

SPECIAL MEETING – JANUARY 25, 2006 JOB DESCRIPTIONS

ACCOUNTING DEPARTMENT

- A) Specialist – Financial Accounting
- Establish new job classification, Specialist – Financial Accounting, and assign to Salary Level 2.
 - **Assists schools and departments in understanding financial transactions in the financial reports and budgets under their responsibility and assists in internal and external audits by providing necessary schedules, reports and other required documentation.**
 - Reclassify one (1) Accountant, currently assigned to Salary Level 16 on Miscellaneous Salary Schedule and one (1) Specialist – Food Service Area, currently assigned to Salary Level 2 on the Administrative/Professional Salary Schedule.
 - Fiscal impact of \$13,735, including benefits, for FY2006 to be funded from existing budget.

EXCEPTIONAL STUDENT EDUCATION

- B) Behavioral/Physical Needs Assistant I
- Establish new job classification, Behavioral/Physical Needs Assistant I, and assign to Salary Level 5.
 - **Assists students with physical needs (may include feeding, toileting, diapering, non-invasive procedures, use of equipment, scribing, notetaking, transferring, transporting around the campus).**
 - Reclassify several Paraprofessional Assistant I positions, currently assigned to Salary Level 5.
 - No fiscal impact.
- C) Behavioral/Physical Needs Assistant II
- Establish new job classification, Behavioral/Physical Needs Assistant II, and assign to Salary Level 7.
 - **Assists students with physical needs (may include feeding, toileting, diapering, non-invasive procedures, use of equipment, scribing, notetaking, transferring, transporting around the campus).**
 - Reclassify several Paraprofessional Assistant II positions, currently assigned to Salary Level 7.
 - No fiscal impact.

RESEARCH, EVALUATION AND ACCOUNTABILITY

- D) Specialist – Educational Data Warehouse (EDW)
- Establish new job classification, Specialist - Educational Data Warehouse (EDW), and assign to Salary Level 2.
 - **Designs and refines EDW reporting solutions in coordination with technical team, school and central office users that will provide decision-makers with relevant information.**
 - Fiscal impact for four (4) positions of \$76,497, including benefits, for FY2006 to be funded from the EDW capital budget.
- E) Manager – Educational Data Warehouse (EDW) Reporting Solutions
- Establish new job classification, Manager - Educational Data Warehouse (EDW) Reporting Solutions, and assign to Salary Level 3.
 - **Assists the Director in planning, budgeting, implementing and administering EDW reporting solutions.**
 - Fiscal impact of \$82,950, including benefits, for FY2006 to be funded from the EDW capital budget.

**SPECIAL MEETING – JANUARY 25, 2006
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

ACCOUNTING DEPARTMENT

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Specialist – Financial Accounting	N, R	This position oversees the grants accounting and reporting area of the Accounting Department. The District receives over \$100 million a year in grant funds which are earmarked for academic activities that are directly related to the teaching-learning process.

EXCEPTIONAL STUDENT EDUCATION

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
B	Behavioral/Physical Needs Assistant I	N, R	These positions assist in ensuring that the overall environment is designed for the safety, care and enrichment of special needs students.
C	Behavioral/Physical Needs Assistant II	N, R	

RESEARCH, EVALUATION AND ACCOUNTABILITY

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
D	Specialist – Educational Data Warehouse (EDW)	N	These positions will improve student achievement by providing decision makers with easy and fast access to information on students, program compliance, implementation and effectiveness, and the identification of cost-effective programs and practices.
E	Manager – Educational Data Warehouse (EDW) Reporting Solutions	N	

***ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Reclassification

(A)

TITLE: *SPECIALIST – FINANCIAL ACCOUNTING*

QUALIFICATIONS:

1. Bachelor degree in accounting, finance or related field.
2. Minimum of five (5) years of successful progressive experience within a large or medium-sized organization in governmental accounting, finance or related field.
3. Demonstrated experience in working with a large, complex, automated financial system and current software applications in a government/business setting.
4. Comprehensive knowledge of state statutes and governmental accounting standards.
5. Demonstrated ability to successfully supervise employees.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Assists schools and departments in understanding financial transactions in the financial reports and budgets under their responsibility.
2. Assists internal and external auditors by providing necessary schedules, reports and other required documentation as prescribed by the audit.
3. Participates in the planning and implementation of automated financial accounting systems.
4. Recommends policy and procedural changes to enhance efficiency throughout the financial accounting and reporting processes and implements approved changes.
5. Analyzes financial transactions and revises the reconciliations of related bank statements and other balance sheet accounts.
6. Analyzes complex financial data and prepares specialized reports.
7. Analyzes unique program requirements related to specialized financial reporting in areas such as food service, federal programs, capital programs, etc.
8. Prepares detailed financial analyses to be incorporated in financial statements and identifies needed disclosures related to the financial impact of significant District operating activities.
9. Supervises departmental personnel as designated by the Director.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 01/25/06
Deletes: Manager – Financial Reporting
Salary Level: 2
Salary Range: \$60,000 - \$86,678
Bargaining Unit: S
Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *BEHAVIORAL/PHYSICAL NEEDS ASSISTANT I*

QUALIFICATIONS:

1. High school diploma or GED.
2. Experience in working with children (preferred).
3. Ability to maintain effective working relationships with assigned teacher(s) and school staff.
4. Ability to communicate effectively in English, both orally and in writing.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Assists students with physical needs (may include feeding, toileting, diapering, non-invasive procedures, use of equipment, scribing, notetaking, transferring, transporting around the school campus).
2. Assists students with behavioral needs (may include implementing behavior plans, recording data, redirecting students, using appropriate management techniques, as directed by the teacher).
3. Performs bus, lunchroom and playground responsibilities as assigned by the teacher.
4. Assists the teacher in preparing, organizing, disbursing, and storing equipment, materials and supplies necessary to perform their job junctions.
5. Assists in keeping the classroom and school environment neat and attractive.
6. Assists in ensuring that the overall environment is designed for the overall safety, care and enrichment of the children.
7. Maintains professionalism in all school matters.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 01/25/06
Salary Level: 5
Salary Range: \$15,071 - \$29,111
Bargaining Unit: A
Responsible to: Teacher/Principal

Capable of lifting/carrying 100 lbs.; considerable physical activity required.

TITLE: *BEHAVIORAL/PHYSICAL NEEDS ASSISTANT II*

QUALIFICATIONS:

1. Completion of a minimum of thirty (30) semester hours of college coursework.
2. One (1) year of experience working with children.
3. Ability to maintain effective working relationships with assigned teacher(s) and school staff.
4. Ability to communicate effectively in English, both orally and in writing.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Assists students with physical needs (may include feeding, toileting, diapering, non-invasive procedures, use of equipment, scribing, notetaking, transferring, transporting around the school campus).
2. Assists students with behavioral needs (may include implementing behavior plans, recording data, redirecting students, using appropriate management techniques, as directed by the teacher).
3. Performs bus, lunchroom and playground responsibilities as assigned by the teacher.
4. Assists the teacher in preparing, organizing, disbursing, and storing equipment, materials and supplies necessary to perform their job functions.
5. Assists in keeping the classroom and school environment neat and attractive.
6. Assists in ensuring that the overall environment is designed for the overall safety, care and enrichment of the children.
7. Maintains professionalism in all school matters.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 01/25/06
Salary Level: 7
Salary Range: \$18,478 - \$34,556
Bargaining Unit: D
Responsible to: Teacher/Principal

Capable of lifting/carrying 100 lbs.; considerable physical activity required.

TITLE: EDUCATIONAL DATA WAREHOUSE (EDW) SPECIALIST

QUALIFICATIONS:

1. Bachelor degree in education (master degree in educational leadership, computer science or related field preferred).
2. Valid teaching certificate required.
3. Successful public school teaching experience with demonstrated expertise in at least one of the following areas: language arts, math, science, assessment, student behavior, ESE or ESOL.
4. Demonstrated ability to evaluate the quality and usefulness of reporting solutions.
5. Demonstrated ability to design analytic reporting solutions that are user friendly.
6. Demonstrated ability to monitor fidelity of implementation of program(s).
7. Evidence of ability to provide clear, concise oral and written reports.
8. Successful experience as a highly productive team member.
9. Demonstrated ability to communicate effectively with school center staff and District departments.
10. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Designs, refines and evaluates the quality, usefulness and effectiveness of all EDW reporting solutions in coordination with technical team and school and central office users to ensure the reporting solutions provide decision-makers with relevant and actionable information.
2. Designs, refines and evaluates the quality, usefulness and effectiveness of EDW tools to monitor fidelity of implementation of programs and initiatives in cooperation with appropriate departments and in alignment with the District's Academic Business Plan.
3. Designs, refines and evaluates quality, usefulness and effectiveness of reporting solutions that provide up-to-date EDW information on leading indicators of progress toward Key Results to help in determining Return on Investment for programs and initiatives.
4. Designs, refines and evaluates the quality, usefulness and effectiveness of reporting solutions that provide analysis of EDW lagging indicators to help in determining Return on Investment for programs and initiatives.
5. Designs, refines and evaluates the quality, usefulness and effectiveness of reports that provide alerts to school centers that identify students at risk as determined by current leading indicators.
6. Maintains liaison with specific user groups to design, refine and evaluate the quality, usefulness and effectiveness of all reporting solutions.
7. Develops and disseminates information pertinent to the use of the EDW.
8. Provides technical support necessary to build EDW user capacity.
9. Remains current on the latest data warehousing technology and reporting solutions.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 01/25/06
Salary Level: 2
Salary Range: \$60,000 - \$86,678
Bargaining Unit: S
Responsible to: Manager

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: MANAGER – EDUCATIONAL DATA WAREHOUSE (EDW) REPORTING SOLUTIONS

QUALIFICATIONS:

1. Bachelor degree in education (master degree in educational leadership, computer science or related field preferred).
2. Valid teaching certificate required.
3. Successful public school teaching experience including an ability to articulate with a variety of grade levels and curricular areas.
4. Demonstrated leadership ability to evaluate the quality, usefulness, and effectiveness of EDW reporting solutions.
5. Demonstrated leadership in directing the design of user friendly EDW reporting solutions.
6. Demonstrated experience in program monitoring.
7. Demonstrated experience in budgeting, planning and implementing multiple programs and/or projects simultaneously.
8. Evidence of ability to provide clear, concise oral and written reports.
9. Demonstrated ability to communicate effectively with school center staff, District departments, and the community.
10. Demonstrated leadership experience as indicated by timely completion of projects and high productivity levels for self and fellow team members.
11. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Assists the Director in planning, budgeting, implementing and administering EDW reporting solutions.
2. Coordinates the design for monitoring compliance and accountability for District programs and initiatives through the EDW.
3. Coordinates liaison functions between EDW and departments and school centers to ensure the quality, usefulness and effectiveness of reporting solutions related to District initiatives and goals.
4. Assists the Director in planning and implementing EDW security procedures and guidelines.
5. Initiates and implements recommendations for solutions to user problems, with a particular emphasis on the quality, usefulness and effectiveness of reporting solutions.
6. Initiates and implements recommendations to help improve methods to alleviate user workloads.
7. Coordinates the dissemination of information pertinent to the use of the EDW.
8. Remains current on the latest data warehousing trends and reporting solutions.
9. Provides personnel recommendations as well as supervises, evaluates and reviews work of assigned staff.
10. Provides regular reports to the Director on the status of development of reporting solutions and evidence of their quality, usefulness and effectiveness.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 01/25/06
Salary Level: 3
Salary Range: \$65,000 - \$93,904
Bargaining Unit: S
Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.