

SPECIAL MEETING – MAY 30, 2007
JOB DESCRIPTIONS

CHIEF ACADEMIC OFFICER

- A) Senior Broadcast / Logistics Engineer
- Establish replacement job classification, Senior Broadcast / Logistics Engineer, and assign to Salary Level 2 on the Staff Salary Schedule.
 - **Designs, installs and maintains the transmitter facility and master control station for all broadcast channels. Designs and implements the digital server system and transition from analog to digital for T.E.N.'s entire broadcast system.**
 - Replaces Job Description: Engineer, Job Code 71670, Level S2
 - Fiscal Impact: No cost.
- B) Secondary Technology Support Technician
- Establish secondary level job classification, Secondary Technology Support Technician, and assign to Salary Level 14 on the AESOP Salary Schedule.
 - **In a secondary school environment, develops school computing platform using District Management tools to image computers; deploy software, update systems, and maintains overall computing environment.**
 - Fiscal Impact: \$2,477,797 (Funding Source: Capital)

CHIEF OPERATING OFFICER

- C) Manager – Area Transportation Operations
- Establish new job classification, Manager – Area Transportation Operations, and assign to Salary Level 3 on the Staff Salary Schedule.
 - **Plans, organizes and manages transportation operations for the assigned area. Serves as liaison between academic personnel (administrators, area superintendents, etc.) and area transportation personnel.**
 - Fiscal Impact: 4 positions @ \$87,177 = Total: \$348,708
- D) General Manager – Transportation
- Establish replacement job classification, General Manager – Transportation, and assign to Salary Level 5 on the Staff Salary Schedule.
 - **Plans, controls, organizes and coordinates transportation operations and maintenance of buses, trucks, and related automotive equipment. Recommends quantity and equipment acquisitions and personnel required to provide services. Recommends needed changes in rules, regulations and procedures.**
 - Replaces Job Description: Asst Director – Transportation Operations, Job Code 70270, Level S4
 - Fiscal impact: \$5012

**SPECIAL MEETING – MAY 30, 2007
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

CHIEF ACADEMIC OFFICER/ CHIEF OPERATING OFFICER

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Senior Broadcast / Logistics Engineer	N,R	This position improves the District's use of Broadcast technologies as a medium for furthering education both in and out of the classroom.
B	Secondary Technology Support Technician	N,R	This position improves instructional and educational technology in the classroom, enhancing the teaching environment and increasing student engagement.
C	Manager – Area Transportation Operations	N	This position ensures the operational functionality of the District's Bus Transportation Services for an assigned District Area, thereby ensuring students are transported daily, both safely and efficiently to and from school.
D	General Manager – Transportation	N,R	This position administers the operational functionality and regulatory compliance of the District's Transportation Services, thereby ensuring students are transported daily, both safely and efficiently to and from school.

***ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Replaces Existing Job Description

U – Job Description Upgrade

TITLE: SENIOR BROADCAST / LOGISTICS ENGINEER

QUALIFICATIONS:

1. Bachelor's degree or higher in Electronic Engineering and/or Broadcast Engineering OR Associate degree in Electronics and two (2) years post-secondary electronic training.
2. Valid Federal Communications Commission (FCC) General Commercial Class License.
3. Ability to review the work of consultants and provide appropriate input regarding specific projects.
4. Minimum of five (5) years of recent professional experience in television production or a broadcast facility, at least three (3) years of which must include experience in Administration or Supervision.
5. Must be competent in the following areas: television systems design and construction; operation and maintenance of television production and broadcast equipment and systems; maintenance of receiving and distribution equipment and systems. Experience in the network applications of a broadcast facility and analog to digital transition.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Supervises the daily operation and maintenance of the production, broadcast, and satellite TV facilities and equipment of T.E.N.'s Center and the broadcast engineering personnel involved therein.
2. Performs all purchasing for technical equipment and supplies related to the broadcast network at T.E.N. and Channel 19 (cable channel).
3. Designs and implements the digital server system and transition from analog to digital for T.E.N.'s entire broadcast system.
4. Designs, installs and maintains the transmitter facility and master control station for all broadcast channels.
5. Assists the Manager of T.E.N. in the preparation and submittal of technical data as pertains to all required FCC applications and documents.
6. Supervises the daily operation and maintenance of the production, broadcast and satellite TV facility and equipment at T.E.N. and the broadcast engineering personnel involved therein.
7. Maintains daily work schedules for the T.E.N. broadcast engineering personnel to provide appropriate technical support for T.E.N.'s production, broadcast, and satellite TV operations.
8. Checks and files the daily operating and maintenance logs for the T.E.N. broadcasting facility as required by the Federal Communications Commission (FCC) / School Board policy.
9. Assists the Manager of T.E.N. in the planning, design and coordination of expansion of T.E.N.'s production and broadcast facilities and receiving and distribution systems in the schools/departments.
10. Maintains close communication with the School Board Facilities Department and with the Educational Specifications to assist them in the planning, coordination and inspection of T.E.N.'s receiving and distribution systems in the new/renovated schools.
11. Performs and promotes all activities in compliance with equal employment and non-discrimination policies of the School District of Palm Beach County.
12. Participates successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
13. Reviews current developments, literature and technical sources of information related to job responsibility.
14. Ensures adherence to good safety procedures.

Additional Job Functions:

1. Follows Federal and State laws, as well as School Board policies.
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: 05/07
Salary Level: 2
Salary Range: \$62,118 - \$89,738
Employee Unit: S
Responsible to: Director

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

TITLE: *SECONDARY TECHNOLOGY SUPPORT TECHNICIAN*

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Microsoft Certified Professional (MCP) preferred.
3. Successful experience in use of computers, computer peripherals and related audio and visual equipment.
4. Demonstrated proficiency in written and verbal communications.
5. Demonstrated knowledge of Windows 2000 and newer, MS Office, and networking principles and concepts.
6. Passing score on District administered Technology Skills Test (Advanced).
7. 2 years successful experience in school-based technology support role or equivalent end-user experience.
8. Demonstrated ability to work effectively as team member within an educational setting or comparable environment.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Develops school computing platform using District Management tools to image computers; deploy software, update systems, and maintain overall computing environment.
2. Provides assistance to schools by connecting devices, verifying proper operation, and ensuring staff can operate computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)
3. Responsible for managing and maintaining school-based technology assets inventory as defined by District Information Technology Division.
4. Coordinates and assists school-based activities to support yearly computer refresh project – including ordering process, unpacking, configuring computers and connections, as well as disposal of packing materials and disposition of retired assets.
5. Works with District IT staff to implement technology projects, monitor system performance, and manage District approved software and licenses using District approved management tools.
6. Manages the various databases at a high school center utilizing current District-approved data management software technologies.
7. Serves as District IT contact for school-based user information for the purpose of Active Directory, eMail, and other secure systems.
8. Attends training and informational meetings in support of District information and educational technology initiatives.

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: 05/07

Salary Level: 14

Salary Range: \$29,436 – \$49,175

Bargaining Unit: A

Responsible to: Principal or Principal's Designee

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

TITLE: *MANAGER - AREA TRANSPORTATION OPERATIONS*

QUALIFICATIONS:

1. Bachelor degree required; preferred majors include, but are not necessarily limited to, Business Administration, Business Management, Educational Leadership, Transportation or related field.
2. Minimum of five (5) years experience in supervising and/or managing transportation operations, preferably in a moderate to large-scale academic or public administration environment.
3. Demonstrated organizational and management skills.
4. Demonstrated ability to interact collaboratively with diverse groups and organized labor.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Plans, organizes and manages the transportation operation function for the assigned area.
2. Serves as liaison between academic personnel (school principals, area superintendents, etc.) and area transportation personnel.
3. Interacts and resolves issues with the public and community representative(s) within scope of authority.
4. Administers district-wide transportation responsibilities in assigned specific functional areas, such as special needs, FEFP, choice, budget and training.
5. Supervises transportation area personnel as designated by department management.
6. Assists in budget preparation, monitoring and allocation of department resources.
7. Coordinates inspection, maintenance and repair of buses with transportation maintenance staff.
8. Monitors area transportation operations and ensures compliance with district, state and federal regulatory requirements, standards and policies.
9. Coordinates systematic observations of driver/attendant performance in the field to monitor and ensure compliance with policy and for driver/attendant evaluation.

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: 5/07
Salary Level: 3
Salary Range: \$67,295 - \$97,218
Bargaining Unit: S
Responsible to: Director or designee

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

TITLE: ASST DIRECTOR GENERAL MANAGER - TRANSPORTATION

QUALIFICATIONS:

1. Bachelor's degree required; example majors include, but are not necessarily limited to, Business Administration, Business Management, Transportation or related field.
2. Minimum of five (5) or more years of successful experience in duties related to management, especially planning, personnel management, scheduling and customer service; preferably for an academic or public administration agency.
3. Knowledge of modern operations and fleet management principles, practices and procedures used in the school and/or public transportation industry.
4. Demonstrated ability to prepare comprehensive technical reports.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Plans, controls, organizes and coordinates the operation and maintenance of buses, trucks, and related automotive equipment.
2. Recommends the quantity and type of equipment and personnel required to provide adequate transportation service.
3. Recommends needed changes in transportation rules, regulations and procedures.
4. Conducts continuous studies to determine transportation needs and recommends additions and/or changes in services.
5. Administers the District's alcohol and drug testing program.
6. Establishes and monitors administrative policies and standard operating procedures.
7. Ensures adequate staffing levels and assignment of the bus drivers and attendants.
8. Participates in parent/school/special events conferences scheduled by Principals and/or other staff members.
9. Assists the Department in the development of the budget, selected reports and records maintenance.

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: 05/07
Replaces: 70270 (Asst Dir – Trans Ops)
Salary Level: 5
Salary Range: \$77,648 - \$112,175
Bargaining Unit: S
Responsible to: Director

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