

School District of Santa Rosa County Job Description

Coordinator of Risk Management and Benefits

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11030
Position #: 51250	Range: 26

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- ~~• Assist in the coordination and management of personnel services for the school district including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement systems.~~
- ~~• Assist in the development and implementation of personnel policies and procedures.~~
- ~~• Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.~~
- ~~• Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.~~
- ~~• Coordinates and manages the School Board's insurance programs;~~
- ~~• Recommends any necessary changes required in insurance programs;~~
- ~~• Maintains all records and files related to insurance such as claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc.;~~
- ~~• Prepares and tabulates insurance bids and makes recommendations;~~
- ~~• Administers all insurance sign ups;~~
- ~~• Serves as resource person for insurance related questions;~~
- ~~• Processes employee authorizations for sign ups, cancellations, changes, etc., for payroll deducted insurance;~~
- ~~• Monitors and stays informed of all State laws and SBE regulations;~~
- ~~• Perform related duties as required.~~
- Manage the district's Risk Management program to ensure the assets of the School Board and the health and safety of students and employees are protected;
- Coordinate and administer all School Board insurance programs including property, casualty, automobile, worker's compensation, liability, equipment breakdown, crime/fidelity, facility use, student accident, flood, pollution, cyber risk, professional liability, etc.;
- Prepare, initiate and evaluate insurance bids and proposals as needed;
- Recommend necessary changes to district insurance programs;
- Provide annual survey information to broker for insurance renewals that includes property valuation (building, contents, property in the open), automobile inventory, payroll, employee count, student count, etc.;

- Manage the worker's compensation process;
- Perform periodic review of losses and recommend steps for risk reduction intervention;
- Manage insurance claims for the school district;
- Maintain district Safety and Health Policy and Plan.
- Responsible for efficient operation and monitoring of the district's on-line safety, health, environmental and HR training system;
- Ensure that an annual fire, casualty and sanitation safety inspections are completed at each school district facility;
- Monitor school sites to ensure drills such as fire/evacuation, severe weather, lock-down, shelter in place and AED are conducted per compliance guidelines;
- Monitor school sites to ensure the site safety committee is active and functional;
- Serve as the operator representative and actively participate in the P & C insurance consortium the school district is a member;
- Administer School Board group insurance and benefit programs including health, dental, vision, life, long term disability, Flexible Spending Accounts and Health Savings Accounts;
- Administer voluntary individual insurance products such as disability, life, cancer, long term care and supplemental medical;
- Manage the annual benefit open enrollment process including preparation/dissemination of communication materials, conducting employee group benefit meetings and management of the on-line enrollment system;
- Manage insurance benefit enrollments for new hires, employee terminations and mid-year changes resulting from qualifying events;
- Coordinate insurance premium deductions with Payroll Department;
- Administer the School Board's 403(b)/457 programs and ensure compliance with federal guidelines;
- Manage the process for private individuals and/or community groups requesting use of School Board facilities;
- Administer the school district's Drug Free Workplace program;
- Coordinate and facilitate employee/staff wellness initiatives including district wide wellness programs, annual bio-metric screenings, personal health assessments, etc.;
- Provide direction and support to the site Wellness Coordinators;
- Prepare and disseminate monthly wellness communications;
- Conference with appropriate legal representatives and attend conferences, mediations and legal proceedings relating to insurance claims as needed;
- Responsible for preparation of annual department budget;
- Serve as coordinator and facilitator of the District Joint Insurance Committee;
- Serve as chairperson for the District Safety and Accident Review Committee;
- Serve as a member of the School Health Advisory Council;
- Prepare or supervise the preparation of required reports related to insurance such as claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc. and ensure records are properly stored and maintained;

- Keep abreast of local, state and federal laws relative to insurance/benefits and ensure compliance;
- Perform other related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Human Resources

Supervision Exercised:

Risk Management Department staff and other interface activities as assigned

Minimum Qualifications & Skills Required:

1. Bachelor Degree from an approved accredited educational institution with in Business Administration/Management-or related field.
2. ~~Two years' insurance experience or any combination of college and insurance experience as a licensed agent for a minimum of six years; must have experience with commercial or governmental insurance management.~~
2. Minimum two years of experience in the administration of risk management and/or employee benefits.

Preferred:

~~Licensed by State of Florida in Life Health, and Property & Casualty preferred.~~

- Five years of experience in the administration of risk management and/or employee benefits.
- Certified Risk Managers Program (CRM) or Certified School Risk Managers Program (CRSM).

Physical Demands:

Operate data entry equipment; sit for extended periods. Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Flooring Mechanic

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 85540	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Installs, maintains and repairs all categories of floor coverings, such as carpet, vinyl tile, wooden floor systems, and ceramics;
- Installs stair trends, cove base, and repairs concrete floors;
- Selects and applies proper floor covering adhesives;
- Inspects contract floor covering projects to insure proper installation, makes estimates and measurements of proposed floor covering projects;
- Conducts floor covering inspections of schools and completes necessary repairs and replacement;
- Evaluates work orders to determine necessary equipment, materials and time to complete job;
- Keeps records of time and cost required for each project;
- Requisitions necessary materials and equipment for jobs;
- Complies with county policies;
- Follows safety precautions;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foremen

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED;
- Four years of full-time experience in the flooring trade.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Use and care of flooring tools, equipment and materials of the flooring trade.

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires lifting of over 75 pounds. Works outside and inside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

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**School District of Santa Rosa County
Job Description**

Food Service Compliance Officer

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Food Service	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 31131	Range: 17

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Monitor the district processes the for National School Lunch and Breakfast Program including the approval of free and reduced applications, claims for reimbursement and order and tracking of USDA Commodity Donated Foods;
- Monitor internal controls to ensure the accuracy of lunch counts prior to the submission of the monthly claim for reimbursement to include periodic liaison with the district's finance department;
- Monitor the Summer Food Service Program;
- Chair Menu Advisory Board, active member of Health Advisory Council, School Advisory Councils and member of other committees that support and/or improve school nutrition;
- Participate in School Board quarterly presentations;
- Report to Food Service Director on all tasks and responsibilities;
- Responsible for all reports as required by Florida DOE Food and Nutrition Management;
- Train food service office staff, cafeteria managers and food service employees on all matters related to the National School Lunch and Breakfast Program and other food service related matters to include, but not limited to nutrition and safety;
- Perform periodic on-site reviews, monitoring of the National School Lunch Program, School Breakfast Program and the After School Snack Program;
- Insure that proper health certifications are maintained;
- Work with the district computer system to include finance, personnel, payroll and other functions;
- Set up and maintain detailed files and files letters, reports and related technical information in the prescribed manner;
- Type, perform data input, proof and process letters, forms, manuals, reports schedules, booklets, and related paper work;
- Use computer and other technological equipment;
- Perform research and retrieval of records and data;
- Conduct statistical comparison of information for supervisor's use;
- Perform related duties as required or assigned.

Supervision Received:

Food Service Director
Director of Purchasing and Contract Administration

Supervision Exercised:

Food Service Staff

Minimum Qualifications & Skills Required:

- Bachelor's degree and one year experience working with the National School Breakfast and Lunch Program and one year supervisory experience;
- or Associate's Degree and three years experience working with the National School Breakfast and Lunch Program and three years supervisory experience;
- or high school diploma and ten years experience working with the National School Breakfast and Lunch Program and ten years supervisory experience.
- Member Florida School Nutrition Association (FSNA) and School Nutrition Association (SNA).

Preferred:

School Nutrition Association Professional Certification. Computer and record keeping literacy.

Physical Demands:

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech hearing and vision skills. Lift up to 60lbs. Office and school food service facilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

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**School District of Santa Rosa County
Job Description**

Food Service Manager II

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 31120	Range: 9

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for the operation of a school cafeteria with a student population between 500 to 899;
- Manages employees and employee relations in his/her cafeteria as outlined by policies and procedures;
- Interviews applicants and makes recommendations for employment;
- Supervises the training of new personnel;
- Plans, assigns, supervises and inspects the work of subordinates through daily work and cleaning schedules;
- Supervises and assists as required in preparation and service of approved meals and Ala Carte offerings;
- Supervises care and use of equipment and writes orders and requisitions;
- Receives food and non-food shipments to cafeteria in accordance with centrally approved practices;
- Requisitions repair and maintenance work, inventory of equipment, implements standards pertaining to sanitation and safety, personal hygiene and dress and handling and storing of food and supplies;
- Responsible for financial and operational efficiency;
- Makes necessary cost adjustment to operation through minimizing waste, accurate portioning, good use of USDA commodities and utilizing leftovers, etc.;
- Maintains commodity records;
- Prepares and maintains daily, weekly, monthly reports and employee time sheets and forwards all reports on time;
- Banks monies collected from approved meal service and follows cash guidelines;
- Attends training workshops, mandatory meetings, follows School Board policies and maintains inventory of food equipment;
- Attends workshops and training activities as directed by Food Service Director;
- Merchandises foods in an attractive manner and within the appropriate food handling guidelines (SERVSAFE);
- Deals courteously and diplomatically with students, staff, and Principal;
- Maintains daily Hazard Analysis Critical Control Point documentation and guidelines;
- Manages labor hours worked by Foodservice personnel in accordance with guidelines;
- Manages food costs to meet cents per meal guidelines, assists in collection of unpaid meal charge balances;

- Ensures safety procedures are in place and administers them continuously;
- Rotates job responsibilities of employees to enhance cross-training;
- Responsible for writing performance evaluations on employees;
- Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures;
- Maintains professional ethical standards; maintains high level of professional development/knowledge;
- Performs other duties as required or assigned.

Supervision Received:

Food Service Director

Director of Purchasing and Contract Administration

Supervision Exercised:

Cafeteria Staff

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year experience as a Food Service Manager; or two years experience as an Assistant Food Service Manager; or six years experience in the food industry.

Preferred:

Manual dexterity in order to operate kitchen equipment.

Physical Demands:

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); operate cafeteria equipment such as mixers, slicers, ovens, steamers, etc.; communicate using speaking, hearing and visual skills. While performing the duties of this job, the employee is regularly required to sit, stand, reach, bend, and carry. Have physical strength, stamina, and tolerance for all of the following:

- Walk 100 feet carrying 30 pounds,
- Push and/or pull carts while walking,
- Reach above shoulders and lift 20-30 pounds,
- Bend and/or stoop below shoulders and lift 20-30 pounds,
- Climb steps, stools, ladders, and lift 20-30 pounds,
- Stand up and work for 6 continuous hours.

Work in cafeteria; exposure to high heat from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, exposure to outside environment when transporting food from cafeteria to satellite operations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Food Service Manager I

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 31110	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.

Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for the operation of a school cafeteria with a student population under 500;
- Manages employees and employee relations in his/her cafeteria as outlined by policies and procedures;
- Interviews applicants and makes recommendations for employment;
- Supervises the training of new personnel;
- Plans, assigns, supervises and inspects the work of subordinates through daily work and cleaning schedules;
- Supervises and assists as required in preparation and service of approved meals and Ala Carte offerings;
- Supervises care and use of equipment and writes orders and requisitions;
- Receives food and non-food shipments to cafeteria in accordance with centrally approved practices;
- Requisitions repair and maintenance work, inventory of equipment, implements standards pertaining to sanitation and safety, personal hygiene and dress and handling and storing of food and supplies;
- Responsible for financial and operational efficiency;
- Makes necessary cost adjustment to operation through minimizing waste, accurate portioning, good use of USDA commodities and utilizing leftovers, etc.;
- Maintains commodity records;
- Prepares and maintains daily, weekly, monthly reports and employee time sheets and forwards all reports on time;
- Banks monies collected from approved meal service and follows cash guidelines;
- Attends training workshops, mandatory meetings, follows School Board policies and maintains inventory of food equipment;
- Attends workshops and training activities as directed by Food Service Director;
- Merchandises foods in an attractive manner and within the appropriate food handling guidelines (SERVSAFE);
- Deals courteously and diplomatically with students, staff, and Principal;
- Maintains daily Hazard Analysis Critical Control Point documentation and guidelines;
- Manages labor hours worked by Foodservice personnel in accordance with guidelines;
- Manages food costs to meet cents per meal guidelines, assists in collection of unpaid meal charge balances;
- Ensures safety procedures are in place and administers them continuously;

- Rotates job responsibilities of employees to enhance cross-training;
- Responsible for writing performance evaluations on employees;
- Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures;
- Maintains professional ethical standards; maintains high level of professional development/knowledge;
- Performs other duties as required or assigned.

Supervision Received:

Food Service Director
Director of Purchasing and Contract Administration

Supervision Exercised:

Cafeteria Staff

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year experience as an Assistant Food Service Manager; or five years experience in the food industry.

Preferred:

Manual dexterity in order to operate kitchen equipment.

Physical Demands:

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); operate cafeteria equipment such as mixers, slicers, ovens, steamers, etc.; communicate using speaking, hearing and visual skills. While performing the duties of this job, the employee is regularly required to sit, stand, reach, bend, and carry. Have physical strength, stamina, and tolerance for all of the following:

- Walk 100 feet carrying 30 pounds,
- Push and/or pull carts while walking,
- Reach above shoulders and lift 20-30 pounds,
- Bend and/or stoop below shoulders and lift 20-30 pounds,
- Climb steps, stools, ladders, and lift 20-30 pounds,
- Stand up and work for 6 continuous hours.

Work in cafeteria; exposure to high heat from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, exposure to outside environment when transporting food from cafeteria to satellite operations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Food Service Manager III

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 31130	Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.

Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for the operation of a school operation with a student population of 900 or more;
- Manages employees and employee relations in his/her cafeteria as outlined by policies and procedures;
- Interviews applicants and makes recommendations for employment;
- Supervises the training of new personnel;
- Plans, assigns, supervises and inspects the work of subordinates through daily work and cleaning schedules;
- Supervises and assists as required in preparation and service of approved meals and Ala Carte offerings;
- Supervises care and use of equipment and writes orders and requisitions;
- Receives food and non-food shipments to cafeteria in accordance with centrally approved practices;
- Requisitions repair and maintenance work, inventory of equipment, implements standards pertaining to sanitation and safety, personal hygiene and dress and handling and storing of food and supplies;
- Responsible for financial and operational efficiency;
- Makes necessary cost adjustment to operation through minimizing waste, accurate portioning, good use of USDA commodities and utilizing leftovers, etc.;
- Maintains commodity records;
- Prepares and maintains daily, weekly, monthly reports and employee time sheets and forwards all reports on time;
- Banks monies collected from approved meal service and follows cash guidelines;
- Attends training workshops, mandatory meetings, follows School Board policies and maintains inventory of food equipment;
- Attends workshops and training activities as directed by Food Service Director;
- Merchandises foods in an attractive manner and within the appropriate food handling guidelines (SERVSAFE);
- Deals courteously and diplomatically with students, staff, and Principal;
- Maintains daily Hazard Analysis Critical Control Point documentation and guidelines;
- Manages labor hours worked by Foodservice personnel in accordance with guidelines;
- Manages food costs to meet cents per meal guidelines, assists in collection of unpaid meal charge balances;
- Ensures safety procedures are in place and administers them continuously;

- Rotates job responsibilities of employees to enhance cross-training;
- Responsible for writing performance evaluations on employees;
- Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures;
- Maintains professional ethical standards; maintains high level of professional development/knowledge;
- Performs other duties as required or assigned.

Supervision Received:

Food Service Director

Director of Purchasing and Contract Administration

Supervision Exercised:

Cafeteria Staff

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two years experience as a Food Service Manager; or three years experience as an Assistant Food Service Manager; or seven years experience in the food industry.

Preferred:

Manual dexterity in order to operate kitchen equipment.

Physical Demands:

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); operate cafeteria equipment such as mixers, slicers, ovens, steamers, etc.; communicate using speaking, hearing and visual skills. While performing the duties of this job, the employee is regularly required to sit, stand, reach, bend, and carry. Have physical strength, stamina, and tolerance for all of the following:

- Walk 100 feet carrying 30 pounds,
- Push and/or pull carts while walking,
- Reach above shoulders and lift 20-30 pounds,
- Bend and/or stoop below shoulders and lift 20-30 pounds,
- Climb steps, stools, ladders, and lift 20-30 pounds,
- Stand up and work for 6 continuous hours.

Work in cafeteria; exposure to high heat from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, exposure to outside environment when transporting food from cafeteria to satellite operations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Food Service Worker

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 31010	Range: 5

Principal Duties and Responsibilities (Essential Functions):

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- Follows work schedule as assigned by manager;
- Assembles required ingredients specified on standard recipes;
- Washes, peels and prepares fruits and vegetables for salads and cooking;
- Makes sandwiches, salads, soups and simple desserts;
- Prepares breads, meats and main dishes;
- Serves food portion on cafeteria line designated by manager;
- Assists with main food production items as required;
- Records daily usage and leftovers;
- Sets up serving counters and/or holding cabinets;
- Replenishes food as needed to keep serving counters supplied;
- Operates dishwasher and all equipment used in food service;
- Sets up dining room for special food service occasions;
- Checks in food and non-food supplies;
- Cleans ovens, steamers, kettles, pots, pans, ranges, mixers, fryers, cutters, slicers, serving counters, carts and all other equipment;
- Serves as cashier and assists in all accountable functions as required;
- Reports to manager any safety hazards or equipment problems;
- Cleans kitchen floors;
- Attends workshops and training activities as directed by managers and Food Service Director;
- Performs other duties as required or assigned.

Supervision Received:

Food Service Manager
Food Service Director
Director of Purchasing and Contract Administration

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED.

Preferred:

N/A

Physical Demands:

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); must be able to operate kitchen equipment. Work in kitchen; exposure to high temperatures from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, bleach, etc. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

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**School District of Santa Rosa County
Job Description**

Instructional Television Specialist II

Reports to: Director of In-Service and Instructional Technology	FLSA Status: Non-Exempt
Department: Professional Development Center	Prepared by: Human Resources
Date: June 10, 2014	Evaluation Code: 12060
Position #: 44270	Range: 24

Principal Duties and Responsibilities (Essential Functions):

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- Provide supervision of the ITFS system;
- Provide supervision of the television production system;
- Schedule and coordinate the specific work activities in the day-to-day operations of the ITFS system;
- Perform assigned in-service sessions with administrators, teachers and students related to the instructional television system and utilization of materials;
- Prepare and continue to revise and update the operational guidelines to be used in the operations of the ITFS system;
- Maintain studio control room system facilities and plan for future refinements and expansion of the system for improvement in quality and efficiency of operations;
- Assist teacher, students, and educational agencies in the planning, production, editing, and other technical processes necessary for quality product;
- Produce educational and promotional videotapes for the school district;
- Provide supervision of tuning satellite feeds for taping and rebroadcast;
- Maintain a cooperative working relationship with the chief technicians of the cable company in order to distribute a quality signal to each school center and individual subscribers;
- Complete frequent and periodic measurement of signals from our transmitter to each Wireless One location;
- Maintain and calibrate the RF distribution system to keep within the FCC guidelines and for optimal usage of the school;
- Prepare technical specifications to be included in the educational specifications for school ITV distribution systems;
- Measure and evaluate the signal quality from the cable company at each school to verify cable company performance;
- Plan with principals and media specialists regarding individual school ITV distribution needs;
- Work with architects, engineers and the Assistant Superintendent for Administration in the plans for ITV systems and wiring in new schools and new construction;
- Evaluate architectural plans for compliance with district standards;
- Test and evaluate ITV wiring and distribution upon new construction completion and report results to Director, In-service & Instructional Technology and Assistant Superintendent for Administration;
- Work with the district's Maintenance Department for resolution of needed ITV distribution systems;

- Serve on district committees and selection teams requiring TV distribution system expertise;
- Work with cable company and cable system technicians for installation of services at all new facilities;
- Develop bid and quote lists for all TV studio and ITV distribution systems as needed for new construction or remodeling;
- Plan, set-up and provide technical expertise for all multi-media productions as requested by district personnel and approved by supervisor;
- Research equipment needs for district and schools and arrange demonstrations and training as necessary and/or requested;
- Troubleshoot school TV studio systems and TV distribution systems;
- Perform minor repairs for TV studio systems and TV distribution systems;
- Assist Media Specialists in the techniques of operation of in-school ITV distribution systems;
- Assist in preparing the ITFS operations budget;
- Work with college personnel for scheduling, training, and production of Distance Learning courses for dual enrollment;
- Gather data and check for computations on ITV documents, surveys and files for accuracy;
- Assist with gathering information to complete Federal Communications Commission (FCC) reports and files;
- Maintain strict confidentiality of accessible information to and from the FCC;
- Post data to ITV and FCC records on a daily basis;
- Perform basic web-related functions;
- Perform other tasks as directed by the Director of In-Service and Instructional Technology.

Supervision Received:

Director of In-Service and Instructional Technology

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Graduation from a four year college with a Bachelor's Degree in Communications Arts or related degree with an emphasis on TV Production or two year degree in TV Production, Electronics Technology or related field and four years experience in the TV Production field.

Preferred:

N/A

Physical Demands:

Communicate using speech, hearing and vision skills. Able to move equipment weighing up to 35 pounds. Ability to drive district utility van. Provide own transportation to various sites, when necessary. Ascend and descend studio lighting ladder up to 14 feet. Ability to ascend ladder to work in crawlspace above ceilings to troubleshoot and pull coax TV cables and perform equipment checks. Inside building and TV studio; exposure to noise associated with TV and computer equipment; exposure to electrical wiring and apparatus; exposure to colder working environment due to temperature requirements for the equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Internal Funds Bookkeeper I

Reports to: Assigned Principal or Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 10, 2014	Job Code: Same as Principal
Position #: 50190	Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Maintains files of activities relating to school internal funds;
- Performs detailed clerical and bookkeeping duties for school internal funds;
- Coordinates with school personnel, students and vendors concerning account status;
- Prepares reports as needed or requested for the school and/or appropriate school personnel;
- Maintains status of internal budget during the year;
- Issues purchase orders and keeps record of purchases;
- Collects and receipts money from school activities in accordance with proper procedures;
- Makes bank deposits in accordance with proper procedures;
- Reconciles monthly bank statements in a timely manner;
- Maintains and inputs computer information regarding internal funds activities;
- Performs monthly and year-end close-outs;
- Performs related clerical and secretarial duties as required or assigned. (Duties do not include clinic duty, bus duty, hall duty, lunch duty, or textbook inventory).

Supervision Received:

Assigned Principal or Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Minimum of one year of accounting or bookkeeping experience. Bookkeeping experience must include at least two of the following activities:
- Prepares or assists in preparation of the monthly bank reconciliation.
- Counts cash/monies or supervises counting of cash/monies.
- Enters accounting transactions into a general ledger or computer system.

Preferred:

Use of a calculator, computer, and/or other accounting machines; Making accurate mathematical calculations; Reviewing, posting, balancing, and reconciling financial records; Maintaining accurate financial records and preparing accurate and timely reports; Applying knowledge to accounting transactions.

Physical Demands:

Work under stress and meet required deadlines; Perform mathematical calculations accurately; Communicate using speech, hearing and vision skills. School office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Internal Funds Bookkeeper II

Reports to: Assigned Principal or Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 10, 2014	Job Code: Same as Principal
Position #: 50230	Range: 12

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Maintains files of activities relating to school internal funds;
- Performs detailed clerical and bookkeeping duties for school internal funds;
- Coordinates with school personnel, students and vendors concerning account status;
- Prepares reports as needed or requested for the school and/or appropriate school personnel;
- Maintains status of internal budget during the year;
- Issues purchase orders and keeps record of purchases;
- Collects and receipts money from school activities in accordance with proper procedures;
- Makes bank deposits in accordance with proper procedures;
- Reconciles monthly bank statements in a timely manner;
- Maintains and inputs computer information regarding internal funds activities;
- Performs monthly and year-end close-outs;
- Performs related clerical and secretarial duties as required or assigned. (Duties do not include clinic duty, bus duty, hall duty, lunch duty, or textbook inventory).

Supervision Received:

Assigned Principal or Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- ~~Minimum of two (2) years documented progress based on annual school department/site evaluation relating to Area Eight: Specific Job Responsibilities. Must have Satisfactory or above on all 4 items within Area Eight related to school internal funds audit report.~~
- Minimum of two years experience as Internal Funds Bookkeeper I in Santa Rosa School District.

Preferred:

Use of a calculator, computer, and/or other accounting machines; Making accurate mathematical calculations; Reviewing, posting, balancing, and reconciling financial records; Maintaining accurate financial records and preparing accurate and timely reports; Applying knowledge to accounting transactions.

Physical Demands:

Work under stress and meet required deadlines; Perform mathematical calculations accurately; Communicate using speech, hearing and vision skills. School office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Internal Funds Bookkeeper III

Reports to: Assigned Principal or Manager	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 10, 2014	Job Code: Same as Principal
Position #: 50240	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Maintains files of activities relating to school internal funds;
- Performs detailed clerical and bookkeeping duties for school internal funds;
- Coordinates with school personnel, students and vendors concerning account status;
- Prepares reports as needed or requested for the school and/or appropriate school personnel;
- Maintains status of internal budget during the year;
- Issues purchase orders and keeps record of purchases;
- Collects and receipts money from school activities in accordance with proper procedures;
- Makes bank deposits in accordance with proper procedures;
- Reconciles monthly bank statements in a timely manner;
- Maintains and inputs computer information regarding internal funds activities;
- Performs monthly and year-end close-outs;
- Performs related clerical and secretarial duties as required or assigned. (Duties do not include clinic duty, bus duty, hall duty, lunch duty, or textbook inventory).

Supervision Received:

Assigned Principal or Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- ~~Minimum of three (3) years documented progress based on annual school department/site evaluation relating to Area Eight: Specific Job Responsibilities. Must have Satisfactory or above on all 4 items within Area Eight related to school internal funds audit report.~~
- Minimum of two ~~one~~-years experience as Internal Funds Bookkeeper II in Santa Rosa School District.

Preferred:

Use of a calculator, computer, and/or other accounting machines; Making accurate mathematical calculations; Reviewing, posting, balancing, and reconciling financial records; Maintaining accurate financial records and preparing accurate and timely reports; Applying knowledge to accounting transactions.

Physical Demands:

Work under stress and meet required deadlines; Perform mathematical calculations accurately; Communicate using speech, hearing and vision skills. School office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Internet Content Filter Administrator/Technology Assistant

Reports to: Director of In-service and Instructional Technology	FLSA Status: Non-Exempt
Department: Professional Development Center	Prepared by: Human Resources
Date: June 10, 2014	Evaluation Code: 12060
Position #: 45221	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Monitors district internet content filter system;
- Works closely with school blocked-site review teams to expedite requests from staff;
- ~~Administers and monitors student email system;~~
- Maintains hardware and software inventory;
- Sets up and connects new computers;
- Troubleshoots basic hardware problems;
- Troubleshoots basic software problems;
- Submits Data Processing work orders as necessary;
- Communicates with hardware and software technicians concerning work-orders;
- Loads and tests new software on network server and stand-alone;
- Maintains proper files regarding licenses and copyright agreements;
- Represents position at appropriate technology-related activities;
- Works closely with the school technology team in assessing the school's technology needs;
- Assists employees with technology training needs;
- Assists in the preparation of orders of new equipment, software and technology related materials;
- Performs other related duties as required or assigned.

Supervision Received:

Director of In-service and Instructional Technology

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two years of experience with the use, operation and maintenance of computers and 45 hours of in-service training related to computer hardware, software, operation and/or maintenance;
or
- Four years experience with the use, operation and maintenance of computer hardware and software;
or
- Two year Technical Degree in a computer related field and one year experience with the use, operation, and maintenance of computers.

Preferred:

Operate computer; keyboarding; interact with teachers, students and parents in a positive and professional manner; make independent decisions as the need arises.

Physical Demands:

Operate and setup micro computers; pick up and move computer equipment weighing up to 40 pounds. Inside school building; exposure to noise associated with computers operating; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Mechanic II

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Transportation	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 81020	Range: 14

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs skilled repair, maintenance and reconditioning of buses, automobiles, trucks and other gasoline and diesel powered equipment;
- Checks, repairs and/or replaces main or connecting rod bearings;
- Inspects repairs;
- Checks and replaces generators, lights, batteries, spark plugs, distributors, etc.;
- Performs cleaning, repairing and adjusting of carburetors;
- Services equipment with gasoline, diesel, oil and grease;
- May be required to assist in spray painting equipment;
- Performs emergency road service to equipment outside of garage and make road side repairs;
- Performs air and hydraulic brake repairs;
- Identify and document deficiencies on buses according to the procedures and criteria found within the Florida School Bus Safety Inspection Manual
- Performs related duties as required or assigned.

Supervision Received:

Maintenance Facility Lead
Transportation Director
Director of Purchasing and Contract Administration

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Four years experience in automotive and/or heavy equipment maintenance and repair.
- Must possess or be able to obtain a valid Florida Commercial Driver's License (CDL).
- Certified School Bus Inspector, as defined by Florida Administrative Code 6A-3.0171(8)(d).

Preferred:

Use of a variety of hand and power tools essential to make automotive repairs; use of testing instruments.

Physical Demands:

Must be able to perform heavy lifting over 75 pounds; must be able to operate tools of the trade; requires bending, reaching, walking and working in close quarters; must be able to operate equipment. Repair shop; exposure to noise, oils, fumes, lubricants and chemicals. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Maintenance Crew Leader

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 84140	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Functions as working crew leader over employees engaged in painting, carpentry, maintenance or general maintenance;
- Interpret county policy to workers and enforces safety regulations;
- Establishes or adjusts work procedures to meet production schedules using knowledge and capabilities of equipment and personnel;
- May be required to work after hours and weekends when necessary;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance
Maintenance Foremen

Supervision Exercised:

Maintenance Department Employees as directed by Maintenance Foremen

Minimum Qualifications & Skills Required:

Graduation from high school or GED. Four years experience in the trades area; or an equivalent combination of training and experience.

Preferred:

Operate a variety of tools and equipment of the building trades.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; requires the operation of a small truck to visit work sites. Work inside and outside; involves working under hazardous conditions and with electrical current may be exposed to fumes and gas from equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Maintenance Foreman I

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 84150	Range: 18

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assigns and supervises skilled trades workers and helpers;
- Inspects work in progress and upon completion;
- Evaluates work orders to determine necessary equipment, materials and time to complete job;
- Keeps records of time and cost required for each project;
- Requisitions necessary materials and equipment for jobs;
- Advises skilled trades workers on particularly difficult problems and participates in work of the trades as required;
- Interprets county policies to workers;
- Enforces safety precautions;
- Establishes or adjusts work procedures to meet production schedules using knowledge of worker's capabilities and difficulty of work;
- Recommends measures to improve efficiency of department;
- Recommends personnel actions such as promotions, use of annual leave and disciplinary actions;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

Maintenance Department

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. Five years experience in the building trades, two years must have been at a supervisory level.

Preferred:

Use and care of tools, equipment and materials of the trades; operation of micro-computer and terminal.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; requires the operation of a small truck to visit work sites. Work inside and outside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Maintenance Foreman II

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 84151	Range: 21

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assigns and supervises skilled trades workers and helpers;
- Inspects work in progress and upon completion;
- Evaluates work orders to determine necessary equipment, materials and time to complete job;
- Keeps records of time and cost required for each project;
- Requisitions necessary materials and equipment for jobs;
- Advises skilled trades workers on particularly difficult problems and participates in work of the trades as required;
- Interprets county policies to workers;
- Enforces safety precautions;
- Establishes or adjusts work procedures to meet production schedules using knowledge of worker's capabilities and difficulty of work;
- Recommends measures to improve efficiency of department;
- Recommends personnel actions such as promotions, use of annual leave and disciplinary actions;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

Maintenance Department

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. Seven years experience in the building trades, three years must have been at a supervisory level.

Preferred:

Use and care of tools, equipment and materials of the trades; operation of micro-computer and terminal.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; requires the operation of a small truck to visit work sites. Work inside and outside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Maintenance Mechanic I

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 84100	Range: 10

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists in making repairs to buildings, equipment, including electrical systems and electronic apparatus;
- Assists in repairing short circuits and broken wires;
- Installs or replaces electrical fixtures;
- Repairs and replaces electric motors and switches;
- Changes oil, cleans;
- Repairs circuits and thermostats;
- Performs plumbing work;
- Installs flush tanks, sink bowls and commodes;
- Repairs water and sewer lines;
- Paints exterior and interior of buildings and offices;
- Repairs doors and frames;
- Performs carpentry repairs and wood working duties;
- Repairs roofs and partitions;
- Operates power saws, lathes and related equipment;
- May be required to work after hours and weekends when necessary;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- Two years experience in general trades work in one or more building trades; or an equivalent combination of training and experience.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Operate a variety of tools and equipment of the building trades.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; Work inside and outside; involves working under hazardous conditions and with electrical current may be exposed to fumes and gas from equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Maintenance Mechanic II

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 84110	Range: 14

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Makes repairs to buildings, equipment, including, electrical systems and electronic apparatus;
- Repairs short circuits and broken wires;
- Installs or replaces electrical fixtures;
- Repairs and replaces electric motors and switches;
- Changes oil, cleans equipment;
- Repairs circuits and thermostats; Performs plumbing work;
- Installs flush tanks, sink bowls and commodes;
- Repairs water and sewer lines;
- Paints exterior and interior of buildings and offices;
- Repairs doors and frames;
- Performs carpentry repairs and wood working duties;
- Repairs roofs and partitions;
- Operates power saws, lathes and related equipment;
- May be required to work after hours and weekends when necessary;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- Four years experience in general trades work in one or more building trades; or an equivalent combination of training and experience.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Operation of a variety of tools and equipment of the building trades.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; Work inside and outside; involves working under hazardous conditions and with electrical current may be exposed to fumes and gas from equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Painter II

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 85360	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Erects scaffolding of ladders or planks;
- Employs swing stage equipment for painting high exterior walls;
- Spreads canvas or cloth on surfaces and objects to prevent paint splattering;
- Assists in removing old paint and varnish by scraping, burning and other methods in preparing surfaces for painting;
- Assists in mixing and matching paint, varnish, enamels, lacquers, paint and varnish removers;
- Applies paint, varnish, lacquers, enamels, and waterproofing to interior and exterior surfaces of furniture, wood and metal with brush or spray gun;
- May do sign painting, guidance on streets, sidewalks and in warehouses;
- Cleans and maintains brushes, spray guns and other equipment;
- Occasionally replaces window glass;
- Estimate time and materials needed;
- Performs while elevated above ground on ladders or scaffolds;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- Four years experience in painting.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Operation of a variety of tools and equipment of the trade.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; requires moderate to heavy lifting of over 75 pounds; operate small truck to reach job sites. Outside and inside under hazardous conditions; may involve working above ground on ladders or scaffolds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Paraprofessional for ESOL

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: Coordinator of Literacy	Prepared by: Human Resources
Date: June 10, 2014	Job Code: Same as Administrator
Position #: 44990	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Sets up classrooms and prepares materials in support of instruction for English Language Learner (ELL);
- Supervises ELLs during lunch period, intermissions, on school grounds before and after school and bus loading and/or unloading, under the supervision of a member of the instructional staff; escorts ELLs to and from rooms and buildings;
- Administers, scores tests, marks errors and records ELL status and improvements;
- Assembles, adjusts and maintains equipment for instructional programs in support of ELLs;
- Assists teachers in maintaining equipment for instructional programs involving ELLs;
- Works with ELLs assisting in completing assignments and projects;
- Operates copier in reproducing ELL records;
- Maintains records, files, reports and statistics of ELLs;
- Provides academic support for ELLs in mainstream classes and/or in ESOL resource classes;
- Performs related duties as required or assigned.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

School Principal or Administrator

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED; and
- Successfully pass Educational Testing Service Paraprofessional Assessment Test; and complete 12 hours of approved in-service in Paraprofessional Training Components; or successfully complete a minimum of 48 semester college hours or Associate's degree.

Preferred:

Speak and write fluently in the targeted language* as well as in the English language.

*Targeted language is the one spoken by 15 of the English Language Learners in the school where the position is.

Physical Demands:

Communicate using speech, hearing and vision skills. Work inside and outside with ELLs and teachers of ELLs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Paraprofessional I

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: June 10, 2014	Job Code: Same as Administrator
Position #: 45230	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- Assist with classroom management, such as organizing instructional and other materials;
- Provide assistance in a computer laboratory;
- Conduct parental involvement activities under the supervision of the classroom teacher;
- Provide support in a library or media center;
- Act as a translator;
- Provide instructional services to students;
- Assist children with personal hygiene;
- Performs related duties as required or assigned by the principal.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

School Principal or Administrator

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.

- For School Board employees hired before March 13, 2013 applying for promotion or demotion to this job title:
 - Required completion of 12 hours of district-approved in-service in the areas of math, reading, Exceptional Student Education and classroom management;
 - and**
 - A passing score on the PRAXIS exam.

|

Preferred:

Keyboarding; operate data entry equipment, copiers and other office equipment.

|

Physical Demands:

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Purchasing Manager

Reports to: Assistant Superintendent, Administrative Services	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 62000	Range: 26_25

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Initiates contacts with vendors relative to supplies and equipment using purchase orders and contracts;
- Obtains and studies comparative prices, quotations, and is informed by state contracts;
- Purchases by competitive bidding, informal quotations and negotiations, items of supplies, services and equipment necessary for operation of the school district;
- Studies price trends and market conditions;
- Keeps informed of sources of supply and new product development;
- Investigates quality of purchased items and serves to insure that they meet purchase specifications;
- Prepares all bidding documents;
- Monitors all purchase requisitions to determine correctness of information, coding, etc.;
- Develops and maintains appropriate records, such as bidder lists, bid files, and purchase order files;
- Assumes responsibility for correspondence relating to school board purchasing;
- Prepares periodic reports relating to purchasing functions;
- ~~Performs task of warehouse replenishment;~~
- Responsible for coordination and disposition of surplus property in accordance with State statutes and school board policy;
- Supervises all personnel assigned to the purchasing unit;
- Supervises Property Control Department;
- ~~Participates in the monitoring of contract service for custodial and food service operations;~~
- Manages warehouse operations and textbook depository;
- Performs other duties as required or assigned.

Supervision Received:

Director of Purchasing and Contract Administration
Assistant Superintendent, Administrative Services

Supervision Exercised:

Property Control Department
Purchasing Department

Minimum Qualifications & Skills Required:

- ?? Graduation from four year college or university with a degree in Business Administration or related field;
- Four years experience in large scale buying or an equivalent combination of training and experience.

Preferred:

N/A Professional certification preferred. Approved certifications include, but are not necessarily limited to: National Institute of Governmental Purchasing (NIGP), Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) and Certified Purchasing Manager (CPM).

Physical Demands:

Requires sitting for long periods of time. Office/indoors setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Paraprofessional IW

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: June 10, 2014	Job Code: Same as Administrator
Position #: 45235	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- Assist with classroom management, such as organizing instructional and other materials;
- Provide assistance in a computer laboratory;
- Conduct parental involvement activities under the supervision of the classroom teacher;
- Provide support in a library or media center;
- Act as a translator;
- Provide instructional services to students;
- Assist children with personal hygiene;
- Performs related duties as required or assigned by the principal.

Limitations:

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

Supervision Received:

School Principal or Administrator

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.

- For School Board employees hired before March 13, 2013 applying for promotion or demotion to this job title:
 - Required completion of 12 hours of district-approved in-service in the areas of math, reading, Exceptional Student Education and classroom management;
 - and**
 - A passing score on the PRAXIS exam.

|

Preferred:

Keyboarding; operate data entry equipment, copiers and other office equipment.

|

Physical Demands:

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

School District of Santa Rosa County Job Description

~~Human Resources Services Assistant~~ Risk Management Specialist I

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11030
Position #: 61070	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Apply knowledge of School Board policies relating to insurance, state statutes relative to the administration of workers compensation insurance, state and federal regulations/guidelines relative to the administration of employee group benefit products, IRS Section 125, Affordable Care Act and HIPAA guidelines.
- Assist in the coordination and administration of the School Board's group insurance and benefit programs.
- Assist in the development, coordination and administration of annual benefits open enrollment.
- Assist in the development and maintenance of benefit communication materials.
- Assist in monitoring tax sheltered annuity ~~products~~ payroll deductions.
- Process and maintain all records and files related to insurance such as premium payments, claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc.
- Maintain appropriate privacy and confidentiality of records ~~for per~~ HIPAA guidelines.
- Serve as a resource and provide assistance to employees retirees with questions or issues regarding insurance.
- Prepare and process life insurance claims for beneficiaries of deceased employees retirees.
- Responsible for timely COBRA notifications and processing.
- Assist in the coordination and administration of the School Board's Drug Free Workplace policy.
- Prepare and provide periodic safety and loss prevention reports and information to all district work sites.
- Assist in coordination and administration of district worker's compensation program to include timely reporting of claims, and claims management, ~~and safety incentive program~~.
- Assist in preparation of annual safety reports for School Board review and approval.
- Assist in coordination and administration of district's property, casualty, automobile, liability, catastrophic student accident, flood, and storage tank insurance programs.
- Coordinate and manage facility use in accordance with School Board Policy 9.30+.
- Process payroll for Risk Management Department.
- Process departmental purchase orders and payable invoices.
- Liaison for vendors of district sponsored group insurance products, individual supplemental life and cancer products, tax sheltered annuities, etc.
- Serve on the District Joint Insurance Committee as a non-voting member.

- Performs related duties as required or assigned.

Supervision Received:

- Assistant Superintendent, Human Resources
- Director of Employee Evaluations & Accountability
- Human Resource Services Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Four years of experience in responsible secretarial administration with two years experience in employee benefits, insurance plans, worker's compensation or payroll.

Preferred:

Operation of computer/data entry equipment; type

Physical Demands:

Must be able to type, operate a computer or data entry device and standard office equipment; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

School District of Santa Rosa County Job Description

~~Human Resources Services Assistant II~~ Risk Management Specialist II

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11030
Position #: 61080	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assist in the coordination and administration of the School Board's group insurance and benefit programs.
- Assist in the development, coordination and administration of annual benefits open enrollment.
- Assist in the development and maintenance of benefit communication materials.
- Conduct employee group benefits meetings.
- Process employee authorizations for sign ups, cancellations, changes, etc. for payroll deducted insurance in compliance with IRS Section 125.
- Maintain and update employee on-line benefit information housed in eBenCom-on-line benefit system.
- Administer, reconcile and post Florida Retirement System receipts and deductions, COBRA payments, retiree and leave of absence insurance payments.
- Monthly reconciliation and processing of insurance payments to vendors.
- Assist in monitoring tax sheltered annuity products payroll deductions.
- Process and maintain all records and files related to insurance such as premium payments, claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc.
- Maintain appropriate privacy and confidentiality of records for per HIPAA guidelines.
- Serve as a resource and provide assistance to employees/retirees with questions or issues regarding insurance.
- Prepare and process life insurance claims for beneficiaries of deceased employees/retirees.
- Responsible for timely COBRA notifications and processing.
- Assist in the coordination and administration of the School Board's Drug Free Workplace policy.
- Prepare and provide periodic safety and loss prevention reports and information to all district work sites.
- Assist in coordination and administration of district worker's compensation program to include timely reporting of claims, and -claims management, and safety incentive program.
- Maintain OSHA 300 log for all district work sites.
- Assist in preparation of annual safety reports for School Board review and approval.
- Assist in coordination and administration of district's property, casualty, automobile, liability, catastrophic student accident, flood, and storage tank insurance.
- Coordinate and manage facility use in accordance with School Board Policy 9.30+.
- Process payroll for Risk Management Department.

- Process departmental purchase orders and payable invoices.
- Assist in the preparation and monitoring of the Risk Management Department Budget.
- Assist in compiling and providing requested documents for audits.

- Liaison for vendors of district sponsored group insurance products, individual supplemental life and cancer products, tax sheltered annuities, etc.
- Maintain Risk Management website.
- Serve on the District Joint Insurance Committee as a non-voting member.
- Performs related duties as required or assigned.

Supervision Received:

- Assistant Superintendent, Human Resources
- Director of Employee Evaluations & Accountability
- Human Resource Services Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six years of experience in responsible secretarial administration with three years experience in employee benefits, insurance plans, worker's compensation or payroll.

Preferred:

Operation of computer/data entry equipment; type

Physical Demands:

Must be able to type, operate a computer/data entry device and standard office equipment; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

School District of Santa Rosa County Job Description

Safety Specialist

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11030
Position #: 51251	Range: 23

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Apply knowledge of State Fire Marshal standards and requirements, State Requirements for Educational Facilities (SREF), National Fire Protection Association (NFPA) 101 Life Safety Code, NFPA 1 Fire Code, Occupational Safety and Health Administration (OSHA) regulations under 29CFR, 1910 and 29CFS 1910 and 29CFS 1926, ADA, State Health Department rules and Florida Workers Compensation Laws.
- Perform annual Comprehensive Safety Inspections of all facilities within the District for compliance with rules and standards established by the State of Florida, the State Fire Marshal, ~~College, the SREF~~ and the ~~Occupational Safety and Health Administration~~ OSHA relative to fire ~~safety~~, casualty ~~safety~~, and sanitation ~~and security~~.
- Perform bi-annual asbestos inspections and monitor compliance with State and Federal regulations governing asbestos management and abatement projects.
- Perform special inspections, i.e. Science labs, upon request.
- Assist with other authorized inspections.
- Coordinate with local fire marshal for fire safety inspections of all schools within the District.
- Perform indoor air quality checks as requested.
- Perform compliance follow up inspections.
- Respond to emergency/special safety concerns related to fire, casualty and sanitation requirements as reported by work site staff.
- Assist with identification of hazards that might harm students, employees or visitors and initiate corrective measures.
- Finalize and submit annual inspection ~~reports~~ dates to State Fire Marshal and send copy of inspection report to local authority having jurisdiction. School Board by the end of each fiscal year.
- Submit annual inspection reports to School Board for review and approval.
- Assist in maintenance of the district Safety and Health Policy and Plan.
- Maintain district's on-line safety, health, environmental and Human Resources training system.
- Demonstrate support for the School District and its goals and priorities relating to safety.
- Maintain a positive working relationship with all School District personnel, Public Safety and Fire Rescue agencies.
- Keep current with all issues pertaining to inspection and safety of facilities and grounds.
- Monitor school site safety compliance including fire/evacuation (~~fire~~), severe weather, ~~(tornado)~~ and lockdown and shelter in place drills.

- Maintain compliance with Florida Worker's Compensation laws relative to reporting requirements and managing worker's compensation claims.
- ~~Manage reporting and data collection process for District accidents and injuries.~~
- Perform, review and follow up accident/injury investigations involving employees, students, and visitors as needed.
- Provide safety training for District personnel as needed.
- Successfully complete and/or obtain certification within one year from date of employment the following:
 - Certification as a Fire Safety Inspector through Florida's State Fire College;
 - Completion of Sanitation and Casualty Safety Inspector training as outlined in Chapter 5 of the Florida State Requirements for Educational Facilities;
 - Completion of OSHA General Industry Standards training;
 - Certification as an Asbestos Building Inspector
- Performs related duties as required or assigned.

Supervision Received:

- Assistant Superintendent, Human Resources
- Director of Employee Evaluations & Accountability
- Human Resource Services Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Hold a Bachelor's Degree in Business, Safety, Education or related field;
- Hold a valid Florida driver's license.

Certification: ~~Successful completion and/or certification obtained within one year for the following:~~

- ~~— Certification as a Fire Safety Inspector through Florida's State Fire College;~~
- ~~— Completion of Sanitation and Casualty Safety Inspector training as outlined in Chapter 5 of the Florida State Requirements for Educational Facilities;~~
- ~~— Completion of OSHA General Industry Standards training;~~
- ~~— Certification as an Asbestos Building Inspector.~~

Preferred:

N/A

Physical Demands:

Proficient in the operation of computer equipment. Must be able to sit, walk, stoop, bend, crawl, climb and reach; involves moderate lifting up to 25 pounds. Works inside and outside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Semi-Skilled Laborer

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: June 10, 2014	Job Code: 11010
Position #: 85520	Range: 7

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Works on patch, shoulder or finish crew, patches holes in road with asphalt or rock and rakes asphalt;
- Replaces broken timbers in wooden bridges;
- Helps other workers to check grade stakes, clears ditches with Bush Cutter;
- Digs and maintains ditches with shovels and removes tree stumps;
- Operates chain saw and Bush Cutter in ditch maintenance and right-of-way clearings;
- Installs road signs, paints center lines on pavement;
- Clears brush from roadside and from school campuses and removes refuse and paper from grounds, sweeps walks;
- Cuts, trims, waters and fertilizers lawn and bushes, cuts and rakes grass, weeds and brush;
- Moves or assists in moving of heavy and bulky objects;
- Assists in performing field maintenance and service work on equipment, washes and lubricates vehicles;
- Fills holes in playground, marks, cleans, maintains and keeps play area safe;
- Assists with in-shop maintenance in a labor capacity;
- Loads and unloads material from trucks and vans;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance
Maintenance Foremen

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six months experience in performing heavy manual labor.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

N/A

Physical Demands:

Requires walking, standing, stooping, bending and lifting; must be able to perform heavy lifting and manual labor; operate small trucks and light equipment. Outside in adverse weather conditions; work around machinery and construction equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.