operations is desirable.

REPORTS TO: Director of Business

JOB GOAL: To expedite promptly and orderly all functions related to payroll procedures.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a master file of all regular employees and substitute employees for the district.
2. Receive and compute all payroll time, making deductions for all taxes, retirement, health, vision, dental and life insurance, and other approved deductions.
3. Prepare all tax reports at appropriate times--federal, state, city, OASDI.
4. Prepare and distribute all payroll checks in the school district.
5. Prepare all retirement, unemployment reports, and quarterly reports.
6. Prepare year-end W-2 forms.
7. Maintain a record of staff leaves and absences.
8. Perform other duties as assigned by the Director of Business.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The payroll coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: March 4, 1991
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Chief Financial Officer

QUALIFICATIONS: The Chief Financial Officer shall have at least five (5) years of experience in general accounting, management of a business office or other administrative experience in a school setting that might be appropriate and acceptable. The CFO shall have a minimum of a Bachelors Degree in Business Administration and either be certified as an assistant superintendent or hold a CPA license in the State of Missouri.

REPORTS TO: Superintendent of Schools

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the management of the financial affairs of the school district.
2. Assumes responsibility for the receipt and expenditure of school district funds.
3. Assumes responsibility for budget development and long range financial planning.
4. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
5. Supervises Bond Issue and Lease Purchase funds.
6. Supervises the collection, safekeeping and distribution of all funds.
7. Supervise the Director of Business Services, Director of Purchasing and the Payroll Coordinator.
8. Administers a budget control system for the district.
9. Acts as advisor to the Superintendent on all questions relating to business and financial affairs of the district.
10. Arranges for the internal auditing of school accounts.
11. Acts as liaison to the district's independent auditing firm and makes all arrangements for the annual audit.
12. Prepares reports to the proper staff and/or concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
13. Assumes responsibility and assists the Superintendent in the projection of revenue and expenditures, preparation of prospectus for bond issues, management of short term investment portfolio, and similar activities.
14. Takes the lead in developing improvements in the financial management of the school system including budget methods, format and presentation.
15. Attend meetings of the Board of Education and makes financial reports on a monthly basis.
16. Serves as Treasurer to the Board of Education when requested.
17. Attend district administrator meetings as requested
18. Perform other duties as assigned by the Superintendent or his/her designee.
19. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and community as needed.

Terms of Employment:

Employment will be on a twelve-month basis with four weeks of vacation, beginning July 1 and ending June 30. The chief financial officer will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Adopted: July 21, 2003
Revised: May 15, 2006
Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Wage and Salary Coordinator

QUALIFICATIONS: Background in business, payroll and/or accounting.

REPORTS TO: Deputy Superintendent

JOB GOAL: To administer all contracts entered into by the district with personnel in such a way to ensure maximum fairness to all parties. To oversee operations between personnel and business office with regard to personnel budget, negotiations, contracts and staffing.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a file of all personnel contracts entered into by the district, including any individually negotiated contracts as well as contracts negotiated with employee groups.
2. Develops salary schedules and pay plans as directed by the superintendent and negotiating committees.
3. Provides projected salaries for upcoming school year for Chief Financial Officer and assists Chief Financial Officer with budget issues.
4. Processes and maintains record of all channel changes, graduate hours, in-service hours and tuition reimbursements for certified staff.
5. Maintains records on assignment history for certified staff.
6. Completes purchase orders, registrations and vouchers for personnel office.
7. Reconciles SIS Fin and Personnel spreadsheet between personnel and business offices twice yearly.
8. Prepares reports for the Board of Education regarding extra pay extra duty, extended day contracts and athletic reimbursement rates and others as assigned by the superintendent and assistant superintendent for personnel.
9. Provides salary information to payroll department for all new employees.
10. Conducts organizational studies, analyzing position classifications, organizational structures and related matters as assigned.
11. Conducts salary and related benefit surveys from county and state for individual position classes, obtaining appropriate wage and related data.
12. Assists negotiator during negotiations, gathering and assembling data relevant to wages, salaries and benefits.
13. Is knowledgeable of payroll procedures and assists where needed.
14. Interprets the negotiated contracts to members of the staff, as appropriate.
15. Assists in the administration of the district's retirement system.
16. Conducts exit interview of personnel leaving the district.
17. Revises evaluation forms for all staff as directed by the assistant superintendent.
18. Assists with high school class schedules and staffing projections.
19. Updates handbooks as directed by the assistant superintendent.
20. Maintains and follows-up on ensuring all paperwork is turned in by new teachers.
21. Sets up and maintains email addresses for employees.
22. All other duties as assigned by Superintendent, Assistant Superintendent for Personnel and Chief Financial Officer.
23. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The wage and salary coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: October 18, 2004
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Facilities and Construction Services Assistant

QUALIFICATIONS: The Facilities and Construction Services Assistant shall have at least three years experience with construction management.

REPORTS TO: Assistant Superintendent of Facilities and Construction Services

JOB GOAL: To coordinate computerized control systems for HVAC equipment and assist with services and maintenance of District HVAC equipment as well as serve as Executive Secretary for Facilities and Construction.

PERFORMANCE RESPONSIBILITIES:

1. Manages and operates the computerized controls (6 systems) for the HVAC equipment at all District schools.
2. Monitors the service contracts of the vendors for the computerized control systems; works with the control systems technicians to update software programs and resolves software and equipment operation problems.
3. Schedules the operation of HVAC equipment in all buildings for normal usage and special events.
4. Monitors the District's HVAC service and management program.
5. Serves as the District's point of contact for reporting heating and air-conditioning problems by all schools.
6. Logs all complaints and dispatches the District's HVAC service and maintenance contractor.
7. Follows up on all service calls to ensure that all reported problems are resolved.
8. Prepares change orders and reviews pricing submitted by the service and maintenance contractor for extra work.
9. Schedules work in the buildings to avoid conflicts with school activities.
10. Serves as Executive Secretary to the Assistant Superintendent for Facilities and Construction Services. Duties include;
 - a. Preparing correspondence and memos;
 - b. Answering phones;
 - c. Scheduling appointments and maintaining the calendar of the Assistant Superintendent; and
 - d. Filing.
11. Assists in the preparation of bidding documents and solicits contractor and vendor interest in district construction projects.
12. Prepares bid results and types construction contracts.
13. Reviews invoices and pay applications from contractors, vendors and consultants for completeness and correctness.
14. Schedules warranty work in the buildings and assists in coordinating summer construction projects.
15. Completes other duties as assigned by the Assistant Superintendent of Facilities and Construction Services.
16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The Facilities and Construction Services Assistant will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday for the Facilities and Construction Services Assistant. A definite daily schedule will be established by the administrators and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: May 15, 2006

Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: MOSIS Coordinator

QUALIFICATIONS: The MOSIS Coordinator shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

REPORTS TO: Director of Information Management

JOB GOAL: To coordinate all training, accumulation of data, submission of MOSIS to Department of Elementary and Secondary Education, and to resolve any issues related to MOSIS.

PERFORMANCE RESPONSIBILITIES:

1. Understand all components and reporting capabilities of SISK12 and MOSIS.
2. Investigate and evaluate SISK12 to determine the most efficient means of acquiring and reporting data.
3. Ensure that all building personnel are trained on all aspects of SISK12 related to MOSIS information.
4. Work cooperatively with all administrators, guidance counselors and central office staff to compile information and submit core data reports.
5. Coordinate all procedures and data uploads regarding SISK12 data to DESE's Core Data and MOSIS reporting system.
6. Provide in-services and trainings to staff about core data and SISWin as needed.
7. Reconcile information submitted for DESE on form with information received back from DESE concerning the forms. Identify discrepancies and correct errors.
8. Submit timely all Core Data information for all six (6) cycles.
9. Submit all monthly cycles for MOSIS.
10. Notify and update MO teaching certificates at DESE with teacher's name changes.
11. Work cooperatively with the Director of Information Management.
12. Perform other duties as assigned by the Superintendent.
13. Possesses the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The MOSIS Coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday for the MOSIS Coordinator. The annual salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Adopted: July 17, 2006
 Revised: October 20, 2008
 Revised: November 16, 2009
 Revised: March 16, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Director of Support Personnel

QUALIFICATIONS: The Director of Support Personnel shall have earned at least a bachelor's degree or above in Human Resources or Education and a thorough knowledge of district policy and relevant state and federal laws related to the job description. Previous experience in school district personnel office operations is desirable.

REPORTS TO: Deputy Superintendent

JOB GOAL: To oversee all personnel functions related to support staff personnel and to assist the Deputy Superintendent with the operation of the personnel department.

PERFORMANCE RESPONSIBILITIES:

1. Establish and maintain appropriate personnel records for all support staff members and oversee the process of storing archiving all personnel records.
2. Create job descriptions for new staff positions and coordinate the periodic review and revision of existing job descriptions.
3. Work with the directors of transportation and student nutrition services on certain areas related to personnel and other areas as assigned by Deputy Superintendent.
4. Prepare postings for support staff and work with building administrators to ensure proper implementation of policies and procedures regarding transfers.
5. Recruit competent office, maintenance, transportation, nurse, security staff, paraprofessional, custodial, student nutritional services and other support staff personnel.
6. Make appropriate recommendations for support staff employees.
7. Chair the district's support staff committee and employee of the year program and communicate appropriately with Deputy Superintendent and Superintendent on issues that arise from those meetings.
8. Visit new employees in the building and be a general resource to support staff employees.
9. Assist with research pertaining to support staff personnel, including salary research, studies of staff characteristics, and other pertinent projects.
10. Plan and direct programs of orientation, in-service education, and performance training, and provide for a periodic written performance evaluation of each support staff employee category.
11. Work with Deputy Superintendent and the employee association on issues including negotiations and language written in the memorandums of understanding.
12. Develop, revise and maintain personnel handbooks, district forms and other staff information for noncertified employees.
13. Work with building administrators and the Deputy Superintendent on employee evaluation and discipline.
14. Consult with building administrators on personnel matters.
15. Make recommendations for support staff calendars based on approved teaching calendar.

16. Counsel with any support staff employee on individual issues such as retirement, transfer requests, leaves of absence, work restrictions and other items as needed.
17. Work with Deputy Superintendent on projects such as staffing projections, teacher job fairs, informational meetings for employees, interview procedures and employee training.
18. Work with the benefits coordinator on all district employee benefit programs and serve as a resource person for the staff on the programs including group health insurance, disability insurance, retirement plans, sick leave, personal leave, other leaves of absence, as well as other related or emerging employee benefit plans.
19. Keep abreast of governmental statutes, regulations, and rules relating to personnel administration, retirement and leaves of absence and advise interested parties of the provisions of the law.
20. Oversee background checks and proper licensure of all employees, volunteers and substitutes for the district to ensure proper checks are obtained prior to employees and volunteers working with students.
21. Work with Sub Finder Technician to compile substitute records for teachers and support staff, ensure completion of interviews and background checks prior to substitute teaching, and assist with the operation of the Sub Finder office.
22. Assist in the preparation of the departmental budget.
23. Respond to unemployment claims.
24. Complete appropriate evaluations of personnel department staff.
25. Perform other duties as assigned by the Superintendent or his/her designee.
26. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation. The Director of Support Personnel will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: May 17, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Director of Facilities

QUALIFICATIONS: The Director of Facilities shall have a minimum of three years' experience in maintenance operations in a school system or company. He or she shall demonstrate a general knowledge of all phases in the major areas of maintenance and building custodial services. Experience in administrative or supervisory capacities will be considered desirable. He or she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Assistant Superintendent of Facilities and Construction Services

SUPERVISES: All Custodial, Maintenance, Security, Ground Keeping Personnel, and Assistant Director of Facilities.

JOB GOAL: To provide all students with a physical learning environment that is safe, clean, attractive, pleasant, and smoothly-functioning.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance and custodial personnel.
2. Organize and implement an orientation program on proper operation and maintenance of school facilities for departmental personnel.
3. Maintain personnel and other necessary records as required.
4. Schedule work routines for departmental personnel.
5. Coordinate vacation schedules for departmental personnel.
6. Prepare and administer the budget for maintenance, grounds, security, and custodial supplies and equipment.
7. Recommend for purchase necessary equipment and supplies.
8. Oversee a program of preventive maintenance.
9. Oversee the firing of pressure boilers, and implement the firing operation in order to provide the necessary heat and hot water according to season, temperature and demand.
10. Oversee the preparation of playing fields, grounds, and other necessary facilities for athletic and other school activities.
11. Oversee periodic inspection of all school facilities to insure fire safety.
12. Review on a regular basis all security precautions and procedures, and recommend additions, changes, or reduction in service as appropriate.
13. Assist in the supervision and inspection of the improvement and renovation work performed by outside contractors, and the verification that the terms of all such contracts have been fulfilled before final payments.
14. Oversee in ensuring that all district vehicles used for plowing parking lots are in operating condition.
15. Provide direction in establishing requirements and schedules for plowing operations.

16. Insure that standards consistent with all applicable laws are maintained at a minimum.
17. Conduct a continuing analysis of systems and procedures.
18. Oversee a continuing program of staff training and personnel development.
19. Determine and establish detailed specifications pertaining to supplies, materials, equipment, and local contract work.
20. Maintain a coordinated inventory control program for all areas of the department.
21. Coordinate all purchase requirements.
22. Participated in the process of site selection and acquisition and the development of architectural plans.
23. Make recommendations for the determination of rent-or-buy decisions and optimum timing of replacements for vehicles and equipment assigned to the department.
24. Inspect all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
25. Work with individual building principals in establishing emergency evacuation procedures for each schoolroom and office.
26. Keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourage innovation and experimentation as appropriate.
27. Maintain such personnel, insurance, and other records for areas of concern as are necessary.
28. Perform other duties as assigned by the Superintendent.
29. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
30. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks of vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The director of facilities will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 15, 1998
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010
Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

- TITLE:** Assistant Director of Facilities
- QUALIFICATIONS:** The Assistant Director of Facilities shall have a minimum of three years' experience in maintenance operations in a school system or company. He or she shall demonstrate a general knowledge of all phases in the major areas of maintenance and building custodial services. Experience in administrative or supervisory capacities will be considered desirable. He or she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.
- REPORTS TO:** Director of Facilities
- JOB GOAL:** To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.
1. Plan and direct the maintenance and repair of all school facilities in the district
 2. Plan and direct the upkeep of grounds including maintenance of play grounds and equipment, mowing, and snow removal.
 3. Organize and implement a program of preventive maintenance which includes the following:
 - (1) District roadways
 - (2) Air conditioning systems
 - (3) Heating systems
 - (4) School buildings
 - (5) Major mechanical equipment
 4. Examine school buildings on a monthly basis for needed repairs and maintenance and twice each year make an in-depth tour of all district facilities and complete the semi-annual inspection form.
 5. Make emergency repairs as necessary at times other than normal school hours.
 6. Direct the preparation of playing fields, grounds and other necessary facilities for athletic or other school activities.
 7. Supervise and inspect the improvement and renovation work performed by outside contractors.
 8. Receive, store and issue all maintenance and grounds supplies and equipment.
 9. Participate in the development of an annual budget for maintenance operations.
 10. Keep labor and material cost records for maintenance work.
 11. Coordinate, through the custodial job foreman and in consultation with the building principal, schedules and procedures for the regular ongoing custodial care of all school and office facilities of the district.
 12. Coordinate, through the custodial foreman, the regular inspection of all school buildings and each custodial shift to determine that high standards of cleanliness and safety are maintained.
 13. Receive, store and issue all custodial supplies and equipment.
 14. Evaluate the custodial staff in accordance with district policies and provide inservice training as needed.
 15. Coordinate, through the custodial foreman, refinishing of gymnasium floors.
 16. Perform other duties as assigned by the superintendent or his/her designee.
 17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
 18. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The assistant director of facilities will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Revised: June 16, 1986
Revised: September 21, 1998
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Day Custodial Supervisor

QUALIFICATIONS: The Day Custodial Supervisor shall have a minimum of two years custodial experience in operations in a school system or company. He or she shall possess an in-depth knowledge of building custodial services sufficient to deal with complex custodial problems. He or she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record. Experience in an administrative or supervisory capacity will be considered desirable.

REPORTS TO: Director of Facilities

JOB GOAL: To assist the Director of Facilities in maintaining all school facilities, to provide staff and students with a safe, attractive, comfortable, clean and efficient environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director of Facilities in establishing and administering, with consultation of the building principal, schedules and procedures for the regular ongoing custodial care of all school and office facilities in the district.
2. Constantly strive to promote safety, health, and comfort of the students and employees.
3. Visit and inspect all school buildings at least once a week to determine that high standards of cleanliness and safety are maintained.
4. Assist the Director of Facilities in establishing and supervising all summer custodial programs and schedules.
5. Assist the Director of Facilities in scheduling and supervising the refinishing of gymnasium floors.
6. Assist the Director of Facilities in scheduling and supervising of contracted carpet cleaning.
7. In accordance with district operating procedures, assist the Director of Facilities in developing budget requests and the purchasing of custodial supplies and equipment.
8. Maintain an accurate inventory record of all materials.
9. Maintain an accurate record of all custodial equipment.
10. Process work orders for preventive maintenance and emergency repairs and keep maintenance records for all district custodial equipment.
11. Assist custodial personnel in correcting areas of concern through inservice and retraining.
12. Participate in the evaluation of the custodial staff in accordance with district policies.
13. Assist the Director of Facilities in the development of training programs and in-service workshops for new and existing employees.
14. Drive and maintain district vehicles responsibly.
15. Assist in placement of substitutes.
16. Assist the lead custodian/building principal in coordination and planning.
17. Perform other duties as assigned by the Superintendent or his/her designee.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration for the school year with prorated vacation and/or personal leave. The day custodial supervisor will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
Revised: June 19, 2000
Revised: March 17, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Night Custodial Supervisor

QUALIFICATIONS: The Night Custodial Supervisor shall have a minimum of two years' custodial experience in operations in a school system or company. He or she shall possess an in-depth knowledge of building custodial services sufficient to deal with complex custodial problems. He or she must have a valid chauffeurs license or ability to obtain one within 1 month of employment and also maintain a good driving record. Experience in an administrative or supervisory capacity will be considered desirable.

REPORTS TO: Director of Facilities

JOB GOALS: Supervise and assist the night custodial staff at all times to help maintain a safe, attractive, comfortable, clean and efficient environment to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director of Facilities in establishing and administering with consultation of the building principal, schedules and procedures for the regular ongoing custodial care of all school and office facilities in the district.
2. Constantly strive to promote the safety, health, and comfort of the students and employees.
3. Visit each building during the night shift at least once each week to determine that high standards for cleanliness and safety are maintained.
4. Visit and inspect all school buildings at least once a week to determine that high standards of cleanliness and safety are maintained.
5. Monitor weekly the time records of all night custodial employees.
6. In accordance with the district operating procedures, assist the Director of Facilities in developing budget requests and purchasing of custodial supplies and equipment.
7. Assist in the scheduling and training of members of the night custodial staff.
8. Assist the Director of Facilities in developing training programs and in-service workshops for new and existing employees.
9. Participate in the evaluation of the custodial staff in accordance with district policies.
10. Drive and maintain district vehicles responsibly.
11. Assist in the placement of substitutes.
12. Assist the lead custodian/building principal in coordination and planning.
13. Perform other duties as assigned by the Superintendent or his/her designee.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The night custodian supervisor will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provision of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
Revised: September 14, 1998
Revised: June 19, 2000
Revised: March 17, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance III - Carpentry

QUALIFICATIONS: The maintenance III employee shall demonstrate aptitude for successful performance of the tasks listed. He/she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Maintenance Foreman

JOB GOAL: To provide staff and students with an attractive, comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Be assigned general maintenance responsibilities as needs dictate. General maintenance responsibilities include:
 1. Installation or removal of drywall partitions in rooms
 2. Planning and completion of construction of simple buildings
 3. Renovation of building interior areas
 4. Installation of doors in drywall and concrete block walls
 5. Planning and construction of cabinetwork items (bookcases, storage cabinets, shelving, etc.)
 6. Carpentry work.
 7. Window replacement and/or repair.
2. Perform record keeping, inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
3. Assist in loading and unloading of materials, equipment and supplies.
4. Lift 50 pounds over their head repeatedly.
5. Perform other duties as assigned by the maintenance foreman or his/her designee.
6. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance III - Computer Technician

QUALIFICATIONS: The Computer Technician shall have the ability to work in any environment with dust and heat. Must have appropriate written and oral communication skills, experience and understanding of computer/equipment troubleshooting and repair; basic understanding of different hardware/software platforms.

REPORTS TO: Technology Coordinator

JOB GOAL: To assist all buildings with repairs of hardware, set up and configurations of new equipment, network fault diagnosis and correction, installation of network wiring and peripherals.

PERFORMANCE RESPONSIBILITIES:

1. Troubleshoot and repair Apple and PC computers and peripherals.
2. Diagnose and repair network-wiring problems including copper, fiber, network hubs and associated devices.
3. Install and configure computers and related peripherals in both stand alone and networked environments.
4. Troubleshoot, install and configure network interface cards.
5. Troubleshoot, install Netware servers, install and configure drivers, patches as well as system and client software.
6. Install and configure software on Apple and PC computers in any learning environment.
7. Support Internet connectivity through installation and configuration of browser, e-mail and other software.
8. Lift 50 pounds repeatedly.
9. Conduct routine, preventative maintenance of all systems.
10. Communicate hardware and software needs to the Technology Coordinator.
11. Perform other duties as assigned by the technology coordinator, or his/her designee.
12. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent in conjunction with the Technology Coordinator will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff positions.

Adopted: June 19, 2000

Revised: May 15, 2006

Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance III - Electrician Technician

QUALIFICATIONS: The Electrician Technician must have a minimum of one-year experience in the electrical field. The experience may be substituted in lieu of certification in an electrical field. He/she must have a valid chauffeur's license or ability to obtain within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Facilities

JOB GOAL: To provide staff and students with a safe and comfortable environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain all electrical needs for the district.
2. Use and operate all tools, vehicles needed to maintain and service district buildings.
3. Cut, bend, run, install electrical conduit, pull wire, etc.
4. Perform any P.M. emergencies related to electrical field, (emergency lighting, exit signs, etc.).
5. Trouble shoot all electrical problems that could occur.
6. Be knowledgeable with different electrical voltage and phases, (110, 220, 480, etc.).
7. Repair and trouble shoot intercoms, fire alarms and any other low voltage equipment.
8. Perform any electrical repairs and any other work needed as directed by maintenance foreman.
9. Perform record keeping and inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
10. Assist in loading and unloading of materials, equipment and supplies from trucks.
11. Lift 50 pounds over their head repeatedly.
12. Perform other duties as assigned by the maintenance foreman or his/her designee.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
 Revised: May 15, 1006
 Revised: October 20, 2008
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance III - Kitchen/HVAC Technician

QUALIFICATIONS: The Kitchen/HVAC Technician must have a minimum of one-year experience in the kitchen/HVAC repair and maintain a license needed to purchase and install refrigerant. He/she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Facilities

JOB GOAL: To provide staff and students with a comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain all kitchen equipment.
2. Perform work related to the HVAC trade such as replacing motors, compressors, changing belts, etc.
3. Troubleshoot all electrical equipment related to kitchen maintenance.
4. Respond to district kitchen/HVAC after hour emergencies.
5. Use and operate all tools, vehicles, etc. to maintain and service district buildings in a safe, timely, skillful manner.
6. Run, cut, bend, sweat and silver solder copper pipe or tubing.
7. Perform record keeping and inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
8. Assist in loading and unloading of materials, equipment and supplies from trucks.
9. Lift 50 pounds over their head repeatedly.
10. Perform other duties as assigned by the maintenance foreman or his/her designee.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
 Revised: May 15, 2006
 Revised: October 20, 2008
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance III - Locksmith

QUALIFICATIONS: The locksmith must have specific knowledge about doors, lock repair, keys, lock replacement, combining etc. He/she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Facilities

JOB GOAL: To provide staff and students with a comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Assist in planning and coordinating of all district locks; including installation of, keys, repairs, up grades, etc.
2. Work with the assistant director of facilities in the planning, development, coordination, organization, etc. of district door and hardware replacement, up grades and new construction design.
3. Repair, cut, replace, unlock, re-key, district building locks etc.
4. Use and operate key cutter, tools, vehicles, etc. that are required to maintain and service district buildings in a safe, timely and skillful manner.
5. Perform record keeping and inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
6. Assist in loading and unloading of materials, equipment and supplies for trucks.
7. Perform preventative maintenance on all doors and hardware devices on a regularly scheduled basis.
8. Respond to district door and lock emergencies as well as regular work orders. Follow all national, state and local safety, fire and other codes.
9. Lift 50 pounds over their heads repeatedly.
10. Perform other duties as assigned by the maintenance foreman or his/her designee.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
 Revised: May 15, 2006
 Revised: October 20, 2008
 Revised: November 16, 2009
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance III - Plumber Technician

QUALIFICATIONS: The Plumber Technician must have a minimum of one-year experience in the plumbing field and must have a license in back flow testing. He/she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Facilities

JOB GOAL: To provide staff and students with a comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain all plumbing needs for all district restrooms, (sloan valves, bradleys, etc.)
2. Use and operate all tools, vehicles needed to maintain and service district buildings.
3. Cut, bend, run, install electrical conduit, pull wire, etc.
4. Sweat copper pipe up to 3" in diameter.
5. Troubleshoot, test, repair and install back flow preventors.
6. Perform patches and repairs on district roof systems.
7. Perform any plumbing repairs and other work needed as directed by the maintenance foreman.
8. Repair, replace, install drinking fountains.
9. Run sewer lines as needed.
10. Respond to district plumbing after hour emergencies (sink, toilets, back flows, etc.).
11. Perform record keeping and inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
12. Assist in loading and unloading of materials, equipment and supplies from trucks.
13. Lift 50 pounds over their heads repeatedly.
14. Perform other duties as assigned by the maintenance foreman or his/her designee.
15. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000

Revised: May 15, 2006

Revised: October 20, 2008

Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance II

QUALIFICATIONS: The maintenance II employee shall demonstrate aptitude for successful performance of the tasks listed. He/she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Facilities

JOB GOAL: To provide staff and students with an attractive, comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Be assigned general maintenance responsibilities as needs dictate. General maintenance responsibilities include:
 - a. Electrical repairs
 - b. Plumbing installation/repair
 - c. Operation of ground keeping equipment, tractor and mower
 - d. Carpentry work
 - e. Replacement and installation of vinyl floor tile
 - f. Cold patch roofing repair
 - g. Operation of equipment: front loader, jackhammer, etc.
 - h. Preparation of district athletic facilities for sporting events
 - i. Installation/repair of chain link fencing
 - j. Landscape grading
2. Perform all duties of a maintenance I employee as needs dictate.
3. Assist maintenance III employees with their maintenance projects as needs dictate.
4. Perform record keeping and inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
5. Assist in loading and unloading of materials, equipment and supplies from truck.
6. Lift 50 pounds over their head repeatedly.
7. Perform other duties as assigned by the maintenance foreman or his/her designee.
8. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: April 5, 1982
Revised: August 4, 1986
Revised: August 21, 1989
Revised: June 19, 2000
Revised: May 15, 2006
Revised: October 20, 2008
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Maintenance I

QUALIFICATIONS: The Maintenance I employee shall demonstrate aptitude for successful performance of the tasks listed. He/she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Facilities

JOB GOAL: To provide staff and students with an attractive, comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Be assigned general maintenance responsibilities as needs dictate. General maintenance responsibilities include:
 - a). Grounds care, mowing, trimming, and policing grounds
 - b). Assemble classroom furniture and equipment
 - c). Interior and/or exterior painting
 - d). Replace light bulbs
 - e). Replace doorstops
 - f). Minor repair of furniture and equipment
 - g). Routine preventive maintenance on district equipment
 - h). Repair asphalt potholes on district driveways and parking lots
2. Make deliveries throughout the district, as needs dictate. (boxes, band equipment, etc.)
3. Assist maintenance II and/or maintenance III employees with their maintenance projects as needs dictate.
4. Perform record keeping and inventory to allow work orders to be completed in an accurate, efficient, economical and quality manner.
5. Assist in loading and unloading of materials, equipment and supplies from trucks.
6. Lift 50 pounds over their heads repeatedly.
7. Perform other duties as assigned by the maintenance foreman or his/her designee.
8. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: April 5, 1982
Revised: August 4, 1986
Revised: August 21, 1989
Revised: June 19, 2000
Revised: May 15, 2006
Revised: October 20, 2008
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Lead Custodian

QUALIFICATIONS: The Lead Custodian shall possess a sufficient working knowledge of district custodial procedures, equipment maintenance/operations and the ability to coordinate and prepare for upcoming events within the assigned building. Must possess the ability to effectively communicate in written and verbal formats. Must be able to work well under pressure and negotiate conflict situations as they arise.

REPORTS TO: Principal/Custodial Supervisor

JOB GOAL: To provide effective team leadership in an effort to maintain a safe, clean, and attractive environment for staff and students to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Perform all duties required of custodial employees with a modified work schedule to provide time for lead custodian responsibilities.
2. Confer with principal daily, when available, before beginning work for special instructions for the evening shift. Adjust and coordinate work schedules within the assigned building to accomplish completion of all custodial tasks year round.
3. Confer with custodial supervisor/building principal to coordinate summer clean up.
4. Inform the building principal of any concerns resulting from night activities in the building.
5. Act as liaison between building administrators and custodial staff and between the day shift and evening shift.
6. Inform principal of any needed repairs or operational problems within the building.
7. Order supplies in a timely fashion as directed by the custodial supervisor or director of facilities.
8. Supervise the use of supplies; provide input as to suitability and effectiveness of cleaning products.
9. Routinely inspect equipment used by the custodial staff and report any mechanical problems to the custodial supervisor/building principal.
10. Assist custodial supervisor in identifying additional equipment needs.
11. Assign tasks and supervise the performance of Manpower workers; immediately report any problems to the custodial supervisor/building principal.
12. Receive, sign for and store custodial, food service and building supply deliveries.
13. Maintain a neat, clean personal appearance and wear district uniforms at all times when performing custodial duties.
14. Lift 50 pounds over their head repeatedly.
15. Immediately report any employee problems to the custodial supervisor/building principal.
16. Possess ability to work in adverse weather conditions (i.e., heat, cold, snow, rain).
17. Attend and participate in any district required training.
18. Attend monthly lead custodial meetings.
19. Perform other duties as assigned by the custodial foreman/building principal.
20. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The lead custodian will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday when working the night shift starting at 3 pm or later. Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday when working the day or split shift. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: June 3, 1985
Revised: August 4, 1986
Revised: August 21, 1989
Revised: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Custodian/Alternate Custodian

QUALIFICATIONS: The custodian should demonstrate the ability to perform the tasks listed. Must complete assigned tasks in accordance with established time and quality control guidelines.

REPORTS TO: Principal/Lead Custodian

JOB GOAL: To provide staff and students with a safe, attractive, comfortable, clean and efficient place in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Keep building, premises and entryways, including stairways, sidewalks, driveways and play areas, neat and clean at all times.
2. Clean assigned building areas daily in accordance with specified standards.
3. Inside responsibilities:
 - Maintain custodial closets as directed.
 - Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
 - Raise and lower cafeteria tables.
 - Lock/unlock doors in accordance with building requirements.
 - Body fluid clean up
 - Change and install light bulbs and pencil sharpeners.
4. Outside responsibilities:
 - Raise and lower the United States flag daily.
 - Keep the grounds free from trash and litter.
 - Keep dumpster area clean and locked at all times.
 - Grounds care: mowing and trimming as assigned.
 - Graffiti removal as needed.
 - Removal of snow/ice.
 - Maintain play areas to ensure a clean, safe and attractive environment.
 - Wash windows.
5. Maintain custodial tools and equipment.
6. Report immediately to the lead custodian/supervisor any damage to school property and any repairs needed.
7. Load/unload storage of deliveries and supplies.
8. Move furniture or equipment within buildings as required for various activities and as directed by the principal.
9. Assist in the cafeteria as needed.
10. Perform emergency repairs or cleaning services as needed.
11. Attend and participate in any district required training.
12. Maintain a neat, clean personal appearance and wear district uniforms at all times when performing custodial duties.
13. Attend and participate in any district required training.
14. Possess the ability to work in adverse weather conditions (i.e., heat, cold, rain, and snow).
15. Lift 50 pounds overhead repeatedly.
16. Perform other duties as assigned by the principal, and his/her designee.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each custodian will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday when working the night shift starting at 3pm or later. Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday when working the day or split shift. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Revised: July 2, 1984
Revised: August 4, 1986
Revised: June 15, 1992
Revised: June 19, 2000
Revised: July 19, 2004
Revised: May 15, 2006
Revised: October 20, 2008
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Security Officer – Night

QUALIFICATIONS: The Security Offices – Night shall demonstrate knowledge of the basic principles of security measures and techniques. A minimum of three years' experience in a security capacity. He or she must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Principal/Director of Facilities

JOB GOAL: To provide students and faculty with a safe place in which to learn, work and develop.

PERFORMANCE RESPONSIBILITIES:

1. Patrols district buildings and grounds to prevent fire, theft, vandalism, burglary, and all other types of criminal activity.
2. Conducts patrol inspections of doors, windows, and gates to determine that they are secure.
3. Confronts unauthorized persons for questioning, routes or detains them, and/or calls police for assistance, according to the emergency action plan.
4. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing fire.
5. Reports any unusual conditions or malfunctioning of heating, plumbing, or electrical systems.
6. Patrols school grounds to detect unauthorized persons or vehicles; to check cars for parking authorization; to determine if vehicles are parked in restricted areas, such as near fire hydrants or in driveways; and to check exterior lighting and emergency access routes.
7. Makes written reports of security incidents and/or violations.
8. Responds to both intrusion and fire alarm notification by alarm companies.
9. Performs other duties as directed by the Security Coordinator.
10. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The security officer will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000

Revised: May 15, 2006

Revised: October 20, 2008

Revised: November 16, 2009

Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Security Guard

QUALIFICATIONS: The Campus Entry Security Guard shall demonstrate aptitudes for successful performance of the task listed and meet licensing requirements

REPORTS TO: Building Administrator

JOB GOAL: To provide students and faculty with a safe place in which to learn, work and develop.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a daily visitor log on all personnel entering and exiting the school campus. This log should be submitted to the main office at the end of each day.
2. Maintain a daily parking log summary to report campus and exterior building problems. (i.e., vandalism, trash, etc.). Submit this information to the main office at the end of each day.
3. Maintain an illegally parked vehicle report to record parking violations and submit to the main office at the end of each day.
4. Stop all vehicles entering and exiting the school campus to determine their identification, reason for entering or exiting campus and to complete daily visitor log entry.
5. Check cars in lot for missing parking permits and parking violations and inspect campus and building exteriors for needed repairs or vandalism.
6. Close all gates except main guard shack entrance at start of school day each morning.
7. Monitor all student activities on campus and check for appropriate passes.
8. Assist with vehicle problems, parking lot accidents, assigning temporary parking areas and opening gates for emergency vehicles.
9. Stop all vehicles that fail to stop at the main gate.
10. Assist visitors with directions to parking areas, entry doors and delivery area.
11. Notify main office of all unauthorized visitors to the campus including delivery vehicles.
12. Check and collect student permission slips for leaving the campus and submit them with the daily log.
13. Replace and remove parking lot cones as necessary.
14. Communicate with other security guards on a regular basis to determine campus status and alert them of unauthorized visitors on campus.
15. Organize, secure and maintain equipment such as radios, parking lot cones and portable stop signs.
16. Maintain a clean and organized guard shack.
17. Perform other duties as directed by the building principal.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. A definite daily schedule will be established by the Building Principal and approved by the Assistant Superintendent-Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
Revised: May 15, 2006
Revised: October 20, 2008
Revised: March 2009
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Security Guard - Parking Lot

QUALIFICATIONS: The Parking Lot Security Guard shall be able to demonstrate aptitudes for successful performance of the task listed and meet licensing requirements

REPORTS TO: Building Administrator

JOB GOAL: To assist the campus entry security guard with campus security duties while providing a safe place in which to learn, work and develop.

PERFORMANCE RESPONSIBILITIES:

1. Close all gates except main guard shack entrance at start of school day each morning.
2. Maintain a daily parking log summary to report campus and exterior building problems. (i.e., vandalism, and trash etc). Submit this information to the main office at the end of each day.
3. Maintain an illegally parked vehicle report to record parking violations and submit to the main office at the end of each day.
4. Check cars in lot for missing parking permits and parking violations and inspect campus and building exteriors for needed repairs or vandalism.
5. Monitor all student activities on campus and check for appropriate passes.
6. Assist with vehicle problems, parking lot accidents, assigning temporary parking areas and opening gates for emergency vehicles.
7. Stop all vehicles that fail to stop at the main gate.
8. Communicate with entry guard on a regular basis to report campus status and alert campus entry guard of problems or violations.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. A definite daily schedule will be established by the Building Principal and approved by the Assistant Superintendent-Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
 Revised: May 15, 2006
 Revised: October 20, 2008
 Revised: March 2009
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Director of Student Nutrition Services

QUALIFICATIONS: The Director of Student Nutrition Services Shall have training as a dietitian. Administrative experience in a school setting will be considered desirable.

REPORTS TO: Deputy Superintendent

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for all food preparation activities in the cafeterias of the school district.
2. Prepare menus for the school district and provide for their publication in the local newspaper.
3. Prepare standard recipes for use in all buildings.
4. Inspect all cafeterias routinely to determine that high standards of cleanliness and repairs are being maintained.
5. Purchase food service supplies in accordance with district operating procedure.
6. Develop specifications and cost estimates for food service supplies.
7. Maintain an up-to-date inventory of supplies on hand.
8. Prepare monthly reports as required, including a record of student participation and financial statements.
9. Prepare all state and federal reports required in the operation of the school lunch program and any special milk program.
10. Establish and administer schedules, policies, and procedures for the district's food service personnel.
11. Evaluate food service personnel and make recommendations to the personnel office for the assignment and termination of food service employees.
12. Participate in the development of an annual budget for the food service department.
13. Make recommendations for equipment repair and purchase.
14. Assume responsibility for the districts linen service.
15. Represent the district at appropriate state and local meetings.
16. Attend district administrators meetings as requested.
17. Assist in classroom nutrition education activities.
18. Provide service for district catered food functions when requested.
19. Perform other duties as assigned by the Superintendent or his/her designee.
20. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
21. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on a twelve-month basis with four weeks of vacation, beginning July 1 and ending June 30. The Student Nutrition Services director will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Boards policy on evaluation of support staff personnel.

Approved: April 1982
Revised: May 15, 2006
Revised: October 20, 2008
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Kitchen Manager

QUALIFICATIONS: Demonstrated aptitude for successful performance of the tasks listed and certification of ServSafe course as administered by National Restaurant Association.

REPORTS TO: Director of Student Nutrition Services/Principal

JOB GOALS: A Kitchen Manager will be employed in each school kitchen to manage and direct the production and service of a hot meal to the students in a specific school or schools.

PERFORMANCE RESPONSIBILITIES:

1. Prepare and serve menu items as outlined on the menu cycle provided by the Director of Food Services.
2. Schedule, assign and direct the daily duties of Assistant Kitchen Manager, cooks and cook helpers under their supervision.
3. Determine and requisition supplies needed for preparation and service of menu items in a manner determined by consultation with the director of food services.
4. Keep the equipment, food preparation and food storage areas in a clean, organized and workable fashion at all times.
5. Keep an accurate record of data deemed necessary for the school district's participation in the National School Lunch Program.
6. Receive, inspect and sign for food and supplies when delivered.
7. Manage food service related concerns with the assistance of the Director of Food Services when necessary.
8. Maintain a neat, clean personal appearance.
9. Lift up to 25 pounds as needed.
10. Perform other tasks as assigned by supervisor or his/her designee.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for nine-months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Six and one-half hours will constitute a workday for secondary school Kitchen Managers; six hours will constitute a workday for elementary school Kitchen Managers. A definite daily schedule will be established by the building Principal and Director of Food Service and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: April 5, 1982
Revised: June 19, 2000
Revised: September 19, 2005
Revised: May 15, 2006
Revised: October 20, 2008
Revised: November 16, 2009
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Cook

QUALIFICATIONS: Demonstrated aptitude for successful performance of the tasks listed and certification of good health signed by a licensed physician.

REPORTS TO: Kitchen Manager/Principal

JOB GOALS: To assist school personnel and students in matters related to meal service in an efficient, courteous manner.

PERFORMANCE RESPONSIBILITIES:

1. Prepare and serve the food as directed by the supervisor and outlined on the provided menu cycle.
2. Maintain assigned duty schedule as directed by the supervisor.
3. Clean equipment after each meal and store unused food items in the proper manner.
4. Keep the food preparation and food storage areas in a clean, organized and workable fashion at all times.
5. Lift up to 25 pounds as needed.
6. Inform supervisor or director of food services of any job-related concerns.
7. Perform other tasks as assigned by supervisor or his/her designee.
8. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for nine-months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Six and one-half hours will constitute a workday for secondary school cooks; six hours will constitute a workday for elementary school cooks. A definite daily schedule will be established by the Director of Student Nutrition Services and the head cook and approved by the Assistant Superintendent-Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: April 5, 1982
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: October 20, 2008
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS
(PART TIME POSITIONS)

TITLE: Cook's Helper/Server

QUALIFICATIONS: Demonstrated aptitude for successful performance of the tasks listed and certification of good health signed by a licensed physician.

REPORTS TO: Head Cook

JOB GOALS: To assist school personnel and students in matters related to meal service in an efficient, courteous manner.

PERFORMANCE RESPONSIBILITIES:

1. Assist with meal preparation, set up and service of foods as needed.
2. Organize dish cleaning area and keep in an orderly manner.
3. Scrape, rinse, rack and wash dishes, trays, and other utensils.
4. Operate dish cleaning equipment in a safe, efficient manner.
5. Return clean dishes to proper storage area.
6. Clean dish machine equipment, dish tables, and dish room area after each day's use.
7. Inventory cleaning supplies on a periodic schedule.
8. Report any equipment malfunctions and supply needs to manager.
9. Wear and maintain uniforms in a neat, clean, appropriate fashion in accordance with Food
10. Lift up to 25 pounds as needed.
11. Attend department meetings when scheduled.
12. Perform other tasks as assigned by supervisor or his/her designee.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for nine-months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Three or three and one half hours will constitute a workday for cook helpers/servers. A definite daily schedule will be established by the Director of Student Nutrition Services and approved by the Assistant Superintendent-Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: September 21, 1998
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS
(PART TIME)

TITLE: Cashier (Secondary Schools)

QUALIFICATIONS: Certification of good health signed by a licensed physician.
Demonstrate aptitude for successful performance of the tasks listed and demonstrate knowledge of simple math skills, such as adding, subtracting, multiplication, and simple division.

REPORTS TO: Director of Student Nutrition Services/Kitchen Manager

JOB GOALS: To provide lunch program patrons efficient, courteous cashier service.

PERFORMANCE RESPONSIBILITIES:

1. Complete money and meal card transactions for meal sales.
2. Track and update free and reduced price meal applications and cards in compliance with district policy and procedures.
3. Total and balance daily lunch sale receipts, includes preparing bank deposit slips for money collected.
4. Keep accurate and detailed reports related to lunch sales.
5. Assist personnel in meal service and related duties.
6. Report any related equipment malfunction and supply needs to the manager.
7. Perform other tasks that may be assigned by supervisor or designee.
8. Maintain a neat, clean, appropriate appearance in accordance with Food Service Department dress code.
9. Attend department meetings when scheduled.
10. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for nine-months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Three or three and one half hours will constitute a workday for cashiers. A definite daily schedule will be established by the Director of Food Services and the principal and approved by the Assistant Superintendent-Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: September 21, 1998
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: October 20, 2008
 Revised: November 16, 2009
 Fort Zumwalt School District. O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Assistant Director of Student Nutrition Services

QUALIFICATIONS: The Assistant Director of Student Nutrition Services will have a minimum of five (5) years' experience in food service. Supervisory experience would be considered desirable.

REPORTS TO: Director of Student Nutrition Services

JOB GOAL: To assist Director of Student Nutrition Services in the planning, operation and evaluation of the Districts Food Service Program.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the supervision of all food preparation activities for the District.
2. Conduct sanitation and safety inspections as well as follow-ups and provide regular reports to the Director of Student Nutrition Services.
3. Assist in the assessment concerning working conditions of equipment and make recommendations for necessary repairs.
4. Assist in the preparation of District menus as assigned by the Director of Student Nutrition Services.
5. Assist in the preparation for and presentations at the monthly managers meeting.
6. Coordinate recipe standardization.
7. Oversee inventory control and keep necessary records regarding such.
8. Assist in product research and evaluation as assigned by the Director of Student Nutrition Services.
9. Train new managers concerning responsibilities and procedures for kitchen management.
10. Participate in commodity forecasting, planning and distribution.
11. Oversee food production including marketing's, products appearance, portion control and quality assurance and provide the Director of Student Nutrition Services with observations concerning these areas.
12. Maintain monthly production logs and staffing analysis.
13. Assist the Director of Student Nutrition Services with catering and special events; pricing and ala carte offerings; and staff development and evaluation.
14. Assist the Director of Student Nutrition Services and provide input concerning design, layout, equipment needs and bid development for District kitchens.
15. Perform other duties assigned by the Director of Student Nutrition Services.
16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and community as needed.
17. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The assistant food service director will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: October 18, 2004
Revised: May 15, 2006
Revised: October 20, 2008
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Assistant Kitchen Manager

QUALIFICATIONS: Demonstrated aptitude for successful performance of the tasks listed and certification of good health signed by a licensed physician.

REPORTS TO: Kitchen Manager

JOB GOALS: An Assistant Kitchen Manager will be employed in each secondary kitchen to assist the Kitchen Manager and direct the production and service of a hot meal to the students.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for the deposit of all receipts as collected and reported by the cashiers ensuring that accurate and detailed reports are completed.
2. Assume responsibility for operation of the kitchen in the absence of the Kitchen Manager.
3. Take responsibility for the operation of the entrée department.
4. Assist Kitchen Manager in requisition of food supplies and equipment and report the need for necessary repairs and service.
5. Keep accurate records of inventories, commodities, deliveries, and other reports required by the Food Service Department and the Department of Elementary and Secondary Education (DESE).
6. Adjust departmental production to meet emergencies with the approval of the Kitchen Manager.
7. Follow the production orders sent by the Food Service office using standardized recipes and portion sizes. Communicate with and train employees regarding use of standardized recipes and portion control.
8. Plan work and production schedules in cooperation with Kitchen Manager.
9. Maintain a high standard of sanitation and safety.
10. Train new employees in the use and care of equipment, food preparation and serving techniques as directed by the Kitchen Manager.
11. Lift up to 25 pounds as needed.
12. Assume any other responsibilities as directed by the Director of Food Services, Assistant Director of Food Services or Kitchen Manager.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

The Assistant Kitchen Manager's workday will reflect the hours of the Kitchen Manager for the school in which they work. A definite daily schedule will be established by the building principal and Director of Food Service and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: September 19, 2005
 Revised: May 15, 2006
 Revised: November 16, 2009

SUPPORT STAFF POSITION

TITLE: Student Nutrition Services Delivery

QUALIFICATIONS: The SNS Delivery employee shall demonstrate aptitude for successful performance of the tasks listed. He/She must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Student Nutrition Services

JOB GOAL: To provide staff and students with an attractive, comfortable and safe environment in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Loads and unloads food, non-food, equipment, and supplies
2. Organizes food and non-food items for the purpose of ensuring food is delivered in a safe and timely manner
3. Maintains documentation (receiving logs, vending receipts) for the purpose of providing written support and/or conveying information
4. Maintains assigned vehicle (general vehicle maintenance) for the purpose of ensuring the safe operation and sanitation of vehicle
5. Stocks food and non-food items for the purpose of maintaining an inventory of required items
6. Transports food items and non-food items to various schools w/in the district and other off-campus locations for the purpose of delivering requested items to designated sites in a timely manner
7. Maintains inventory of food, supplies, and equipment
8. Perform vending duties as assigned including stocking, filling, removing cash, prints invoices, minor repairs and all other aspects of the vending system
9. Lift over 50 pounds repeatedly
10. Perform other duties as assigned by the Director or Assistant Director of SNS

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each maintenance employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 30, 2008
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITION

TITLE: District Vending

QUALIFICATIONS: The District Vending employee shall demonstrate aptitude for successful performance of the tasks listed. He/She must have a valid chauffeur's license or ability to obtain one within 1 month of employment and also maintain a good driving record.

REPORTS TO: Director of Student Nutrition Services

JOB GOAL: To fill, maintain, service, and keep records for District owned vending machines.

PERFORMANCE RESPONSIBILITIES:

1. Perform vending duties as assigned including stocking, filling, removing cash, printing invoices, minor repairs and all other aspects of the vending system. Organizes food and non-food items for the purpose of ensuring food is delivered in a safe and timely manner.
2. Maintain inventory of food, supplies, and equipment for all aspects concerning vending.
3. Transport food items and non-food items to various schools within the district and other off campus locations.
4. Stock food and non-food items for the purpose of maintaining an inventory of vending.
5. Maintain assigned vehicle (general vehicle maintenance) for the purpose of ensuring the safe operation and sanitation of vehicle
6. Maintain documentation as instructed by the SNS Director for the purpose of providing written support and/or conveying information
7. Organize all vending items for the purpose of ensuring these items are delivered in a safe and timely manner
8. Load and unload food, non-food, equipment, and supplies as needed
9. Able to lift over 50 pounds repeatedly
10. Communicate clearly with staff and administrators.
11. Maintain a good driving record.
12. Perform other duties as assigned by the Director or Assistant Director of SNS

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Employee will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 15, 2009
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Director of Transportation

QUALIFICATIONS: The Director of Transportation shall have a minimum of three years experience in transportation service operations in a school system or company. Must have a CDL and Missouri School Bus Drivers Permit and be knowledgeable of Federal and State laws and regulations. He or she shall demonstrate a general knowledge of pupil transportation programs. Experience in administrative or supervisory capacities will be considered advisable.

REPORTS TO: Deputy Superintendent

JOB GOAL: To manage all operations of pupil transportation.

PERFORMANCE RESPONSIBILITIES:

1. Oversee all operations of the district's pupil transportation system and see that all laws, Board policies and administrative regulations are implemented.
2. Supervise, monitor and evaluate the performance of bus drivers, monitors, mechanics and office staff, maintaining employee records and documenting deficiencies when necessary.
3. Communicate with transportation staff, administrators, and parents to answer questions and resolve conflicts, facilitate conferences when necessary.
4. Meet with principals on specific transportation matters relative to their respective schools.
5. Approve timesheets for transportation staff.
6. Interview applicants and make recommendations for employment.
7. Oversee the training and licensing of drivers and administer D.O.T. drug and alcohol testing program.
8. Conduct safety programs, evacuation drills, schedule meetings and workshops when necessary.
9. Check road conditions and make recommendation to assist in decisions relative to the closing of school.
10. Design efficient bus routes and review school bus routes throughout the year making modifications when necessary.
11. Investigate school bus incidents/accidents and file necessary reports.
12. Establish and supervise the shop operation, including preventive maintenance, pre-trip inspections, parts inventory, record keeping, State inspections, etc.
13. Schedule and maintain records for all athletic, activity and field trips and shuttles.
14. Prepare annual budget and monitor expenditures of the Transportation Department.
15. Prepare and submit reports required by the State Department for disbursement of state transportation aid.
16. Represent the district at appropriate state and local meetings.
17. Drive routes when necessary.
18. Perform other duties as assigned by the Superintendent.
19. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The director of transportation will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Assistant Director of Transportation-Operations

QUALIFICATIONS: The Assistant Director of Transportation-Operations shall have a minimum of three years experience in transportation service operations in a school system or company. He or she shall demonstrate a general knowledge of pupil transportation programs. Must have a CDL and Missouri School Bus Drivers Permit and be knowledgeable of Federal and State laws and regulations. Experience in administrative or supervisory capacities will be considered advisable.

REPORTS TO: Director of Transportation

JOB GOAL: To assist the Director of Transportation in managing the operation of the Transportation Department.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director in the daily operation of pupil transportation. Be fully trained and capable of handling dispatching, routing and any other operational duties in the absence of regular staff.
2. Supervise and evaluate the dispatchers, router, and operations clerk.
3. Insure that all bus runs are covered and drivers have reported for work. Coordinate the dispatching from two bus lots.
4. Be available before and after routes to assist drivers with questions or problems.
5. Coordinate scheduled maintenance of buses with the Fleet Maintenance Supervisor and arrange for substitute buses.
6. Insure that all buses are routed in the most efficient manner and that drivers are operating routes as written.
7. Oversee the scheduling, recordkeeping and charges for all athletic, activity and field trips.
8. Communicate with drivers, parents, and administrators to resolve issues and provide assistance as needed. Assist in answering the telephone and provide follow-up to questions, inquiries, and complaints.
9. Supervise payroll, purchasing, and accounts payable for Transportation Department.
10. Prepare mileage and ridership reports required for State reimbursement.
11. Maintain fuel inventory.
12. Schedule and prepare for run picks in August and posting of open routes during the school year.
13. Maintain and secure petty cash for incidental expenses, e.g. parking fees for buses on field trips.
14. Prepare call chain of employees for notification of inclement weather or other emergency situations that might affect transportation service.
15. Prepare employee newsletter and coordinate public relations for the Transportation Department with the Administrative Assistant to the Superintendent.
16. Plan and prepare recognition and motivational activities for bus drivers.
17. Perform other duties as assigned by the Director.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
19. Drive routes as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The assistant director of transportation - operations will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Assistant Director of Transportation-Driver Development & Safety

QUALIFICATIONS: The Assistant Director of Transportation-Driver Development & Safety shall have a minimum of three years experience in transportation service operations in a school system or company. He or she shall demonstrate a general knowledge of pupil transportation programs. Must have a CDL and Missouri School Bus Driver's Permit and be knowledgeable of Federal and State laws and regulations. Experience in administrative, safety or supervisory capacities preferred.

REPORTS TO: Director of Transportation

JOB GOAL: To implement and supervise the ongoing driver training and safety programs in the Transportation Department and monitor the department to ensure the safest possible transportation for all students.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director of Transportation in the daily operation of pupil transportation. Be fully trained and capable of handling any duties in the absence of regular staff.
2. Organize the district's school bus safety program.
3. Conduct new driver training, licensing and orientation as well as scheduling regular safety meetings, workshops, and on-going professional development for all drivers.
4. Maintain driver-training files to ensure compliance with federal, state and district requirements.
5. Supervise and provide direction to trainers, including schedules and training procedures.
6. Conduct bus evacuation drills as required by law.
7. Review safety of bus stops and respond to questions regarding cul-de-sacs and construction areas.
8. Provide assistance to drivers on passenger management and safety related issues. Meet with principals, as needed, regarding discipline problems and provide videotapes.
9. Follow through on all incidents, accidents and work related injuries, including accident investigation, completion of reports, filing insurance claims, follow up with claims and follow up with training.
10. Ensure buses have proper safety related supplies, e.g. first aid kits, insurance cards, body fluid kits, etc.
11. Evaluate drivers and monitors utilizing ride along and road observations. Ensure follow through on any needed corrective action or training. Investigate complaints regarding driver performance.
12. Keep up to date on transportation safety issues, changes in regulations, etc.
13. Monitor conditions and supplies of all special equipment utilized in the Department (e.g. lift straps, car seats, etc.).
14. Conduct regular facility inspections to ensure a safe workplace for employees.
15. Administer drug and alcohol testing program.
16. Perform other duties as assigned by the Director.
17. Drive routes as necessary.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The assistant director of transportation – driver development and safety will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Fleet Maintenance Supervisor

QUALIFICATIONS: The Fleet Maintenance Supervisor shall have a minimum of five years job-related prior experience in a school system or company. He or she shall demonstrate a general knowledge of school bus maintenance. Experience in administrative and supervisory capacities preferred. Must have a CDL and Missouri School Bus Drivers Permit and be knowledgeable of Federal and State laws and regulations. Must have a State Inspectors license.

REPORTS TO: Director of Transportation

JOB GOAL: To maintain a safe fleet of school buses, manage the vehicle repair facility and supervise the work of mechanics and lot attendants.

PERFORMANCE RESPONSIBILITIES:

1. Oversee school bus maintenance and see that all laws, Board policies and administrative regulations are implemented.
2. Supervise, monitor and evaluate the performance of mechanics and lot attendants, maintaining employee records and documenting deficiencies when necessary.
3. Supervise the shop operation, including preventive maintenance, pre-trip inspections, parts inventory, record keeping, State inspections, etc.
4. Develop the planned, preventative, and unplanned maintenance requirements of the fleet and schedule the maintenance to optimize efficiency, facility usage, and vehicle availability.
5. Maintain a documented history of repairs and maintenance work performed, as well as equipment parts and supplies utilized.
6. Monitor and maintain the inventory of parts and supplies.
7. Research information and obtain bids or quotes to determine which products and vendors to utilize.
8. Assist in diagnosing and performing repairs.
9. Approve timesheets for shop employees.
10. Assist in interviewing applicants and make recommendations for employment.
11. Prepare preliminary budget and monitor expenditures of the shop.
12. Prepare and submit reports required by the District and regulatory compliance.
13. Represent the district at appropriate state and local meetings.
14. Drive routes as necessary.
15. Perform other duties as assigned by the Director.
16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with three weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The fleet maintenance supervisor will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Lead Trainer

QUALIFICATIONS: The Lead Trainer shall have a minimum of three years successful school bus driving experience and shall have the ability to communicate effectively with bus drivers in the training and retraining process. The Lead Trainer should also be certified as a child restraint installer and must have a CDL and Missouri School Bus Drivers Permit.

REPORTS TO: Director of Transportation

JOB GOAL: To oversee the training process of bus drivers and monitors and to educate the trainers who will be instructing these employees.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate training for all new bus drivers and monitors in accordance with local, state and federal laws, policies and recommendations.
2. Conducts training for bus drivers and monitors on an on-going basis as directed by the Director.
3. Coordinate and mentor trainers who conduct training for drivers and monitors.
4. Retrain drivers as needed due to accidents, incidents or other situations calling for more training.
5. Assess ability of driver performance and make recommendations for driver placement.
6. Communicate with Director of Transportation about any training issues.
7. Evaluate driver readiness.
8. Schedule refinements for bus drivers. Physicals & Dexterity test for drivers.
9. Drive routes as necessary.
10. Assure that child restraints are appropriate for size of child in accordance with Federal and State guidelines.
11. Assure that drivers and monitors are trained in correct installation of child restraints.
12. Submit paperwork to Department of Revenue to obtain and new bus driver permits.
13. Schedule trainees for CDL testing.
14. Maintain driver files regarding appropriate permits and licenses.
15. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
16. Perform all other duties assigned by the Director of Transportation.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The lead trainer will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009
 Revised: December 20, 2010
 Revised: June 20, 2011
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Mechanic

QUALIFICATIONS: The Mechanic shall have a high school diploma or GED. He or she should have a minimum of 3 to 5 years experience as a vehicle mechanic, with a thorough knowledge of diesel and gasoline powered equipment. Experience in school bus maintenance is preferred. Must have or be able to obtain own hand tools. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Fleet Maintenance Supervisor

JOB GOAL: To perform all required maintenance to ensure that school buses are in good mechanical condition and provide safe pupil transportation service.

PERFORMANCE RESPONSIBILITIES:

1. Perform repairs on school buses as needed and preventive maintenance according to a pre-determined schedule.
2. Inspect buses prior to the start of school and affix State of Missouri inspection stickers as prescribed by law.
3. Assist in preparation of the fleet for the annual State Highway Patrol inspection.
4. Travel to breakdown locations to diagnose maintenance problems.
5. Keep up to date in knowledge of maintenance of new equipment
6. Be responsible for personal and district-owned tools and equipment.
7. Assist in cleaning of shop as needed.
8. Drive routes as needed by transportation department.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
10. Perform other duties assigned by Supervisor.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. All mechanics will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: December 18, 2006
Revised: November 16, 2009
Revised: December 20, 2010
Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Trainer

QUALIFICATIONS: The Trainer shall have a minimum of three years successful school bus driving experience and be currently employed as a bus driver working less than six hours a day with no preventable accidents/incidents or moving violations within the last year. He/she should possess effective communication skills, student management skills and have a strong desire to take responsibility for the safety involved in transporting District students.

Trainers will be interviewed by the Personnel Office, the Director of Transportation and the Lead Trainer.

JOB GOAL: To train Bus Drivers and Monitors in safety measures as directed by the District.

PERFORMANCE RESPONSIBILITIES:

The Trainer will:

1. Uphold and model safety and operational procedures as directed by the District.
2. Attend skill enhancement inservices as required.
3. Conduct training for Bus Drivers and Monitors as assigned.
4. Assist in the evaluation of driver/monitor readiness.
5. Assist in the assessment of driver performance prior to assigning a route.
6. Perform accurate road observations.
7. Read a map and write directions.
8. Assist in the education of student management procedures for drivers.
9. Meet with Lead Trainer and or Administrative Staff as directed.
10. Conduct student safety workshops as directed.
11. Communicate issues involving training or safety violations to the Lead Trainer/Director of Transportation.
12. Encourage Bus Drivers and Monitors to achieve the highest level of performance.
13. Assist safety staff with other related duties.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Trainer's positions are assigned for one year. Qualified School Bus Drivers will apply or reapply by May 1st each year. If selected, they must successfully complete a safety course to acquire Trainer status.

Upon completion of requirements the Trainer will be employed on a nine-month basis working their regular work hours, plus hours assigned by the Lead Trainer. Trainers are expected to check in with the Lead Trainer on a daily basis to determine schedule. In addition to the nine-month schedule, trainers are expected to be available during July and August for training of new Drivers.

If a Trainer is disqualified during the school year due to an accident/incident or a moving violation, his/her status, as a Trainer, will be reviewed by the Director of Transportation and the Superintendent.

EVALUATION:

Job performance will be evaluated annually in accordance with the provisions of the Board's policy on support staff personnel.

Adopted: October 20, 2003

Revised: March 20, 2006

Revised: May 15, 2006

Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Dispatcher

QUALIFICATIONS: The Dispatcher shall have a minimum of three years experience in transportation service operations in a school system or company. He or she shall demonstrate a general knowledge district bus routes, schools, and residential streets. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Assistant Director of Transportation-Operations

JOB GOAL: To assure that all school bus routes are covered each day and assist drivers via two-way radios.

PERFORMANCE RESPONSIBILITIES:

1. Assure that all routes have a bus and driver assigned and are dispatched in a timely manner.
2. Assign stand-by drivers or monitors to routes of absent drivers and/or monitors.
3. Coordinate bus requirements with Fleet Maintenance Supervisor and assign spare buses as needed.
4. Assist drivers via two-way radios when they have questions regarding routes, traffic concerns, road construction, vehicle problems, or delivery of students.
5. Ensure that buses depart the lot on time.
6. Combine, split or consolidate runs when driver supply is inadequate.
7. Prepare daily report of drivers and monitors who are absent and stand-by driver assignments.
8. Drive routes when necessary.
9. Assist with routing as required.
10. Assist in answering the telephone and provide follow-up to questions and concerns.
11. Open and close the office.
12. Collect and review pre-trip inspection forms from drivers.
13. Perform other duties as assigned by Supervisors.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The dispatcher will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Router

QUALIFICATIONS: The Router shall have a minimum of three years experience in transportation service operations in a school system or company. He or she shall demonstrate knowledge of district schools, streets, and attendance area boundaries. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Assistant Director of Transportation-Operations

JOB GOAL: To assure that all students are transported in a timely and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Formulate bus routes.
2. Adjust routes as necessary for emergencies (e.g. road closings, flooding, etc.)
3. Monitor number of riders on each bus and take care of over-crowding as necessary.
4. Prepare and maintain mileage reports throughout the year for route approval.
5. Keep computerized routes updated and in good order.
6. Drive routes when necessary.
7. Prepare routes for drivers for run picks and be available to answer questions.
8. Answer parent questions regarding bus stops and routing information.
9. Review and investigate changes in routing.
10. Interact with bus drivers about bus routes and changes in routes.
11. All other duties as assigned by the Director of Transportation.
12. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The router will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009
 Revised: December 20, 2010
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Payroll Clerk

QUALIFICATIONS: Payroll Clerk shall have experience in payroll transactions and preferably in school transportation. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Assistant Director of Transportation-Operations

JOB GOAL: To coordinate attendance logs of transportation employees and submit time sheets to district office for employee pay.

PERFORMANCE RESPONSIBILITIES:

1. Keep attendance logs of bus drivers and monitors.
2. Work with the payroll department at district office to coordinate payroll of transportation employees.
3. Monitor leave time of transportation employees.
4. Drive routes when necessary.
5. Coordinate correspondence regarding benefits between district office and employees.
6. Work with drivers and monitors on concerns regarding paychecks, overtime and leave time.
7. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The Payroll Clerk will work 40 hours per week during the school year and 30 hours per week during the summer months, beginning July 1 and ending June 30. Vacation will be pro-rated per reduced summer hours. The payroll clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: School Bus Driver

QUALIFICATIONS: Qualifications for school bus drivers include the following:

- ✓ High school diploma or equivalent
- ✓ Annual physical & Dexterity Tests
- ✓ Current CDL and School Bus Operator's Permit required for school bus driving responsibilities
- ✓ Ability to maintain positive interpersonal relationships
- ✓ Ability to sit, talk, hear, grasp, push, stand, walk, drive, reach with hands and arms, stoop, kneel, crouch, crawl, climb, balance and conduct repetitive wrist and/or hand movements
- ✓ Ability to lift objects weighing up to 25 pounds (75 pounds when operating a wheelchair lift and assistant a special-needs student)

REPORTS TO: Director of Transportation

JOB GOAL: School bus drivers shall transport students to and from school and school related functions in a safe and efficient manner. It is their responsibility to inspect and maintain the school bus to ensure proper operating condition.

PERFORMANCE RESPONSIBILITIES:

1. Transport students of all ages to and from school and extra-curricular activities in a safe and timely manner.
2. Manages student behavior and maintains discipline on the bus.
3. Keep two-way radio on at all times that the bus is in operation.
4. Conducts and logs pre-trip inspections to check for cleanliness, safety, proper mechanical functions and adequate fuel level.
5. Conducts trip inspections after each run to check for vandalism, cleanliness, lost articles, and sleeping children.
6. Maintains and tracks route data as mandated by school and state regulations.
7. Reports mechanical problems to district mechanics.
8. Maintains the confidentiality of students' discipline and medical records.
9. Conducts safety drills with students as required by the State of Missouri.
10. Interprets routes and maps and anticipates and reports road conditions and hazards.
11. Attends monthly safety meetings and workshops.
12. Comply with the Transportation Handbook and other district policies related to the job.
13. Keeps interior of the bus clean.
14. Perform all other related duties as assigned.
15. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Salary for the position will be established annually.

EVALUATION:

Employment will be on a nine-month basis. All bus drivers will be provided a work calendar showing the schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Adopted: October 20, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009
 Revised: June 28, 2010
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE:	School Bus Monitor
QUALIFICATIONS:	<p>Qualifications for school bus monitors include the following:</p> <ul style="list-style-type: none"> ✓ Ability to load and unload wheelchairs with an electric/hydraulic lift, and to operate lift manually in the event of a power failure ✓ Ability to move and maneuver wheelchairs onto and off of lift, and ability to secure wheelchairs in position for travel ✓ Ability to pass annual physical including PPD or X-ray for tuberculosis screen & Dexterity Tests ✓ Have excellent interpersonal skills and the ability to effectively communicate with a diverse clientele including students, parents, school personnel and the bus driver. ✓ Ability to walk up and down bus stairs, bend, stoop and secure wheelchairs in position ✓ Ability to lift or move students weighting 100+ pounds when necessary ✓ Ability to evacuate bus, including students with disabilities, if necessary
REPORTS TO:	Assistant Director of Transportation-Driver Development and Safety
JOB GOAL:	The School Bus Monitor rides on board a school bus which may or may not be air conditioned, works both inside and outside the bus handling wheelchairs, in all weather conditions.

PERFORMANCE RESPONSIBILITIES:

1. Load and unload wheelchairs using a hydraulic lift, and secure wheelchairs in position for safe travel in a school bus.
2. Provide for the comfort and safety of the special needs child while he or she is on board the bus.
3. Assist the driver in maintaining appropriate student conduct among all passengers.
4. Assist students getting on or off the bus via the service door when necessary.
5. Participate in emergency evacuation drills in accordance with state regulations and district policy.
6. Properly secure students in child safety restraints (seat belts, car seats, harnesses).
7. Other duties as assigned by the Assistant Director-Driver Development and Safety or the Director of Transportation.
8. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. All bus monitors will be provided a work calendar showing the schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009
 Revised: June 28, 2010
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Lot Attendant

QUALIFICATIONS: The Lot Attendant shall have a high school diploma or GED. He or she should be familiar with maintenance of trucks or school buses. Must hold or be able to obtain a CDL and Missouri School Bus Drivers Permit. Must be able to work outside during all types of weather conditions and be physically able to walk around the lot throughout the day.

REPORTS TO: Fleet Maintenance Supervisor

JOB GOAL: To assure that all school buses are fueled and fluid levels (engine oil, transmission fluid, windshield washer solvent) are maintained.

PERFORMANCE RESPONSIBILITIES:

1. Fuel all buses on a regular, pre-determined schedule, and also on an "as needed" basis for charter trips.
2. Check fluid levels of all buses on a regular, pre-determined schedule.
3. Assist mechanics in preparation for annual State Highway Patrol inspection.
4. Report damage to buses or any maintenance problems observed during fueling or fluid checks to Fleet Maintenance Supervisor.
5. Maintain records of fuel pumped into each vehicle.
6. Perform radio maintenance as required.
7. Drive routes when necessary.
8. During summer maintenance, clean interior and exterior of all buses.
9. Assist in cleaning of shop and lots as needed.
10. Perform other duties as assigned by Supervisor.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The lot attendant will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Mechanic Apprentice

QUALIFICATIONS: The Mechanic Apprentice shall have a high school diploma or GED. He or she should be enrolled in or recently graduated from a formal training program for diesel and/or gasoline powered equipment. Must have or be able to obtain own hand tools. Must obtain a Missouri State Inspector's License within 3 months after employment based on Missouri State regulations relating to application for Inspector's License. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Fleet Maintenance Supervisor

JOB GOAL: To assist mechanics while learning all required maintenance to ensure that school buses are in good mechanical condition and provide safe pupil transportation service.

PERFORMANCE RESPONSIBILITIES:

1. Must continue formal training and provide passing report to Fleet Maintenance Supervisor on a quarterly basis.
2. Drive routes as needed by transportation department.
3. Assist with repairs on school buses as needed and preventive maintenance according to a pre-determined schedule.
4. Assist in preparation of the fleet for the annual State Highway Patrol inspection.
5. Travel to breakdown locations to assist in diagnoses of maintenance problems.
6. Stay current in knowledge of maintenance of new equipment
7. Be responsible for personal and district-owned tools and equipment.
8. Assist in cleaning of shop as needed.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
10. Perform other duties assigned by Supervisor.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Salary for the position will be established annually.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: December, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Lead Mechanic

QUALIFICATIONS: The Lead Mechanic shall have a high school diploma or GED. He or she should have a minimum of 5 years experience as a vehicle mechanic, with a thorough knowledge of diesel and gasoline powered equipment. Experience in school bus maintenance is required. ASE certification and training in handling of personnel a plus. Must have or be able to obtain own hand tools. Must have a CDL, Missouri School Bus Drivers Permit.

REPORTS TO: Fleet Maintenance Supervisor

JOB GOAL: In the absence of the Fleet Maintenance Supervisor the Lead Mechanic is to maintain a safe fleet of school buses manage the vehicle repair facility and supervise the work of mechanics and lot attendants.

PERFORMANCE RESPONSIBILITIES:

1. In the absence of the Fleet Maintenance Supervisor, supervise mechanics and lot attendants to perform repairs on school buses as needed and preventive maintenance according to a predetermined schedule.
2. Supervise, monitor and evaluate the performance of mechanics and lot attendants, maintaining employee records and documenting deficiencies when necessary.
3. Diagnose and repair buses. Assist other mechanics with their diagnostics and repairs.
4. Monitor and maintain the inventory of parts and supplies.
5. Inspect buses prior to the start of school and affix State of Missouri inspection stickers as prescribed by law.
6. Assist in preparation of the fleet for the annual State Highway Patrol inspection.
7. Travel to breakdown locations and diagnose maintenance problems.
8. Keep up to date in knowledge of maintenance of new equipment.
9. Be responsible for personal and district-owned tools and equipment.
10. Assist in cleaning of shop as needed.
11. Communicate clearly with staff and administrators.
12. Perform other duties assigned by Supervisor.
13. Drive routes as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. All mechanics will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: October 20, 2003
Revised: June 15, 2009
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Executive Secretary

QUALIFICATIONS: Executive secretaries shall have a high level of competence in clerical and dictation skills, a minimum typing speed of 90 wpm, take shorthand, and achieve at least 80% proficiency in the spelling, math and grammar tests. This position requires a minimum of three years' professional secretarial experience and display a high degree of independent initiative.

REPORTS TO: Designated Administrator

JOB GOAL: To assist management level administrators in the performance of general executive responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to office.
3. Take dictation, type and proofread correspondence, forms and notices.
4. Organize and maintain a filing system.
5. Assist in the preparation of a variety of educational reports and research documents.
6. Operate office machinery.
7. Maintain confidential nature of all school related matters.
8. Perform necessary functions unique to the particular secretarial position for which employed.
9. Demonstrate initiative and independent judgement in establishing professional office routines.
10. Supervise other clerical employees in the absence of the appropriate administrator and with direct approval of the superintendent.
11. Assume responsibility for a wide variety of management tasks associated with executive level office operations.
12. Perform other duties as assigned by the immediate supervisor.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The executive secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Division Secretary

QUALIFICATIONS: Division secretaries shall have a high level of competence in clerical skills and shall have a minimum of one-year professional secretarial experience, and be able to type 60 word per minute, and achieve at least 80% proficiency in the spelling, math and grammar tests.

REPORTS TO: Designated Administrator

JOB GOAL: To assist management level administrators in the performance of general division responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to office.
3. Type and proofread correspondence, forms and notices.
4. Organize and maintain a filing system.
5. Assist in the preparation of a variety of educational reports and research documents.
6. Operate office machinery.
7. Maintain confidential nature of all school-related matters.
8. Perform necessary functions unique to the particular secretarial position for which employed.
9. Assume responsibility for a wide variety of management tasks associated with division level office operations.
10. Perform other duties as assigned by the immediate supervisor.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The division secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Director's Secretary

QUALIFICATIONS: Director's secretaries shall have a high level of competence in clerical skills and shall have a minimum of one-year professional secretarial experience, and be able to type 50 word per minute, and achieve at least 80% proficiency in the spelling, math and grammar tests.

REPORTS TO: Designated Administrator

JOB GOAL: To assist management level administrators in the performance of general director's responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to office.
3. Type and proofread correspondence, forms and notices.
4. Organize and maintain a filing system.
5. Assist in the preparation of a variety of educational reports and research documents.
6. Operate office machinery.
7. Maintain confidential nature of all school-related matters.
8. Perform necessary functions unique to the particular secretarial position for which employed.
9. Assume responsibility for a wide variety of management tasks associated with director's level office operations.
10. Perform other duties as assigned by the immediate supervisor.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The director's secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Revised: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

- TITLE: Building Principal's Secretary
- QUALIFICATIONS: The building principal's secretary shall have a minimum of a high school diploma or its equivalent and skills for the successful performance of the tasks assigned. This applicant shall be able to type 50 words per minute and achieve at least 80% proficiency in the spelling, math and grammar tests.
- REPORTS TO: Principal
- JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to office.
3. Type and proofread correspondence.
4. Organize and maintain a filing system.
5. Assist in the preparation of a variety of education reports and research documents.
6. Operate office machinery.
7. Maintain confidential nature of all school related matters.
8. Perform necessary functions unique to the particular secretarial position for which employed.
9. Keep all information up-to-date in computer.
10. Keep abreast of all computer updates and in-services.

(ELEMENTARY ONLY)

- (a) Take care of checking in all materials, books, etc., received during the summer.
 - (b) Prepare as needed for student registrations and orientations.
 - (c) Prepare and aid P.T.C. with publications, programs, etc., throughout the year.
 - (d) Compiling and completing budget by due date.
 - (e) Handling all purchase orders.
 1. Typing
 2. Invoices
 3. Expenditures/spread sheet
 - (f) Take care of all needed purchases throughout year as requested by teachers and administrators.
 - (g) Maintain attendance records on all students and complete monthly attendance reports as well as keep accurate records on all faculty and staff.
11. Perform other duties as assigned by the designated supervisor and/or principal.
 12. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Approved: August 21, 1989
Revised: June 19, 2000
Revised: March 17, 2003
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

- TITLE: Assistant Principal's Secretary
- QUALIFICATIONS: The assistant principal's secretary shall have a minimum of a high school diploma or its equivalent and skills for the successful performance of the tasks assigned.
- REPORTS TO: Assistant Principal
- JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to office.
3. Type and proofread correspondence.
4. Organize and maintain a filing system.
5. Enter student discipline in computer, update files, process correspondence needed for parents.
6. Operate office machinery.
7. Maintain confidential nature of all school related matters.
8. Perform necessary functions unique to the particular secretarial position for which employed.
9. Perform other duties as assigned by the assistant principal and/or building principal.
10. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of the job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

- Adopted: June 19, 2000
Revised: March 17, 2003
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Financial Secretary

QUALIFICATIONS: The financial secretary shall have a minimum of a high school diploma or its equivalent and skills for the successful performance of the tasks assigned.

REPORTS TO: Principal

JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Keep accurate leave records for all staff and reconcile quarterly leave reports for DAO.
2. Prepare and review teacher transmittals, timesheets, and approved leave forms each pay period and submit to DAO by the required deadlines as outlined on the payroll calendar.
3. Maintain all support staff substitutes on a daily basis as needed.
4. Review the Sub Finder Report daily. Coordinate with sub finder technician regarding absences which occur after the start of the school day.
5. Fill hourly positions needed when substitute not available.
6. Prepare bank deposits, count all monies turned in for fundraisers, parking, field trips, etc. and review entries in the Financial Accounting System for accuracy.
7. Coordinate with principal in ordering all equipment, books, supplies, etc.
8. Type all Purchase Orders and Vouchers needed for purchases. Obtain and prepare bids when required.
9. Check in all inventory purchased and record goods received in the Financial Accounting System.
10. Review and approve invoices in the Financial Accounting System.
11. Complete Out of District forms from all staff. Review receipts and expenses and send to AP.
12. Operate and maintain all leased equipment, (i.e., Xerox equipment, postage meters, etc.) including supplies and service calls.
13. Perform other duties as assigned by the building principal.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
15. Comply, communicate and enforce district policies and procedures.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
Revised: March 17, 2003
Revised: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Guidance Secretary

QUALIFICATIONS: The guidance secretary shall have a minimum of a high school diploma or its equivalent and be competent in the non-professional duties to be performed.

REPORTS TO: Principal

JOB GOAL: To improve the educational program by assisting the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate with the counseling staff enrollment of new students.
2. Request new student records/transcripts from prior schools.
3. Process schedules and all information pertaining to all students.
4. Coordinate with other secretaries to process/mail progress reports and report cards.
5. Enter and maintain all student data on computer.
6. Schedule appointments for counselors.
7. Maintain Honor Roll lists and print and distribute certificates each quarter.
8. Maintain student GPA's and make any changes to permanent records as needed.
9. Working cooperatively with the guidance counselors to maintain accurate student database.
10. Working cooperatively with building principal to communicate grade reporting and progress report timetables to teachers.
11. Printing of all student schedules.
12. Maintain all former withdrawn/drop student records.
13. Generate statistics for end of year Core Data Reports for DAO.
14. Perform other duties as assigned by the building principal.

HIGH SCHOOL ONLY:

- (a) Maintain accurate transcripts for each student.
 - (b) Maintain, monitor and adjust grades/credits due to PAS, ACE, YES, UMC/cc, VIP grades.
 - (c) Gather information for Dropout information.
 - (d) Determine and maintain graduation roster.
 - (e) Calculate "Top 10" list for graduating class.
 - (f) Assist guidance department chair in reporting various state and school reports.
 - (g) Assist guidance department chair in preparation for registration week.
- 15 Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in nineteen (19) equal payments (high school salary will be disbursed in twenty-four (24) equal payments.)

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
Revised: March 17, 2003
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Attendance Secretary

QUALIFICATIONS: The attendance secretary shall have a minimum of a high school diploma or its equivalent and be competent in the non-professional duties to be performed.

REPORTS TO: Principal

JOB GOAL: To improve the educational program by assisting the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Monitoring and/or collecting of attendance.
2. Entering attendance in computer.
3. Summarizing daily attendance from computer.
4. Completing all attendance and membership reports.
5. Calling parents of students who are absent.
6. Printing of attendance, grade reporting and progress reports scan sheets and entering into personal computer.
7. Running verification of grade reporting.
8. Creating download diskette for grade card and progress reports.
9. Checking in late arrivals and assisting with admit slips.
10. Working cooperatively with the guidance secretary to maintain accurate student database.
11. Working cooperatively with principal to communicate grade reporting and progress report timetables to teachers.
12. Attending in-service workshops related to job description to remain current.
13. Perform other duties as assigned by the building principal.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each attendance secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours will constitute a workday for the attendance secretaries. A definite daily schedule will be established by the principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
 Revised: June 19, 2000
 Revised: March 17, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Attendance Secretary

QUALIFICATIONS: The attendance secretary shall have a minimum of a high school diploma or its equivalent and be competent in the non-professional duties to be performed.

REPORTS TO: Principal

JOB GOAL: To improve the educational program by assisting the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Monitoring and/or collecting of attendance.
2. Entering attendance in computer.
3. Summarizing daily attendance from computer.
4. Completing all attendance and membership reports.
5. Calling parents of students who are absent.
6. Printing of attendance, grade reporting and progress reports scan sheets and entering into personal computer.
7. Running verification of grade reporting.
8. Creating download diskette for grade card and progress reports.
9. Checking in late arrivals and assisting with admit slips.
10. Working cooperatively with the guidance secretary to maintain accurate student database.
11. Working cooperatively with principal to communicate grade reporting and progress report timetables to teachers.
12. Attending in-service workshops related to job description to remain current.
13. Perform other duties as assigned by the building principal.
14. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each attendance secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours will constitute a workday for the attendance secretaries. A definite daily schedule will be established by the principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989

Revised: June 19, 2000

Revised: March 17, 2003

Revised: May 15, 2006

Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: A+ Schools Secretary

QUALIFICATIONS: The A+ schools secretary shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

REPORTS TO: A+ Schools Coordinator/Principal

JOB GOAL: To improve the educational program by assisting the A+ Coordinator and the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Perform clerical and word processing duties in the preparation of documents, memos, letters and curriculum guides.
2. Assist in the collection of data concerning students entering the program, students that are enrolled in the program and statistics concerning the program.
3. Serve as a secretary to the advisory committee and record minutes of all meetings.
4. Assist the coordinator with the process of purchasing and inventory control.
5. Assist in the scheduling of all A+ schools activities.
6. Perform other duties as needed to meet the requirements of the A+ Schools Program or as assigned by the coordinator.
7. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, plus an additional twenty (20) days, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each A+ schools secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday for the A+ schools secretaries. A definite daily schedule will be established by the A+ coordinator and principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: July 18, 2002
 Revised: May 15, 2006
 Revised: June 28, 2007
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Activities Coordinator Secretary

QUALIFICATIONS: The Activities Coordinator's secretary shall have a minimum of a high school diploma or its equivalent and skills for the successful completion of the tasks assigned.

REPORTS TO: Activities Coordinator

JOB GOAL: To provide the necessary clerical responsibilities for the administration of the school's activities in order to assure the smooth, efficient operation of the athletic/activities office.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to the office.
3. Type and proofread correspondence.
4. Enter pertinent student/athletic information in computer, update data files, assist parents/staff as needed.
5. Operate office equipment.
6. Organize and maintain a filing system.
7. Maintain confidential nature of all school related matters.
8. Arrange transportation, officials, workers, security, files and verify as needed (preceding week).
9. Arrange payment of officials, workers, security, tournament/event fee, etc. as required for each event.
10. Maintain records related to required physicals for all athletes.
11. Maintain eligibility lists and submit to MSHSAA for each seasonal sport.
12. Maintain team rosters and opposing team rosters for each event. Generate programs for home events. Send roster to other schools for away events.
13. Prepare materials for pre-season coaches meetings.
14. Prepare/process travel forms, vouchers, and/or purchase orders related to the AD office.
15. Assist with completion of and recording of all facility usage forms.
16. Maintain and distribute a weekly and monthly AD calendar showing all events.
17. Assist with: Senior night, end of season awards events, parent meeting, awards, accident reports, clubs, summer camps, cash reconciliation, student lettering, extra pay/extra duty interests, notification of change of scheduled events, coaching evaluations (typing), any special functions.
18. Perform other duties as assigned by the AD and/or building administration.
19. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of the job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: October 18, 2004
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk - Attendance

QUALIFICATIONS: The attendance clerk shall have a minimum of a high school diploma or its equivalent and be competent in the non-teaching duties to be performed.

REPORTS TO: Principal

JOB GOAL: To improve the educational program by assisting the attendance secretary and the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the monitoring and/or collecting of attendance.
2. Assist of entering attendance in computer.
3. Assist in summarizing daily attendance from computer.
4. Assist with calling parents of students who are absent.
5. Assist in checking in late arrivals and assisting with admit slips.
6. Working cooperatively with the attendance secretary to maintain accurate student database.
7. Attend in-service workshops related to job description to remain current.
8. Perform other duties as assigned by the building principal or attendance secretary.
9. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each attendance clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for attendance clerk. A definite daily schedule will be established by the principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009
Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk-Office & Playground (Elementary)

QUALIFICATIONS: The office and playground clerk shall have a minimum of high school diploma or its equivalent and be competent in the duties to be performed. Ability to work in adverse weather conditions (rain, heat, snow, and cold) due to playground supervision and bus duty.

REPORTS TO: Principal

JOB GOAL: To improve the educational program by assisting the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students at recess and lunch.
2. Check playground equipment for needed repairs and report any items needing repair to the principal.
3. Monitor classrooms when teacher is in an IEP or staff meeting.
4. Supervise cafeteria at lunchtime.
5. Assist with supervising in-school suspension.
6. Assist with bus supervision at beginning and end of day.
7. Assist with typing and duplicating of material for teachers.
8. Assist secretary with answering of telephone, student record keeping, typing of new student folders and records as well as filing of records.
9. Perform other duties as assigned by the building principal.
10. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each office & playground clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for the office & playground clerk. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk-Cafeteria (Elementary)

QUALIFICATIONS: The cafeteria clerk shall demonstrate aptitude for successful performance of the tasks listed and certification of good health signed by a licensed physician.

REPORTS TO: Principal

JOB GOAL: To assist in providing a quality food service program.

PERFORMANCE RESPONSIBILITIES:

1. Collect money for meal ticket and sales and properly record collections.
2. Provide accurate and detailed reports related to meal tickets and sales to include preparing deposit slips for money collected.
3. Provide cashier services in the cafeteria during lunch hour.
4. Assist at recess and/or monitor the lunchroom as directed by the building principal.
5. Deposit cash and checks from lunch programs on a daily basis.
6. Perform other duties as assigned by the building principal.
7. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each cafeteria clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for cafeteria clerk. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: June 3, 1985
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk-Guidance

QUALIFICATIONS: The guidance clerk shall have a minimum of high school diploma or its equivalent. Must have ability to learn SIS and Microsoft.

REPORTS TO: Principal

JOB GOAL: To improve the guidance counselor program by assisting the guidance counselors in the office.

PERFORMANCE RESPONSIBILITIES:

1. Maintain the guidance career area: organize and maintain materials, assist students with computer usage and update career materials daily, including information on colleges and scholarships.
2. Coordinate collection and distribution of student work: gather homework assignments for students with extended absences, at parents' request; collect books for homebound students; distribute assignment sheets as requested.
3. Assist in the coordination and distribution of grade sheets and report cards.
4. Gather and organize materials as needed for special guidance projects.
5. Develop appropriate lists of students related to progress reports, honor roll and retention.
6. Monitor classrooms when a teacher is in an IEP or staff meeting.
7. Supervise the cafeteria at lunchtime.
8. Assist with supervising in-school suspension.
9. Assist with typing and duplicating of material for teachers.
10. Assist the guidance secretary with data entry work, typing, filing of student records, scheduling conferences, writing appointment slips, sorting mail, and answering telephone.
11. Assist with the supervision of students as assigned.
12. Perform other duties as assigned by the building principal.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each guidance clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for the guidance clerk. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
 Revised: June 19, 2000
 Revised: March 17, 2003
 Revised: May 15, 2006
 Revised: November 16, 2009
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Teacher Clerk/Attendance (Secondary)

QUALIFICATIONS: The teacher clerk/attendance shall have minimum of high school diploma or its equivalent and be competent in the non-professional duties to be performed.

REPORTS TO: Building Principal

JOB GOAL: To improve the educational program by assisting the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Monitoring and/or collecting of attendance.
2. Entering attendance in computer.
3. Summarizing daily attendance from computer.
4. Completing all attendance and membership reports.
5. Calling parents of students who are absent.
6. Printing of attendance, grade reporting and progress report scan sheets and entering into personal computer.
7. Running verification of grade reporting.
8. Creating download diskette for grade card and progress reports.
9. Checking in late arrivals and assisting with admit slips.
10. Working cooperatively with guidance secretary to maintain accurate student database.
11. Working cooperatively with scheduling and grade reporting coordinator to maintain accurate database.
12. Working cooperatively with principal to communicate grade reporting and progress report timetables to teachers.
13. Attending in-service workshops related to job description to remain current.
14. Perform other duties as assigned by the building principal.
15. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each teacher clerk/attendance will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for a teacher clerk/attendance. A definite daily schedule will be established by the principal and approved by the assistant superintendent.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
Revised: May 15, 2006
Revised: November 16, 2009
Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk-Duplicating

QUALIFICATIONS: The duplicating clerk shall have a minimum of high school diploma or its equivalent and be competent in the clerical duties to be performed.

REPORTS TO: Principal

JOB GOAL: To improve the educational program by assisting the instructional staff.

PERFORMANCE RESPONSIBILITIES:

1. Keep duplicated materials and supplies organized.
2. Assist in maintaining an accurate inventory system of supplies.
3. Assist in maintaining a record of use of supplies.
4. Assist in requisitioning of supplies.
5. Be able to use equipment in the duplicating of materials, e.g., duplicator, mimeograph, copier, thermo fax, and typewriter.
6. Duplicate, collate, staple and three-hole punch materials as needed.
7. Laminate materials as required.
8. Maintain accurate record of teacher's requests and number of copies duplicated.
9. Distribute completed duplicating work as directed.
10. Perform preventative maintenance of equipment as needed.
11. Assist in supervision of students as assigned.
12. Perform other duties as assigned by the building principal.
13. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each duplicating clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for the duplicating clerk. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk-Library

QUALIFICATIONS: The library clerk shall have a minimum of high school diploma or its equivalent and be competent in the duties to be performed.

REPORTS TO: Principal/Librarian

JOB GOAL: To improve the library education program by assisting the librarians with organizational duties and in the instructional program.

PERFORMANCE RESPONSIBILITIES:

1. Assist in maintaining a comprehensive and efficient system for cataloging all library materials and assist teachers and students on use of the computer system.
2. Assist in processing, organizing, classifying and maintaining library holdings.
3. Assist in maintaining accurate records of library holdings.
4. Assist students and teachers in selecting needed materials and proper check out procedures of materials.
5. Assist in shelving and filing materials.
6. Assist in doing clerical work such as regular typing, computer work, keeping records, sending overdue notices, handling office and circulation routines.
7. Assist in making minor repairs to books.
8. Assist in providing library displays.
9. Duplicate materials as needed by librarian/teachers.
10. Assist in distributing audio-visual equipment.
11. Make minor repairs to audio-visual equipment.
12. Assist in annual inventory of library books, audio-visual equipment and software.
13. Keep appearance of the library in order.
14. Assist with the supervision of students as assigned.
15. Perform other duties as assigned by the librarian and/or the building principal.
16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each library clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for the library clerk. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised: November 16, 2009
 Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Office Clerk (District Administrative Offices)

QUALIFICATIONS: Demonstrates aptitude for the successful performance of the tasks assigned.

REPORTS TO: Designated Administrator

JOB GOAL: To assist in the smooth functioning of centralized district operations by carrying out assigned duties within the district administrative office.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the responsibility for the record retention operations for the district.
2. Provide relief time for switchboard operator.
Provide assistance to specific departments or help various departments in times of increase workload.
3. File, sort interoffice mail, duplicate and type materials as assigned.
4. Maintain confidential nature of all school-related matters.
5. Posses working knowledge of computers and the ability to learn specific job related programs.
6. Perform other duties as assigned by the most immediate supervisor.
7. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each office clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: May 15, 2006
 Revised: October 20, 2008
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerk-Clinic

QUALIFICATIONS: The clinic clerk must have a minimum of high school diploma or its equivalent and be competent in the duties to be performed. The clinic clerk must have or obtain certification in a first aid class such as the Red Cross First Aid Course and CPR. These certificates must be kept current.

REPORTS TO: Principal/Nurse

JOB GOAL: The clinic clerk will be employed to provide basic health care to district students during the school day thereby minimizing student absence due to illness, record keeping and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Assist in maintaining cumulative health records including state immunization status for each student.
2. Carry out daily routine established by the nurse in cooperation with the principal.
3. Keep nurse informed of all matters appropriate to health and well being of students.
4. Assist in maintaining the clinic with supplies, first aid materials, equipment and necessary resource material and assist with yearly inventory of clinic.
5. Assist in performing special care procedures of students, (i.e., bathroom needs including diapering).
6. Assist in providing first aid to ill and injured students and coordinate injury reports in the absence of the nurse according to established policy and procedures.
7. Assist with students needing medication and record information under the direction of the school nurse.
8. Prepare various reports for parents and school personnel, (i.e., health history forms, parent notification form, accident reports and weekly/monthly reports).
9. Perform computer data entry of necessary health information in School Information Systems (S.I.S.) student records.
10. Type, duplicate and file records, reports and correspondence as needed.
11. Assist in the development checklists and maintaining information to be used in compiling statistics for studies, surveys, or reports.
12. Maintain clinic rest area in a neat, orderly fashion.
13. Participate in required inservice opportunities.
14. Initiate health records for all new students.
15. Carry out established procedure for transfer of the care of an ill or injured child to the parent or guardian as directed by the school nurse.
16. Assist with the supervision of students as assigned.
17. Perform other duties as assigned by the nurse or the building principal.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each clerk/clinic will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for clinic clerk. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually by the principal and/or nurse in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
Revised: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Clerical-Receptionist

QUALIFICATIONS: The clerical/receptionist shall have a minimum of a high school diploma or its equivalent and skills for the successful performance of the tasks assigned.

REPORTS TO: Designated Administrator

JOB GOAL: To be employed in the district administrative office to assist in the smooth functioning of centralized district operations.

PERFORMANCE RESPONSIBILITIES:

1. Greet all visitors courteously, determine their needs, check appointments and direct them to proper person.
2. Maintain an attractive and comfortable reception area which includes a reading table stocked with current school district publications and periodicals of general interest.
3. Report immediately the presence in the building of any visitor who bypasses the reception desk and/or any suspicious activity or unusual behavior on the part of visitors.
4. Operate multi-positioned telephone switchboard to relay incoming, outgoing and interoffice calls.
5. Answer questions of callers according to school policy and take messages for staff members.
6. Keep records of telephone charges as required for the business office.
7. Sort mail for distribution to school district offices.
8. Accept and sign for deliveries to the district administrative office.
9. Perform other miscellaneous school communications and clerical duties as assigned by the superintendent or his/her designee.
10. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each receptionist will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
 Revised: May 15, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Special Education Paraprofessional

QUALIFICATIONS: The Special Education paraprofessionals shall have a minimum of sixty (60) college hours and be competent in the duties to be performed.

REPORTS TO: Principal

JOB GOAL: To work in a resource or self-contained room with students under a teacher's supervision.

PERFORMANCE RESPONSIBILITIES:

1. Assist special education teacher with instruction of special education students in the classroom.
2. Monitor classroom when there are IEP meetings and staffings.
3. Assist the special education teachers as needed (i.e., grading papers, phone calls).
4. Assist with physical care of special education students as needed (i.e. diaper changing, taking to bathroom and feeding).
5. Assist in lunchroom as assigned.
6. Assist at recess and noon hour as assigned.
7. Perform other duties as assigned by the building principal.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each paraprofessional will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for special education paraprofessionals. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
 Revised: August 15, 1994
 Revised: June 19, 2000
 Revised: May 15, 2006
 Revised; November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Accounts Payable Specialist

QUALIFICATIONS: The Accounts Payable Specialist shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

REPORTS TO: Accounts Payable Coordinator and/or Director of Business Services

JOB GOAL: To assist the Accounts Payable Coordinator in the performance of his/her duties and to insure that payments are accurate and are processed in a timely fashion and deadlines are met.

PERFORMANCE RESPONSIBILITIES:

1. Ensure that the Accounts Payable Section maintains complete records for all payments processed:
 - a. Open and sort daily mail (includes pony mail).
 - b. Create invoices from purchase orders in the financial software, insuring computerized invoice matches vendor copy.
 - c. Insure appropriate funds are available for invoice payment.
 - d. Copy invoices and send to the appropriate buildings.
 - e. Insure proper documentation is received for processing invoices.
 - f. Create report from financial software in order to retrieve filed invoices listed on the report.
 - g. Review and process invoices by verifying all necessary information.
 - h. Prepare and print accounts payable checks.
 - i. Proofread checks by verifying against related invoice.
 - j. Ensure all checks, after approval, are properly distributed.
2. Maintain and organize all documentation relating to purchase orders, invoices and checks.
3. Assist vendors and buildings with payment inquiries.
4. Provide guidance to building personnel regarding all accounts payable issues.
5. Perform other duties as assigned by the Accounts Payable Coordinator and the Director of Business Services.
6. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The Accounts Payable Clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday for the Accounts Payable Clerk. The Accounts Payable Coordinator will establish a definite daily schedule with approval from the Director of Business Services.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: June 19, 2000
 Revised: October 20, 2003
 Revised: May 15, 2006
 Revised: November 19, 2007
 Revised: November 16, 2009
 Revised: May 17, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Financial Aid Secretary

QUALIFICATIONS: High school diploma or its equivalent. A minimum of one-year successful experience in a high school guidance office of business office with similar responsibilities. Good clerical/computer skills required.

REPORTS TO: Guidance Department Chairperson

JOB GOAL: To assist the guidance counselors in working with students, especially juniors and seniors, to take full advantage of educational and scholarship opportunities offered by post-secondary institutions and the military.

PERFORMANCE RESPONSIBILITIES:

1. Assist the counseling department in the maintenance of a file on each student regarding future educational plans.
2. Aid students with the process of completing college applications and applications for financial aid. Process scholarship and school applications, including the official transcript.
3. Maintain an up-to-date library of catalogues, college profiles, military information and technical school profiles, scholarship information and college testing information.
4. Maintain a supply of current application forms and information booklets for college entrance examinations (Mainly the ACT and SAT).
5. Maintain open communications and positive relationships with college admission officers.
6. Arrange college visits, military and technical school visits for students with admission officers or appropriate personnel.
7. Schedule college financial aid, college planning, minority college planning and FAFSA completion workshops.
8. Attend college and financial aid fairs and workshops to gather new up-to-date information and applications. Obtain and disseminate information about financial aid programs to students.
9. Assist students with scholarship online searches, such as wiredscholar, finaid or fastweb. Make sure students have the information available to do their searches by ordering pamphlets and flyers.
10. Assist counselors with nomination scholarships.
11. Compose, print and distribute junior and senior newsletters and parent letters. The senior newsletter is published monthly with all available scholarship listed. Assist the guidance staff with mailing of report cards, progress reports, and newsletters. Make sure all scholarships that have been sent to the department are publicized.
12. Compile a complete end-of-year report to include all scholarships awarded, and/or accepted, by each individual student, list of post-secondary schools seniors are planning to attend and various statistics on the graduating class.
13. Organize Senior Scholarship Awards Night. Coordinate college presenters and award recipients, compose and print program. Arrange for color guard, reception for presenters and staff. Coordinate with teachers and college presenters when they will be giving their awards. Also organize a seating chart and also hold a short rehearsal the day prior to the ceremony. Compose script for principal to be read the night of the ceremony.
14. Maintain the career center. Keep the room in an orderly fashion for career center visits and meetings.

15. Other duties as assigned.
16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each financial aid secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance on this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: August 18, 2003
Revised: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Financial Aid Clerk

QUALIFICATIONS: High school diploma or its equivalent. A minimum of one-year successful experience in a high school guidance office or business office with similar responsibilities. Good clerical/computer skills required.

REPORTS TO: Guidance Department Chairperson

JOB GOAL: To assist the guidance counselors in working with students, especially juniors and seniors, to take full advantage of educational and scholarship opportunities offered by post-secondary institutions and the military.

PERFORMANCE RESPONSIBILITIES:

1. Assist the counseling department in the maintenance of a file on each student regarding future educational plans.
2. Process scholarship and school applications, including the official transcript, as needed.
3. Maintain an up-to-date library of catalogues, college profiles, military information and technical school profiles, scholarship information and college testing information.
4. Maintain a supply of current application forms and information booklets for college entrance examinations (Mainly the ACT and SAT).
5. Maintain a typed list of college admission officers for counselor use.
6. Arrange college visits, military and technical school visits for students with admission officers or appropriate personnel.
7. Assist the counselors with college financial aid, college planning, minority college planning and FAFSA completion workshops.
8. Obtain and disseminate information about financial aid programs to counselors.
9. Assist students with scholarship online searches. Make sure students have the information available to do their searches by ordering pamphlets and flyers.
10. Assist counselors with nomination scholarships.
11. Type, print and distribute junior and senior newsletters and parent letters. The senior newsletter is published monthly with all available scholarship listed. Assist the guidance staff with mailing of report cards, progress reports, and newsletters. Make sure all scholarships that have been sent to the department are publicized.
12. Compile data for and type a complete end-of-year report to include all scholarships awarded, and/or accepted, by each individual student, list of post-secondary schools seniors that are planning to attend and various statistics on the graduating class.
13. Assist the counselors with Senior Scholarship Awards Night, which may include coordinating college presenters and award recipients, typing and print program, arranging for color guard, and assisting with the reception for presenters and staff.
14. Maintain the career center. Keep the room in an orderly fashion for career center visits and meetings.
15. Assist the counseling office with filing, typing, routine office tasks including all mailings.

SS: 615
Page 2

16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each financial aid clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours (including a 30-minute non-paid lunch period) will constitute a workday for financial aid clerks. A definite daily schedule will be established by the principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance on this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Adopted: October 20, 2003
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Financial Office Clerk

QUALIFICATIONS: The Financial Office Clerk shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

REPORTS TO: Principal

JOB GOAL: To assist the Financial Secretary in the performance of his/her duties.

PERFORMANCE RESPONSIBILITIES:

1. Process timesheets needed for payroll for the entire building;
2. Count and verify all deposits as submitted by sponsors, coaches, or other staff members;
3. Receive, verify and distribute all supplies for the building;
4. Process and ensure all travel documents are completed for building staff;
5. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
6. Perform duties of the Financial Secretary in his/her absence.
7. Perform other duties as assigned by the Principal.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The Financial Office Clerk will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday for the Financial Office Clerk. A definite daily schedule will be established by the Building Principal.

The annual salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance on this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: June 28, 2007
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Crossing Guard

QUALIFICATIONS: The Crossing Guard shall demonstrate aptitudes for successful performance of the task listed.

REPORTS TO: Building Principal

JOB GOAL: To provide assistance to students crossing busy streets when walking to school.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the streets and corners around school grounds.
2. Assists students crossing the street.
3. Alerts administration of any suspicious vehicles, dangerous situations, and/or possible discipline issues.
4. Builds rapport with students and families to further the development of our school community.
5. Possess the ability to work in adverse weather conditions (i.e., heat, cold, rain, and snow).
6. Possess the ability to communicate, verbally and in written form, with administrators, staff, and the community as needed.
7. Perform other duties as assigned by the principal and his/her designee.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each employee will be provided a yearly work calendar showing the specific daily work schedule of the employees. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Daily work hours and a definite daily schedule will be established by the Building Principal and approved by the Assistant Superintendent-Personnel based on building needs.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: November 19, 2007
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

- TITLE:** Prevention/Crisis Counselor
- QUALIFICATIONS:** The prevention/crisis counselor shall have a Master's Degree in social work is preferred. Related Degrees with social work experience may be considered.
- REPORTS TO:** Superintendent or his/her designee
- JOB GOAL:** To deal immediately with the individual student problems of a crisis nature in a constructive, supportive, non-judgmental manner. As well, to work intensively on a one-on-one or group basis with those students who are not functioning effectively in school programs because of truancy, non-attendance, behavioral patterns indicating potential substance use/abuse and/or emotional, family or social problems.

PERFORMANCE RESPONSIBILITIES:

1. Consults and cooperates with administrators, school resource officers, classroom teachers, counselors and nurses in assessing the mental and emotional state of the individual students having difficulties.
2. Consults with and counsels parents in working to improve home situations whereby more favorable conditions will be attained regarding school work, behavior and attendance.
3. Serves as liaison between the school and outside agencies such as the Welfare Department, Juvenile Court and other agencies responsible for child welfare.
4. Maintains an office on school premises with a telephone equipped with automatic answering equipment on a twenty-four hour a day basis.
5. Makes home visits for the purpose of gathering helpful information on the student's background and for developing cooperative home-school relationships.
6. Helps families make appropriate social agency contact when needed.
7. Serves as liaison between home and school as needed.
8. Participates with other members of the student personnel team in case conferences and regular staff meetings.
9. Counsels students and parents in matters of attendance, behavior problems, emotional problems, family problems, and makes every effort to gain their cooperation.
10. Arranges and implements drug education classes, group meetings for students, parents and staff in cooperation with the assistant superintendent - student personnel services and the building principal.
11. Provides attendance information to both guidance counselors and principals and follows up on cases of chronic absenteeism that have proven unresponsive to counseling.
12. Maintains and updates the directory of referral services yearly to be utilized in crisis situations affecting students such as suicide, alcohol and/or drug problems.
13. Develops in-service opportunities for all staff members related to helping "at-risk" students.
14. Assists counselors and administrators in outlining and implementing preventive programs for all students. Activities may include classroom programs, school wide activities, as well as student leadership seminars.
15. Serves as a member of the building/District crisis management team.
16. Other duties as assigned by the superintendent or his/her designee.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis concurrent with the teacher work calendar plus 20 days as assigned with the Assistant Superintendent of Student Personnel or at the time of employment for duration of school year with prorated personal leave. Prevention/crisis counselors for crisis intervention will be appointed for a period not to exceed 10 months and will be directly responsible to the superintendent or his/her designee.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 21, 1989
Revised: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Parent Educator - Early Childhood Education

QUALIFICATIONS: The parent educator shall have a minimum of a high school diploma or its equivalent, be competent in the non-professional duties to be performed and have:

1. Certification in one of the following:
 - Elementary Education
 - Early Childhood Special Education
 - Early Childhood Education
 - Vocational Home Economics (Consumer and Homemaking)
 - Occupational Child Care Services and demonstrated ability in working with young children and their parents; or
2. A two-year associate degree or two-year certificate program in Early Childhood Education, Child Development or Nursing and demonstrated ability in working with young children and their parents; or
3. Sixty college hours and two years of successful experience in a program working with young children and their parents; or
4. Five years of successful experience in a program working with young children and their parents;

AND

5. Must show successful completion of approved training in parent education regardless of previous training and experience according to the following schedule:
 - a. A minimum of 30 hours preservice training;
 - b. A minimum of 20 hours inservice training during the first year of employment in an approved program;
 - c. A minimum of 15 hours inservice training during the second year of employment in an approved program;
 - d. A minimum of 10 hours inservice training for the third, fourth and fifth years of employment in an approved program.
 Parenting experience is strongly recommended but not required.

REPORTS TO: Early Childhood Education Coordinator

JOB GOAL: To improve the early childhood education program by assisting the professional staff with its implementation.

PERFORMANCE RESPONSIBILITIES:

1. Must provide five contact hours per year to each family, four of which must be personal visits for birth to three families, and three contact hours per year, two of which must be personal visits for 3+ families.
2. Must write and carry out lesson plans and activities for each personal visit.
3. Must keep accurate records of caseloads and each personal visit.
4. Must screen each child on caseload who is at least six months of age or older (screen annually).
5. Must be proficient with the appropriate screening instruments.
6. Must help plan and carry out-group meetings for the year (approximately 8-10).
7. Must help with recruitment for the Parents As Teachers Program.
8. Must attend appropriate inservices during the year.
9. May work some evening hours (1-2 evenings per week) because many parents enrolled in the program both work during the day.
10. Perform other duties as assigned by the Early Childhood Coordinator or the Assistant Superintendent – Special Services.
11. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each parent educator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for full time parent educators. A definite daily schedule will be established by the early childhood education coordinator and the Assistant Superintendent - Special Services. Part time parent educators work either 16 ¼ or 20 hours per week. Job responsibilities will be prorated and modified as appropriate.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: August 5, 1986
Revised: August 3, 1987
Revised: February, 1998
Revised: July, 2004
Revised: May 15, 2006
Revised: June 30, 2008
Revised; November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri.

SUPPORT STAFF POSITION

TITLE: Auditorium Manager/Computer Technician

QUALIFICATIONS: Appropriate background and training for the successful performance of the tasks assigned.

REPORTS TO: Building Principal/Technology Coordinator

JOB GOAL: Supervise, coordinate and manage district auditorium usage, building wide computer network, and all related structural, mechanical and technical systems.

I. AUDITORIUM MANAGER

PERFORMANCE RESPONSIBILITIES:

- A. Coordinate all requests for auditorium usage.
- B. Establish and maintain accurate records of all assigned dates and times and communicate the appropriate information to parties involved.
- C. Supervise all events held at the auditorium.
- D. Assemble, train, coordinate and supervise high school volunteer assistants to support the daily operations of the auditorium.
- E. Periodically inspect the physical plant, create and maintain inspection records and provide repair and maintenance work orders as needed.
- F. Monitor auditorium cleanliness daily and work with administration and staff to ensure regularly scheduled cleaning and maintenance of restrooms.
- G. Supervise the use of all technical equipment necessary for practices, production and performance, including stage and curtain machinery, lights, and lighting displays, audio production and enhancement, two-way communication, etc.
- H. Work with district staff to provide production advice and technical expertise to maximize the value of practice time and enhance the final production/performance.
- I. Work with district staff to provide supervision of production-related stage constructions to insure participant's safety.
- J. Produce a yearly report which reflects long and short term needs and includes a summary of the year's activities.
- K. Work closely with the Director of Auxiliary Services and maintain and apply an accurate procedure for the billing and collection of auditorium usage fees.
- L. Inspect the auditorium before and after usage to assess of any damage done to the facility.
- M. Other duties as assigned by the building principal.
- N. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

II. COMPUTER TECHNICIAN

PERFORMANCE RESPONSIBILITIES

- A. Troubleshoot and repair computers and peripherals.
- B. Diagnose and repair network-wiring problems including copper, fiber, network hubs and associated devices.
- C. Install and configure computers and related peripherals in both stand alone and networked environments,
- D. Troubleshoot, install and configure network interface cards.
- E. Troubleshoot, install Netware servers, install and configure drivers, patches as well as system and client software.
- F. Install and configure software computers in any learning environment.
- G. Support Internet connectivity through installation and configuration of browser, e-mail and other software.
- H. Conduct routine, preventative maintenance of all systems.
- I. Communicate hardware and software needs to the Technology Coordinator.

- J. Other duties as assigned by the Technology Coordinator.
- K. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. A work calendar will be provided showing the specific yearly work schedule.

Eight and one-half hours (including a non-paid 30 minute lunch) will constitute a work-day. Even though a definite work calendar is desired, flexibility will be used if needed to provide completion of some activities outside of the regular school day.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of the this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: July, 2001
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Occupational or Physical Therapist

QUALIFICATIONS: The Occupational or Physical Therapist shall have a Bachelor's Degree and current State therapists' licensure.

REPORTS TO: Assistant Superintendent for Special Services

JOB GOAL: To help reduce or eliminate physical or motor skill impairments that interfere with the individual student's ability to benefit from the district's educational program.

PERFORMANCE RESPONSIBILITIES:

1. Provides appropriate individualized programs of therapy to meet individual students' needs and reduce or eliminate existing physical or motor skill impairments.
2. Assists teachers in observing, describing, and referring suspected and identified impairments.
3. Provides a thorough assessment and diagnosis of physical or occupational therapy needs.
4. Assists in proper referrals of individuals to agencies and specialists in the community as appropriate.
5. Collaborates with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
6. Prepares for provision of therapy services and shows written evidence of preparation upon request of the building principal or administrator.
7. Maintains accurate, complete and correct records as required by law, district policies and administrative regulations.
8. Attends and participates in faculty meetings.
9. Assists in the selection of equipment and other materials as required for the student to participate in and benefit from the district's educational program.
10. Establishes and maintains cooperative relations with others.
11. Provides for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.
12. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
13. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 ½ months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each therapist will be provided a work calendar showing specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a non-paid 30-minute lunch period) will constitute a workday for therapists. A definite daily schedule will be established by the building principal(s) and approved by the Assistant Superintendent for Special Services

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: July 21, 2003
Revised: May 15, 2006
Revised: November 16, 2009
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITION

TITLE: Computer Technician

QUALIFICATIONS: The Computer Technician shall have the ability to work in any environment with dust and heat. Must have appropriate written and oral communication skills, experience and understanding of computer/equipment troubleshooting and repair; basic understanding of different hardware/software platforms.

REPORTS TO: Network Administrator/Building Principal

JOB GOAL: To assist all buildings with repair of hardware, set up and configuration of new equipment, network fault diagnosis and correction, installation of network and Audio/Visual wiring and peripherals.

PERFORMANCE RESPONSIBILITIES:

- A. Troubleshoot and repair computers and peripherals.
- B. Diagnose and repair network-wiring problems including copper, fiber, network equipment and associated devices.
- C. Install and maintain classroom presentation technologies and associated wiring (i.e. Projectors, document cameras, smart boards)
- D. Install and configure computers and related peripherals in both stand-alone and networked environments.
- E. Install and configure drivers, patches as well as system and client software.
- F. Install and configure software for computers in any learning environment.
- G. Basic Active Directory skills, ability to change passwords, create user accounts, maintain shared storage, and manage network printer objects
- H. Support Internet connectivity through installation and configuration of browser, e-mail and other software.
- I. Lift up to 50 pounds repeatedly.
- J. Conduct routine, preventative maintenance of all systems.
- K. Communicate hardware and software needs to the Network Administrator, Server Technician or Network Technician as appropriate.
- L. Perform other duties as assigned by the Assistant Superintendent, Network Administrator or designee.
- M. Possess a valid driver's license to travel between district buildings as necessary.
- N. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Computer technicians will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight and one-half hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: September 19, 2005
Revised: May 15, 2006
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Special Education Behavioral Specialist – Board Certified (BCBA or BCaBA)

QUALIFICATIONS: The Special Education Behavioral Specialist shall have Board Certification and experience in autism and behavior analysis.

REPORTS TO: Assistant Superintendent for Special Services and Director of Special Education

JOB GOAL: To develop, implement, and promote the effectiveness of behavior strategies and behavior therapy programs throughout the Fort Zumwalt School District.

PERFORMANCE RESPONSIBILITIES:

1. Provide direct services as needed and/or consultative services about the needs of children with Autism or other behavior concerns at all age/grade levels enrolled in the Fort Zumwalt School district and the ECSE program.
2. Provide needs assessments for children with Autism or other behavior concerns.
3. Provide in-service training for teachers, parents, and staff as needed.
4. Participate in a collaborative approach with all service providers, including parents, to meet the educational needs of students with Autism and/or behavior concerns.
5. Complete necessary paperwork in a timely fashion.
6. Submit a year-end summary report to the Director for Special Education by end of the school year.
7. Perform other necessary duties as assigned by the Director of Special Education and the Assistant Superintendent for Special Services.
8. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
9. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Salary and work year will be in accordance to the current teacher salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: May 15, 2006
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: In School Suspension Supervisor

QUALIFICATIONS: The In School Suspension (ISS) Supervisor shall have a minimum of sixty (60) college hours and be competent in the duties to be performed.

REPORTS TO: Principal and/or Assistant Superintendent for Student Personnel Services

JOB GOAL: To supervise and assist students participating in In School Suspension.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and assist students who have been assigned to In School Suspension.
2. Assist with before and after school responsibilities as assigned.
3. Assist in upholding and enforcing school rules, administrative regulations and Board policies.
4. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
5. Establish and maintain cooperative relationships with other staff members.
6. Keep current records of all students who are placed in ISS.
7. Maintain discipline within the classroom and school.
8. Provide instructional assistance and encouragement to students to complete their daily tasks and assignments.
9. Provide communication to administration and teachers about the students' activities and attitudes while assigned to ISS.
10. Assist students on an individual basis with their work.
11. Obtain student work assignments from the appropriate administrator and/or teacher and make sure those assignments are returned to the proper teacher or administrator.
12. Substitute teach if no students are assigned to ISS, as directed by the principal
13. Complete other supervisory / teaching duties as assigned by the principal including hall monitor and before and after school supervision.
14. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis concurrent with the student calendar. Each supervisor will be provided a work calendar showing specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as need dictates.

Salary will be consistent with substitute teacher hourly rate for eight (8) hours per day.

Eight hours and (including a paid 30-minute lunch period) will constitute a workday for supervisors. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent for Student Personnel Services.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: July 17, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Early Childhood Education Coordinator

QUALIFICATIONS: The Early Childhood Education Coordinator shall hold an appropriate Missouri teacher's certificate, or relevant work experience in the area of early childhood, Advance course work and/or training in the related subject area is required. The Coordinator will possess and maintain appropriate Supervisor status through Parents as Teachers.

REPORTS TO: Assistant Superintendent – Special Services

JOB GOAL: The Early Childhood Coordinator, as recommended by the Superintendent of Schools and approved by the Board of Education, shall be appointed to promote the effectiveness of the overall program of his or her subject area.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate monthly department meetings with Parent Educators for the purpose of reviewing procedures and promoting professional development.
2. Coordinate the preparation and implementation of staff resource guides for his or her subject area.
3. Participate in the evaluation, review and purchase of materials used in his or her program area.
4. Establish, monitor and coordinate staff access to training programs pertinent to certification requirements.
5. Maintain contact with curriculum projects and keep informed about current quality educational programs operating in his or her subject area.
6. Coordinate the development of district wide budget planning for his or her subject area.
7. Conduct periodic home visits and/or pre-school screening visits with Parent Educators to understand the scope and sequence of assigned responsibilities and for purposes of evaluating staff efficacy.
8. Assist the professional staff in the evaluation of the subject area program.
9. Coordinate and implement programs outlined by Senate Bill 658 and funded by the Missouri Department of Elementary and Secondary Education to include:
 - a. Screening program - Ages one and two
 - b. Parent education program - Birth to three
 - c. Screening program - Ages three to kindergarten
 - d. Parent education program - Ages three and kindergarten
 - e. Program for developmentally disabled children - Ages three to kindergarten
10. Maintain files and records on all services to document parent/child participation and for purposes of maintaining compliance with state/federal requirements.
11. Develop permanent record files on all students screened and/or participating in the program and forward these files to the elementary schools when the students enroll in the regular school program.
12. Maintain an updated list of outside agencies that may provide appropriate evaluations and/or services to the preschool population.
13. Maintain and update an Early Childhood Resource Library for checkout of appropriate materials.

14. Coordinate the implementation of the annual kindergarten screening program. The coordinator shall dialogue with Fort Zumwalt Elementary Administrators on opportunities to facilitate effective transition into kindergarten settings.
15. Attend appropriate state and local workshops and training institutes.
16. Coordinate, supervise and evaluate the performance of support staff members working in the program.
17. Perform other evaluative and instructional duties as assigned by the superintendent or his/her designee.

TERMS OF EMPLOYMENT:

The Early Childhood Education Coordinator will be appointed for a period not to exceed one year and will be directly responsible to the superintendent or his/her designee.

The Early Childhood Education Coordinator will be a certified teacher, or possess relevant work experience in the area of early childhood, and will receive extended contract time to perform his or her responsibilities. Salary for the position and extended contract time will be determined on an annual basis.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Adopted: April 20, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Speech to Text Captionist

QUALIFICATIONS: Vocational preparation: (Experience) – must have passed a preliminary screening to demonstrate typing proficiency, phonetic ability, and correct use of English grammar.

Educational Preparation: (Formal and Informal) – Must have successfully completed either CART or C-Print speech to text Captionist training program, resulting certification and/or licensure, and must fulfill any future certification and licensure requirements to maintain professional standing. Must demonstrate a minimum typing speed of 60 words per minute, excellent listening skills, and the ability to use correct English grammar, spelling punctuation, and vocabulary, as well as proficiency in computer aided transcription software programs, and working knowledge of word processing application programs.

REPORTS TO: Assistant Superintendent for Special Services

JOB GOAL: To provide to text captioning for students who are Deaf or Hard of Hearing, thereby equalizing educational access to communication by meeting the linguistic needs of the setting.

PERFORMANCE RESPONSIBILITIES:

1. Provides Visual Communication access:
 - A. Maintains dictionaries consistent with class needs and prepare appropriately by obtaining terminology inherent to the assignment and previewing literature (curricula, syllabi, textbooks, teacher handouts, etc.), as well as meeting with presenters, faculty, and students.
 - B. Prepares and maintains equipment as needed.
2. Communicates with educational team in support of team goals and the provision of services:
 - A. Demonstrates effective professional relationships with students, teachers, parents, and peers, and facilitates resolution of support service concerns as a multi-disciplinary educational team.
 - B. Provides information to faculty, staff, and students regarding:
 - 1) Speech to text captioning
 - 2) Communication between deaf and hearing people, and
 - C. Attends staff meetings as requested by building administration and networks with other staff members to maintain flow of information critical to quality of service.
 - D. Provides clarification of captionist's role to all students, staff, and parents.
 - E. Participates in IEPs as appropriate and requested by building administration.
 - F. Maintains ethical behavior and confidentiality of information about students.
 - G. Follows supervisory chain of command as applicable to the situation.
3. Demonstrates professional development:
 - A. Maintains captioning skills and certificate/licensure as required.
 - B. Increases knowledge of new software and technological developments related to speech to text captioning.
 - C. Develops specialized context/expertise appropriate for current assignment.
 - D. Enhances interpersonal skills.
 - E. Participates in school workshops, in-service training, and parent conferences when appropriate.
 - F. Performs other duties within the guidelines of ethical conduct as assigned.

Essential Functions:

(To perform this job successfully, an individual must be able to perform the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Physical Demands (Strength)

- Exerts up to ten lbs. of force occasionally and/or
- Exerts a negligible amount of force frequently to lift, carry, punch, pull or otherwise move objects.

Note: Includes personal movement, carrying of captioning equipment, and sitting most of the time, but may involve walking or standing for brief periods.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. A work calendar will be provided showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for special education employees. A definite daily schedule will be established by the building principal and approved by the Assistant Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional staff personnel.

Adopted: April 19, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Instructional Assistant

QUALIFICATIONS: The instructional assistant shall have a minimum of sixty (60) college hours and be competent in the duties to be performed.

REPORTS TO: Principal

JOB GOAL: Work cooperatively with classroom teachers to provide instructional support for students requiring interventions.

PERFORMANCE RESPONSIBILITIES:

1. Assist classroom teachers with reinforcing instruction for struggling students in the area of math or communication arts.
2. Work with individual or small groups of students (2-5) identified as struggling as a result of formative or summative assessments.
3. Administer progress monitoring (either formal or informal) assessments to document individual and/or small group academic progress.
4. Plan appropriate intervention instruction with the classroom teacher and district math or communication arts coordinators.
5. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
6. Perform other duties as assigned by the building principal.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each instructional assistant will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30-minute non-paid lunch period) will constitute a workday for instructional assistants. A definite daily schedule will be established by the building principal and approved by the Deputy Superintendent – Personnel.

The yearly salary will be disbursed in nineteen (19) equal payments or twenty-four (24) equal payments per employee's choice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Adopted: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

- TITLE:** Coordinator of Nursing Services
- QUALIFICATIONS:** The coordinator of nursing services shall have two years experience in public health nursing, preferably in a school district and a valid state license to practice as a registered nurse.
- REPORTS TO:** Assistant Superintendent of Special Services
- SUPERVISES:** All school registered nurse personnel in conjunction with building principals and Assistant Superintendent of Special Services.
- JOB GOAL:** To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Assistant Superintendent of Special Services in developing the school health program.
2. Coordinate in-service training programs and school programs of scoliosis, immunization, hearing and visual screening, and other programs as directed by the Assistant Superintendent of Special Services.
3. Provide supportive leadership of nursing staff and encourage continued professional education.
4. Report to parents, school personnel, physicians, clinics and other agencies on student health needs as directed by the Assistant Superintendent of Special Services.
5. Coordinate and instruct nurses on the appropriate screening processes on students.
6. Assist with Community Health Services in program of communicable disease control. Coordinate the implementation of policies on exclusion of students with contagious and infectious diseases.
7. Provide in-service training for health care personnel new to the district.
8. Coordinate volunteers for the health services programs.
9. Coordinate the purchasing of all health service supplies and equipment.
10. Maintain an up-to date inventory of supplies (i.e. Hepatitis B vaccine) and equipment (i.e., audio testing, vision testing machines).
11. Make recommendations for equipment repair and purchase.
12. Establish and administer schedules and procedures in cooperation with the Assistant Superintendent of Special Services.
13. Prepare all state reports required in the cooperation of the health services program.
14. Summarize and compile an annual year-end report of health services provided by all schools.
15. Maintain uniform district health records as outlined in the Health Care Handbook.
16. Assist school personnel in maintaining sanitary standards in schools.
17. Recommend changes and updates in the Health Care Handbook to the Assistant Superintendent of Special Services.
18. Perform other duties as assigned by the Assistant Superintendent of Special Services.
19. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. The nurse coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven hours (including a 30 minute non-paid lunch period) will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Revised: October 3, 1988
Revised: August 19, 1996
Revised: June 19, 2000
Revised: May 15, 2006
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Nurse

QUALIFICATIONS: The nurses shall have a licensure as a registered professional nurse and be certified in CPR as a minimum.

REPORTS TO: Assistant Superintendent for Special Services/Building Principals

JOB GOAL: School nurses will be employed to provide basic health care services to district students during the school day thereby minimizing student absence due to illness and creating a climate of health and well being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Maintain confidentiality about students' health, illness or accident.
2. Maintain cumulative health records including state immunization status for each student.
3. Review each student's immunization status:
 - a. Send immunization requirement form, if appropriate
 - b. Obtain medical/religious/immunization-in-process form, if appropriate.
4. Work with coordinator of nursing services in securing supplies and equipment for the building clinics.
5. Maintain clinics with supplies, first aid materials, equipment and necessary resource material.
6. Notification of student health conditions to appropriate building staff.
7. Check vision and hearing of students when referred for screening and as noted below.
Yearly vision screenings are to be done in grades K, 1, 3, 5 and 7.
Hearing screenings in grades K, 1, 2, 4, 6 and 8
Vision and hearing will be completed on all new students.
8. Inform parents and teachers of probable health problems.
9. Weigh students in grades K and 6.
10. Participate in and pass CPR certification annually through renewal or refresher course.
11. Perform special care procedures. (i.e., catheterization).
12. Provide first aid to ill or injured and complete accident/injury reports as necessary.
13. Assist with students needing medication; record information.
15. Keep a daily log of all student clinic visits. Enter nature of visit and care provided.
16. Serve as a resource person regarding individual student matters and curriculum support for building personnel.
17. Perform other duties as assigned by the building principal and/or Assistant Superintendent of Special Services.
18. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 9 ½ months, beginning with the first day of the work calendar or at the time of employment for duration of school year with prorated personal leave. Each nurse will be provided a work calendar showing specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Seven and ½ hours for elementary and middle schools and eight hours for high school (including a paid 30-minute lunch period) will constitute a workday for school nurses. A definite daily schedule will be established by the building principal and approved with the Assistant Superintendent - Personnel.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Revised: October 3, 1988
Revised: June 19, 2000
Revised: August 21, 2006
Revised: January 17, 2007
Revised: September 17, 2007
Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Administrative Assistant to the Superintendent

QUALIFICATIONS: The Administrative Assistant to the Superintendent shall have at least five years' actual working experience in public relations in education or industry.

REPORTS TO: Superintendent of Schools

JOB GOAL: The Administrative Assistant to the Superintendent will generate in the community at large a climate of understanding of the district's efforts to provide each student with the best possible education in an increasingly complex and sophisticated world.

PERFORMANCE RESPONSIBILITIES:

1. Attend meetings of the Board of Education and prepare such reports for the Board as directed by the Superintendent.
2. Assist representatives of the various news media in getting background information on agenda items for Board of Education meetings and help interpret Board actions for them.
3. Systematically survey the community to solicit opinions, suggestions, and recommendations that have significance on the operation of the Board of Education and the policies of the school system.
4. Assist the Superintendent in developing and publicizing the annual Report to the Public.
5. Send news releases about Board of Education and school activities to the various news media.
6. Assist the Superintendent in explaining public opinion to the professional and support staff of the district.
7. Prepare and edit recruitment and orientation brochures for professional and support staff members, informational brochures for the parents of students new to the district, and other publications as needed.
8. Maintain and regularly update a file of community organizations and their officers, mailing lists of residents, and community groups with clearly expressed interests in educational affairs.
9. Cooperate with the Assistant Superintendent of Curriculum and Instruction as well as other staff members, as appropriate, in publicizing and promoting any performances, exhibitions, displays, or special programs sponsored by the schools.
10. Participate in the activities of various groups and organizations within the community to foster better school public relations.
11. Speak at public meetings on issues of general or specific pertinence to district schools and programs.
12. Coordinate the management calendar for the district, including the scheduling and coordinating of open house dates with building principals.
13. Coordinate bond issue and tax levy elections.
14. Building dedications and special ceremonies.
15. Perform other duties as assigned by the Superintendent.
16. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with four weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The administrative assistant to the Superintendent will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will generally constitute a workday. The Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Adopted: September 21, 1998

Revised: July 21, 2003

Revised: May 15, 2006

Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: SubFinder Technician

QUALIFICATIONS: The SubFinder technician shall have a high level of competence in computer operation and clerical skills. A minimum of one-year professional secretarial experience is required.

REPORTS TO: Deputy Superintendent

JOB GOAL: To coordinate all activities concerning professional and support staff substitutes and to assist Deputy Superintendent and other administrators in the completion of general responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the operator and trainer for the SubFinder system.
2. Update, distribute, and mail substitute teacher handbook each year.
3. Manage all forms and information related to substitutes including child abuse checks.
4. Make application to Department of Elementary and Secondary Education for substitute certificates.
5. Process payment for long term/consecutive day substitutes.
6. Complete and mail letters to all substitutes to assist in determining their plans for substituting each year.
7. Update SubFinder system with new substitutes and teachers, removing substitutes/teachers not returning as needed.
8. Maintain substitute files as active or inactive.
9. Communicate daily with building secretaries and principals regarding substitution.
10. Stay informed of the updates for the Sub Finder program through communication with CRS, and make recommendations as needed for upgrades.
11. Create and update various district fliers, handouts, brochures and OASIS newsletter.
12. Keep substitution files up to date with regard to paperwork, background checks, substitute certification and all other required documents.
13. Hold orientation meetings for new substitute teachers and support staff as needed
14. Assist with planning and facilitation of summer substitute teacher workshops.
15. Update subfinder spreadsheet including area of certification for substitutes who are certified, expiration dates of certificates, etc.
16. Assist personnel department and district office with various projects as required.
17. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
18. All other duties as assigned by the Deputy Superintendent.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The sub finder technician will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Deputy Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

Adopted: September 21, 1998
 Revised: July 17, 2006
 Revised: November 16, 2009

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: District Network Specialist

QUALIFICATIONS:

1. Bachelor's Degree in computer science, computer programming, management information systems or a related field.
2. Minimum of five (5) years computer-related experience.
3. Experience in managing information systems in public sector, K-12 school system is desirable. Experience in a school setting or similar environment with the integration of technology into a learning environment to achieve goals has been successfully implemented.
4. Ability to speak clearly and concisely both in oral and written communication along with the ability to work with diverse groups with various skill levels and educational backgrounds.
5. Knowledge of computer programs and services including Windows, Microsoft SQL server administration, firewall/router configuration, Cisco products, wireless networks, Novell services and the ability to troubleshoot standardized desktops and servers.

REPORTS TO: Superintendent or Designee

JOB GOAL: Responsible for the Wide Area Network and Administrative operations including strategic planning and implementation of technology as well as developing, coordinating, budgeting, and purchasing all technology software and hardware.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and assist in all District Administrative Office network servers and computer-related operations. Troubleshoot as necessary DAO computer applications.
2. Assist in the budgeting, bidding, and purchasing of all technology purchases.
3. Manage the overall operations of the district including:
 - a. Maintenance and upkeep of the Wide Area Network (WAN),
 - b. Act as liaison with the District's WAN provider,
 - c. Act as liaison with Morenet,
 - d. Ensure proper backups of district data are done on a regular basis,
 - e. Develop and implement disaster recovery procedures,
 - f. Analyze network traffic,
 - g. Maintain and update all email operations,
 - h. Maintain the District's firewall and router operations,
 - i. Inventory and maintain all necessary license agreements.
4. Direct installation and maintenance of District Office desktop and PC software and hardware.
5. Implement District policies relative to all technology matters including computer safety, grant proposals, and copyright laws that pertain to technology.
6. Analyze existing systems and perform necessary revisions as well as provide problem determination assistance and resolution.
7. Perform other duties as assigned by the Superintendent or his/her designee.

8. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
9. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The district network specialist will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: September 19, 2005
Revised: May 15, 2006
Revised: October 20, 2008
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: District Network Assistant

QUALIFICATIONS: Minimum 3-5 years experience in network technology and configuration in an educational environment, or equivalent.

REPORTS TO: Superintendent and District Network Specialist

JOB GOAL: Analyze computer and network related problems reported by end-users, with a focus on administrative district employees; troubleshoot problems in the Local and Wide Area Networks of the district; and assist in the implementation and problem resolution of technology throughout the district as needed.

PERFORMANCE RESPONSIBILITIES:

- A. Identify, troubleshoot and resolve hardware, software and network-related problems encountered by administrative end-users.
- B. Diagnose and repair network cabling/equipment problems, and assist in design and deployment of new network devices and wiring.
- C. Train end-users in various software applications and network-related procedures.
- D. Conduct router preventative maintenance of all systems.
- E. Troubleshoot and repair Netware and Windows servers; install and configure drivers, patches, system and client software, and replacement parts on these servers.
- F. Work closely with District Network Specialist to plan hardware and software deployments, network designs and upgrades and general system maintenance.
- G. Assist with implementation and problem resolution of technology assets throughout the district as needed.
- H. Able to effectively communicate, in both verbal and written form, with administrators, staff and the community as needed.
- I. Provide support of equipment and reduce downtime/interruption of resources for administrative users by working beyond the normal work day as needed.
- J. Able to travel between district locations as needed.
- K. Other duties as assigned by Superintendent or District Network Specialist.
- L. Possess a valid driver's license to travel between district buildings as necessary

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The District Network Specialist will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: June 28, 2007
Revised: November 16, 2009
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Network Technician

QUALIFICATIONS: Minimum 3-5 years experience in network technology and configuration in an educational environment, or equivalent. Appropriate certification in the field (i.e. CCNA, 3IAP) is preferred.

REPORTS TO: District Network Specialist

JOB GOAL: Analyze computer and network related problems reported by end-users, with a focus on administrative district employees; troubleshoot problems in the Local and Wide Area Networks of the district; and assist in the implementation and problem resolution of technology throughout the district as needed.

PERFORMANCE RESPONSIBILITIES:

- A. Identify, troubleshoot and resolve hardware, software and network-related problems encountered by administrative end-users of District equipment.
- B. Diagnose and repair network cabling/equipment problems, and assist in design and deployment of new network devices and wiring.
- C. Train end-users in various software applications and network-related procedures.
- D. Conduct preventative maintenance of all network components.
- E. Develop and maintain a plan of network equipment security, upgrades, and replacements.
- F. Work closely with District Network Specialist to plan hardware and software deployments, network designs and upgrades as well as general system maintenance.
- G. Maintain user access, account permissions, and account security.
- H. Develop a method to determine quality of service to all building locations, and use that data to improve the existing infrastructure.
- I. Assist with implementation and problem resolution of technology assets throughout the district as needed.
- J. Assist with the development and implementation of technology education to all staff.
- K. Effectively communicate, in both verbal and written form, with administrators, staff, and the community as needed.
- L. Provide support of equipment and reduce downtime/interruption of resources for administrative users by working beyond the normal work day as needed.
- M. Travel between district locations as needed.
- N. Other duties as assigned by Network Specialist.
- O. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The District Network Specialist will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: March 16, 2010
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITIONS

TITLE: Server Technician

QUALIFICATIONS: Minimum 3-5 years experience in server technology and configuration in an educational environment, or equivalent. Microsoft Certified Systems Engineer (MCSE) is preferred.

REPORTS TO: District Network Specialist

JOB GOAL: Analyze computer and network related problems reported by end-users, with a focus on administrative district employees; develop and maintain a data backup and recovery model; manage and maintain existing and future server-related installs; and assist in the implementation and problem resolution of technology throughout the district as needed.

PERFORMANCE RESPONSIBILITIES:

- A. Identify, troubleshoot and resolve hardware, software and network-related problems encountered by administrative end-users of District equipment.
- B. Train end-users in various software applications and network related procedures as needed.
- C. Train end-users in various software applications and network-related procedures.
- D. Administer Microsoft Exchange and Microsoft SQL environments.
- E. Troubleshoot and repair Netware and Windows servers; install and configure drivers, patches, system and client software, and replacement parts of these servers.
- F. Work closely with District Network Specialist to plan hardware and software deployments, backup and disaster recovery models and general system maintenance.
- G. Support existing server infrastructure and provide recommendations for future improvements.
- H. Have a thorough understanding of Microsoft Active Directory, SQL, and current Microsoft Operating Systems.
- I. Assist with development and maintenance of web services.
- J. Work with the District Network Specialist to maintain a plan of response to security incidents as related to technology.
- K. Assist with implementation and problem resolution of technology assets throughout the district as needed.
- L. Assist with the development and implementation of technology education to all staff.
- M. Effectively communicate, in both verbal and written form, with administrators, staff, and the community as needed.
- N. Provide support of equipment and reduce downtime/interruption of resources for administrative users by working beyond the normal work day as needed.
- O. Travel between district locations as needed.
- P. Other duties as assigned by Network Specialist.
- Q. Possess a valid driver's license to travel between district buildings as necessary.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. The District Network Specialist will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of support staff personnel.

Approved: March 16, 2010
Revised: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri

SUPPORT STAFF POSITION

- TITLE:** Computer Technician Intern
- QUALIFICATIONS:** The intern shall be enrolled in a technical college, community college or accredited university pursuing a degree in technology or a related field. He or she should have an appropriate background or training necessary for the successful performance of the tasks assigned. The Intern shall have the ability to work in any environment with dust and heat and have a basic understanding of computer/equipment troubleshooting and repair and of different hardware/software platforms
- REPORTS TO:** Assistant Superintendent of Curriculum and Instruction/Network Administrator
- JOB GOAL:** To assist the District in obtaining maximum benefit from the educational program by assisting in maintenance and installation of computer hardware and software.

PERFORMANCE RESPONSIBILITIES:

- A. Assist with troubleshooting and repairing computers and peripherals.
- B. Assist with installing and configuring computers and related peripherals in both stand alone and networked environments,
- C. Assist with troubleshooting, installing and configuring network interface cards.
- D. Assist with troubleshooting, installing Netware servers, installing and configure drivers, patches as well as system and client software.
- E. Install and configure software computers in any learning environment.
- F. Assist in supporting Internet connectivity through installation and configuration of browser, e-mail and other software.
- G. Conduct routine, preventative maintenance of all systems.
- H. Communicate hardware and software needs to the Network Administrator.
- I. Perform other duties as assigned by the Network Administrator.
- J. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis as arranged by the district, intern, and University as applicable. Computer technician Interns may or may not be paid depending on program guidelines and the needs of the district. Daily work hours and a calendar will be determined at the start of the internship. The work calendar may be modified by the Board of Education at any time, as needs dictate.

EVALUATION:

Performance of this job will be monitored continuously in accordance with the provisions of the Board's policy on evaluation of support staff personnel and University guidelines.

Adopted: December 20, 2010

Fort Zumwalt School District, O'Fallon, Missouri