

## **SPECIAL MEETING – AUGUST 22, 2007 JOB DESCRIPTIONS**

### CHIEF ACADEMIC OFFICER

A) Lead Material Handling Technician

- Establish new job classification description, Lead Material Handling Technician.
- Functions in a lead capacity in providing proper warehousing and storage locations for all parts stocked in District inventories, and in receipt of deliveries utilizing standard inventory control and operating procedures.
- Fiscal Impact: \$1,737

B) Instructional Materials Specialist

- Revise job classification, Instructional Materials Specialist, currently assigned to Salary Level 1 on the Staff Salary Schedule and assign to Salary Level 2 on the Staff Salary Schedule.
- Assists with the implementation of the District's policy on instructional materials selection, including evaluation and formal adoption procedures.
- Fiscal impact of \$5,416.

C) Instructional Materials Analyst

- Revise job classification, Instructional Materials Analyst, currently assigned to Salary Level 14 on the Miscellaneous Salary Schedule and assign to Salary Level 15 on the Miscellaneous Salary Schedule.
- Maintains current and archived school center and depository inventory records for instructional materials provided at the district level in a paperless format.
- Fiscal impact of \$3,399.

### CHIEF OPERATING OFFICER

D) Jet Truck Operator

- Establish new job classification description, Jet Truck Operator.
- Safely operates District Jet Truck and assists area maintenance teams and major projects team in preventative maintenance programs, resolution of technical issues and troubleshooting of plumbing related equipment.
- Fiscal Impact: No cost. Converting an existing budgeted position of the same pay level.

### CHIEF ACADEMIC / OPERATING OFFICER

E) Specialist – Assigned Functions / Projects / Programs

- Establish new job classification description, Specialist–Assigned Functions/Projects/Programs.
- Ensures the function, project, program and/or specialization area(s) of responsibility comply with regulatory standards/requirements; develops/modifies policies, procedures and guidelines in response to legislative requirements; initiates and maintains documentation, audit records and appropriate files. This position's assigned function will be in the area of the District's Academic Enrollment initiatives.
- Fiscal Impact: \$80,913

**SPECIAL MEETING – AUGUST 22, 2007  
JOB DESCRIPTIONS**

**IMPACT ON CHILDREN IN THE CLASSROOM**

**CHIEF ACADEMIC OFFICER/ CHIEF OPERATING OFFICER**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Lead Material Handling Technician	N	This position helps maximize the delivery of instructional classroom and media materials in grades K-12.
B	Specialist – Instructional Materials	J, U	This position assists with the evaluation and selection of instructional classroom and media materials in grades K-12.
C	Analyst – Instructional Materials	J, U	This position helps maximize the availability of instructional classroom and media materials in grades K-12.
D	Jet Truck Operator	N	This position provides for safety and sanitation in all plumbing systems for the District, thereby ensuring overall health and well-being of both students and staff for all District facilities and locations.
E	Specialist – Assigned Functions / Projects / Programs	N	This position is responsible for the development of policy and programmatic procedures related to the assigned specialty area, thereby positively affecting the delivery of services and educational programming to the students.

**\*ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Replaces Existing Job Description

U – Job Description Upgrade

**TITLE: LEAD MATERIAL HANDLING TECHNICIAN**

**QUALIFICATIONS:**

- 1. High school diploma or equivalent.
- 2. Minimum of 18 months of successful experience as a Material Handling Technician, OR minimum of three (3) years of successful warehousing experience.
- 3. Demonstrated knowledge of warehouse receiving and distribution processes and procedures.
- 4. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- 5. Valid Florida Driver's License with class "B" designation.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

- 1. Assists Foreperson with receiving and checking in materials received from vendors.
- 2. Functions in a lead capacity in providing guidance and instruction to newer staff.
- 3. Provides properly warehoused storage locations for all parts stocked in the inventory.
- 4. Receives deliveries utilizing standard inventory control and operating procedures, such as computerized bar coding or manual input devices.
- 5. Breaks down bulk orders to fill order for customers.
- 6. Orders parts, contacts vendors, processes invoice payments, enters inventory information into computer and maintains inventories, deliveries, and restocks maintenance bench stock locations.
- 7. Assists with distribution of district adoption materials.
- 8. Picks up property at vendors' warehouses and delivers to customer designated locations as necessary.
- 9. Controls and maintains tool crib items in accordance with established procedures.
- 10. Insures that facilities, vehicles, and equipment assigned are maintained in a clean, safe, and ready for use condition.
- 11. Performs semi-annually inventories and resolves discrepancies between on hand and computer balances.
- 12. Insures that all transactions affecting computer balances are processed in a timely manner.

**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: 08/07  
 Salary Level: 11  
 Salary Range: \$27,497 – \$48,212  
 Bargaining Unit: B  
 Responsible to: Foreperson

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

**TITLE: INSTRUCTIONAL MATERIALS SPECIALIST**

**QUALIFICATIONS:**

1. Bachelor's degree in education or academic field. (Florida instructional certification preferred)
2. Successful experience in an instructional position.
3. Evidence of organizational and analytical skills.
4. Successful experience in managing budget or related accounting systems.
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. Adheres to state statues affecting instructional materials evaluation, acquisition, and accountability.
2. Communicates the implications of policies and legislation related to instructional materials to appropriate staff.
3. Assists with the implementation of the District's policy on instructional materials selection, including evaluation and formal adoption procedures.
4. Trains instructional staff and lay citizens in appropriate methods for evaluating and selecting instructional materials.
5. Consults with District curricular staff to determine subject areas where new District adoptions are needed.
6. Gathers feedback from principals and instructional staff on effectiveness of adopted materials and incorporates feedback into selection of future adoptions.
7. Coordinates warehouse operations and computerized inventory control systems.
8. Negotiates with publishers of non-state adopted instructional materials for implementation contracts of District-adopted materials.
9. Implements the District's Dual Enrollment Instructional Materials Program to comply with state statute and articulation agreements with participating colleges and universities.
10. Maintains an examination set of District-adopted instructional materials for District staff and public review.
11. Maintains department website and listing of district adopted instructional materials.
12. Authorizes payments to vendors and publishers, after ensuring complete receipt of merchandise and proper invoicing.
13. Assumes the duties and responsibilities of the Instructional Materials Manager during the absence of the manager.
14. Assists the Director with preparation of school orders for new adopted materials programs.
15. Reviews school orders to ensure accuracy and appropriateness.
16. Analyzes components of instructional materials programs and recommends allowable quotas.
17. Prepares and presents PowerPoint and online training presentations.
18. Collects and posts online access information for new instructional materials programs.
19. Evaluates Instructional Materials Handling Technicians and Instructional Materials Warehouse Foreperson.

**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: 2/03  
**Revised:** **08/07**  
Salary Level: 4 **2**  
Salary Range: \$62,118 – \$89,738  
Employee Unit: S  
Responsible to: ~~Manager~~ **Director**

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

**TITLE: INSTRUCTIONAL MATERIALS ANALYST****QUALIFICATIONS:**

1. High School diploma or equivalent **required. Associate degree or higher preferred.**
2. **Three (3) or more successful years experience in database management.**
3. ~~Experience in data processing principles and computer scheduling and inventory control techniques.~~  
**Extensive knowledge of and experience with current electronic computing technologies, Windows based applications, and mainframe data processing applications.**
4. Demonstrated ability to work closely and cooperatively with co-workers, supervisors and department users.  
**Customer service experience preferred.**
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:**

1. **Maintains current database of all District-adopted instructional materials.**
2. Maintains up-to-date **current and archived** school center **and depository** inventory records for instructional materials provided at the district level **in a paperless format.**
3. ~~Maintains up-to-date instructional materials depository inventory records.~~
4. **Places instructional materials orders electronically with vendors and tracks orders.**
5. **Designs and maintains Excel spreadsheets of all instructional materials vendor orders.**
6. **Researches and resolves all school level inventory questions or problems.**
7. **Coordinates with feeder schools for the transfer of materials to new schools.**
8. **Develops order forms and places orders for all schools for newly adopted and restricted materials.**
9. ~~Researches specific materials' titles to determine district totals and identify school center excesses.~~
10. ~~Coordinates all related operational requests to the Department of Data Management Systems.~~ **Schedules production of appropriate order/inventory reports from Centralized Information Processing.**
11. ~~Works directly with Data Management Systems programmers and analysts in development, testing and implementation of new computer screens and reports.~~ **Assists IT programmers in developing and implementing new computer reports and system modifications.**
12. Provides hands-on training for new school center data processors and textbook managers for electronic ordering and **district-wide electronic textbook management system for** inventory of instructional materials.
13. ~~Assumes responsibility for quality control of school center reports.~~
14. Monitors electronic school orders for accuracy.
15. ~~Maintains up-to-date instructional materials control logs.~~
16. ~~Performs data entry for all non-electronic materials orders.~~
17. Restructures annual inventory reports as warranted.
18. ~~Maintains current data in all instructional materials computer programs and screens.~~
19. Achieves compliance with applicable state and district laws, rules and policies.

**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: 4/94  
**Revised:** **08/07**  
 Salary Level: 44 **15**  
 Salary Range: \$37,238 – \$65,295  
 Employee Unit: M  
 Responsible to: Supervisor **Director**

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

**TITLE:        *JET TRUCK OPERATOR***

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Strong background in maintenance of large plumbing/appliance systems (preferred).
3. Successful experience in the specific trade area of institutional facilities.
4. Successful completion of a vocational/technical program or apprenticeship/training program in the plumbing trade (preferred).
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Valid Florida driver's license.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Safely operates District Jet Truck.
2. Aids area maintenance teams in implementation of preventative maintenance programs and evaluation of programs.
3. Assists area maintenance teams and major projects team to resolve technical issues and troubleshooting of plumbing related equipment.
4. Needs to follow a preventative maintenance program.
5. Handles plumbing sewer emergencies daily.
6. Works with other plumbers/teams to diagnose problems.
7. Responsible for maintenance and proper operations and care of inspection equipment.
8. Unclogs sewer systems, cuts openings in floors/ceilings to repair leaking pipes or equipment.

**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:                               08/07  
Salary Level:                    12  
Salary Range:                  \$30,073 - \$51,886  
Bargaining Unit:                B  
Responsible to:                 Work Response Task Leader

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

**TITLE: SPECIALIST – ASSIGNED FUNCTIONS/PROJECTS/PROGRAMS****QUALIFICATIONS:**

1. Bachelor's degree in a field relevant to the assigned function, project, program, or specialization area.
2. Demonstrated successful experience in managing and coordinating function, program and/or project elements and objectives for a moderate to large scale employer, preferably in an educationally-oriented or similar institutional environment.
3. Knowledge of local, State and Federal regulatory standards and requirements applicable to the work, as well as applicable District policies, procedures and guidelines.
4. Demonstrated ability to work with culturally and educationally diverse groups, and effectively communicate with internal and external customers, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
6. Applicable certification(s) preferred.

**PERFORMANCE RESPONSIBILITIES:****Essential Functions:**

1. Initiates and maintains documentation, audit records and appropriate files applicable to the assigned functional area, program and/or project in accordance with District and department policies and applicable regulatory standards and requirements.
2. Receives information requests and general questions regarding the assigned function, program and/or project areas of responsibility from both internal and external customers; provides response via appropriate communication channels, e.g., verbal discussion, written correspondence, email.
3. Compiles, analyzes and interprets statistical data; identifies significant trends and other indicators for the purpose of developing recommendations to improve desired outcomes in the function, program, project, and/or specialization area(s) of responsibility.
4. Ensures the function, program, project and/or specialization area(s) of responsibility comply with established regulatory standards/requirements; develops/modifies policies, procedures and/or guidelines in response to legislative changes and developments.
5. Works collaboratively with District and department staff in planning and implementation of function, program, and/or project initiatives and objectives.
6. Evaluates progress and success of the assigned functions, programs, and/or project areas of responsibility; provides recommendations for modifications and/or improvements to areas in the District's best interest.
7. Maintains current knowledge of industry trends and legislative developments applicable to the assigned functions, programs, projects and/or specialization for application to areas of responsibility.

**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: 08/2007

Salary Level: 2

Salary Range: \$62,118 - \$89,738

Bargaining Unit: S

Responsible to: Department Manager

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