

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

Clerical Assistant

| | |
|---|--|
| Reports to: School Principal/Manager | FLSA Status: Non-Exempt |
| Department: All | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Same as Principal/Manager |
| Position #: 41040 | Range: 5 |

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.

- Alphabetizes and files appropriate information;
- Sets up files;
- Scans documents for disks;
- Verifies and proofs images after scanning;
- Types from copy, rough draft, or general instruction;
- Copies and/or distributes material as needed;
- Provides information to others in person and/or via phone;
- Applies knowledge of rules, regulations and procedures;
- Prepares routine correspondence, as requested;
- Operates copy machine, computer terminal, and other equipment;
- Assists other office personnel;
- Performs related duties as required or assigned by principal.

Supervision Received:

School Principal/Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six months of clerical **and/or** data entry experience.

Preferred:

Operation of computer/data entry equipment; type.

Physical Demands:

Must be able to operate a typewriter and computer keyboard; sit for long periods of time, communicate using speech, hearing and vision skills; manual dexterity and good vision. 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**

Clerical Data I

| | |
|---|--|
| Reports to: School Principal/Manager | FLSA Status: Non-Exempt |
| Department: Schools | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Same as Principal/Manager |
| Position #: 45300 | 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.

- Inputs student/employee information in prescribed format;
- Maintains database for student/employee information and enters data for daily attendance;
- Maintains sequence and control of source documents and makes schedule changes;
- Recognizes deficiencies and/or problems in source documents and returns to supervisor for correction, if necessary;
- Obtains necessary signatures and routes appropriate material;
- Reviews documents, generates reports from data and prints hard copy of reports;
- Gives information to other units, assists in answering telephone and questions;
- Meets public giving appropriate information, explaining rules, and/or assisting students/employees;
- Types from rough draft, copy or general instruction, reports, letters, statistical tabulations, narratives;
- Composes letters and/or memoranda as requested;
- Operates equipment in office or media center;
- Assists teachers/staff as needed in performing secretarial and clerical duties;
- Performs related duties as required or assigned by principal.

Supervision Received:

School Principal/Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two years clerical and typing experience; six months data entry experience.

Preferred:

Use of data entry equipment.

Physical Demands:

Must be able to operate data entry equipment; may require sitting for extended periods of time. 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**

Clerical Data II

| | |
|---|--|
| Reports to: School Principal/Manager | FLSA Status: Non-Exempt |
| Department: Schools | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Same as Principal/Manager |
| Position #: 45310 | 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.

- Inputs student/employee information in prescribed format;
- Maintains database for student/employee information and enters data for daily attendance;
- Maintains sequence and control of source documents and makes schedule changes;
- Recognizes deficiencies and/or problems in source documents and returns to supervisor for correction, if necessary;
- Obtains necessary signatures and routes appropriate material;
- Reviews documents, generates reports from data and prints hard copy of reports;
- Gives information to other units, assists in answering telephone and questions;
- Meets public giving appropriate information, explaining rules, and/or assisting students/employees;
- Types from rough draft, copy or general instruction, reports, letters, statistical tabulations, narratives;
- Composes letters and/or memoranda as requested;
- Operates equipment in office or media center;
- Assists teachers/staff as needed in performing secretarial and clerical duties;
- Performs related duties as required or assigned by principal.

Supervision Received:

School Principal/Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Three years experience with the Gateway student system or TERMS and 45 hours of in-service training related to general office automation or 60 semester hours of college credit and 2 years experience with the Gateway student system or TERMS and 45 hours of in-service training.

Preferred:

Use of data entry equipment.

Physical Demands:

Must be able to operate data entry equipment; may require sitting for extended periods of time. 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**

Clerk Typist II

| | |
|-------------------------------------|-------------------------------------|
| Reports to: School Principal | FLSA Status: Non-Exempt |
| Department: All | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Same as Principal |
| Position #: 41010 | Range: 5 |

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.

- Types from copy, rough draft or general instruction;
- Enters data into computer utilizing CRT or key board device;
- Types reports, form letters, statistical tabulations, narratives and material requiring independent action and discretion of various problems;
- Opens, sorts, files and distributes correspondence, reports, vouchers or other materials numerically, alphabetically or other established system;
- Screens and refers office callers either in person or by phone;
- Obtains necessary signatures and routes correspondence;
- Reviews and processes documents for completeness and maintains follow-up requiring knowledge of the unit;
- Codes and cross indexes records and legal documents;
- Provides general information in person or by telephone to other units and public applying knowledge of procedures, rules and regulations of the unit;
- Acts as telephone operator and receptionist;
- Performs related duties as required or assigned.

Supervision Received:

School Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year clerical and typing experience; **or** an equivalent combination of education and experience.

Preferred:

Operate a typewriter; use of data entry equipment; type.

Physical Demands:

Must be able to sit for long periods of time. Works in an office. 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**

Clerk Typist I

| | |
|-------------------------------------|-------------------------------------|
| Reports to: School Principal | FLSA Status: Non-Exempt |
| Department: All | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Same as Principal |
| Position #: 41010 | Range: 4 |

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.

- Types from copy, rough draft, or general instruction;
- Enters data by use of key board;
- Types reports or other materials frequently requiring independent action and discretion on any problems;
- Types form letters and correspondence based on information from records and files;
- Operates various office equipment;
- Processes documents requiring procedural knowledge of the unit;
- Maintains files;
- Obtains necessary signatures and routes correspondence;
- Reviews documents for completeness and maintains follow-up;
- Codes and cross indexes records and legal documents;
- Gives information in person or by telephone to other units and public applying knowledge of procedures, regulations and rules of the unit;
- Performs related duties as required or assigned.

Supervision Received:

School Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year clerical and typing experience; **or** an equivalent combination of education and experience.

Preferred:

Operate a typewriter; use of data entry equipment; type.

Physical Demands:

Must be able to sit for long periods of time. Works in an office. 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**

Computer Programmer/System Analyst I

| | |
|--|-------------------------------------|
| Reports to: Data Processing Manager | FLSA Status: Non-Exempt |
| Department: Data Processing | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44130 | 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.

- Analyzes systems with problems and designs new or modified systems to be effective, maintainable, well-structured and logical to solve identified problems;
- Determines system functional requirements;
- Produces accurate development, plans and projects status and completion schedules;
- Develops accurate time/cost estimate and cost calculation studies;
- Works with user personnel determining needs, defining feasible solutions and producing quality results;
- Designs various forms used to collect data and distribute information;
- Performs records management, including distribution and use of reports;
- Develops manuals to communicate system procedures;
- Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;
- Participates in evaluation of equipment and defines standards, for equipment selection;
- Interfaces with data processing to coordinate the development of systems whenever computer oriented systems have been selected;
- Reviews and submits recommendations for improvement to systems;
- Provides written and oral review reports of activities to management;
- Maintains current knowledge of standard language, coding methods and operations requirements;
- Performs related duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from four year college with Bachelor Degree in systems science or related field.
- Programming experience preferred, but not required.

Preferred:

N/A

Physical Demands:

Requires sitting for long periods of time designing programs; Must be able to visit office work sites to study computer problems and system operations. Indoors. 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**

Computer Programmer/Systems Analyst II

| | |
|--|-------------------------------------|
| Reports to: Data Processing Manager | FLSA Status: Non-Exempt |
| Department: Data Processing | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44140 | Range: 22 |

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 system development effort from initial planning through implementation;
- Determines system functional requirements, produces accurate development plans and projects completion schedules;
- Develops accurate time/cost estimate, cost benefit studies and projects management controls;
- Works with user personnel in determining needs, defining feasible solutions and producing quality results;
- Designs effective logical, well-structured systems to satisfy identified problems;
- Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;
- Posts implementation reviews and revisions;
- Reviews and submits recommendations for improvement to systems;
- Provides written and oral reports of activities to management and users;
- Maintains current knowledge of standard language, coding methods and operations requirements;
- Writes and maintains programs;
- Performs related duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from four year college with a Bachelor Degree in systems science or related field.
- Three years experience in programming, including one year systems analysis and programming.

Preferred:

Operation of computers.

Physical Demands:

Requires sitting for long periods of time designing programs; Must be able to visit office work sites to study computer problems and system operations. Indoors. 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**

Computer Repair Technician I

| | |
|--|-------------------------------------|
| Reports to: Computer Support Supervisor | FLSA Status: Non-Exempt |
| Department: Technical Support Annex | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44215 | 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.

- Troubleshoots and repairs problems with electrical circuits, communications circuits, modems, PC computer hardware and Windows based computer software;
- Troubleshoots and repairs of problems with IBM Micro Channel computers;
- Works at remote sites without needing direct supervision. Some technical support may be required;
- Troubleshoots and repairs of Local area Networks using ~~Token Ring, Baseband and~~ Ethernet Communications;
- Assists others in determining which parts should be carried to support the various computer equipment;
- Assists with identifying vendors and ordering appropriate parts needed to support the computer equipment;
- Provides operational support for adopted client software applications;
- Works after hours and on weekends when necessary and/or required;
- Performs related duties as required or assigned.

Supervision Received:

Computer Support Supervisor

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year of college level or
- One year combined experience in the repair of computer equipment, installation of computers or networks or micro networking support.
- Valid Florida driver's license.

Preferred:

Recognize problem symptoms and determine appropriate actions. Operate the following test and repair equipment: Multimeter, Network cable tester, Microscope Post Probe, Ungar Service Center, Anti Virus Software, WIN95 Diagnostics. Attain a Class C Commercial License.

Physical Demands:

Heavy and moderate lifting, and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. 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**

Computer Support Supervisor

| | |
|--|-------------------------------------|
| Reports to: Data Processing Manager | FLSA Status: Non-Exempt |
| Department: Data Processing | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44227 | Range: 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.

- Apply electronic theory, principles of electrical circuits, computer testing procedures and related knowledge to analyze, test, troubleshoot and repair problems with electrical circuits, communications circuits, modems, computer hardware and computer software;
- Analyze a variety of highly technical and complex solutions and select best fix;
- Advanced troubleshooting and repair of problems with ~~IBM Micro Channel~~ computers;
- Provide direct supervision and technical support for other assigned technicians;
- Advanced troubleshooting and repair of Local area Networks using ~~Token Ring, Baseband and Ethernet~~ Communications;
- Analyze equipment performance to determine which parts should be carried to support the various computer equipment;
- Assist with identifying vendors and ordering appropriate parts and test equipment needed to support the computer equipment;
- Troubleshoot network problems and coordinate repairs with vendors;
- Manage and direct other technicians including assigning work areas and work orders;
- May be required to work after hours and on weekends when necessary;
- Performs related duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

Technical Support Annex Employees

Minimum Qualifications & Skills Required:

- Graduation from an accredited college with a Bachelor's degree in Computer Systems, Computer Technology, Engineering Technology or related technical degree.
- Six years of combined experience in the repair of micro computer equipment, systems support with supervisory responsibility.
- Valid Florida driver's license.

Preferred:

Recognize problem symptoms and determine appropriate actions. Operate the following test and repair equipment: Multimeter, Network cable tester, Microscope Post Probe, Ungar Service Center, and Anti-Virus Software. Attain a Class C Commercial License.

Physical Demands:

Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Inside school building; exposure to noise associated with computer operation; 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**

Computer Support Technician

| | |
|--|-------------------------------------|
| Reports to: Computer Support Supervisor | FLSA Status: Non-Exempt |
| Department: Technical Support Annex | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44225 | Range: 20 |

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.

- Support and maintain computer systems including: hardware, software, and networks;
- Assemble computer and operating system from components;
- Troubleshoot and repair complex hardware problems;
- Troubleshoot and repair complex software problems;
- Troubleshoot school network problems;
- Load and test new software on network server and stand-alone computer;
- Represent the school at appropriate technology-related activities;
- Work closely with the school technology team in assessing the school's technology needs;
- Assist in the preparation of orders for new equipment, software and technology related materials;
- Provide assistance in the training of users on adopted software and hardware;
- Performs related duties as required or assigned.

Supervision Received:

Computer Support Supervisor

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two (2) years of college level or technical courses in computer systems, application systems or computer repair, or A Plus certification.
- Four years of experience in repair of computer equipment, systems support, or computer network support.
- Florida driver's license.

Preferred:

Recognize problem symptoms and determine appropriate repair actions; operate test and repair equipment such as Network Testers and anti-virus software. Attain a Class C Commercial License.

Physical Demands:

Heavy and moderate lifting, and carrying equipment weighting up to 50 pounds; reaching above shoulder; manual dexterity for testing equipment; good vision; distinguish basic colors; good hearing; walking; standing; bending; stooping. 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**

Custodian II

| | |
|---|--|
| Reports to: Director of Purchasing and Contract Administration | FLSA Status: Non-Exempt |
| Department: All | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11010 |
| Position #: 84020 | Range: 5 |

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.

- Sweeps, mops, scrubs and waxes floors; vacuums and shampoos carpets;
- Cleans and sanitizes restrooms, replacing supplies;
- Sweeps and cleans walks, keeping outside premises in an orderly condition;
- Operates, repairs and adjusts air conditioning units and cleaning equipment;
- Reports damages to structures and equipment that requires repairs;
- Moves furniture and equipment;
- Performs grounds keeping duties at a school, trimming trees, shrubs, mowing grass, fertilizing and pruning;
- Delivers supplies and runs errands;
- Empties trash cans and disposes of trash in proper receptacles;
- Performs related duties as required or assigned.

Supervision Received:

[Custodial Services Area Manager](#)
[Custodial Manager](#)
[Director of Purchasing and Contract Administration](#)

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Two years experience as a Custodian I and 100 hours of related training and/or inservice courses, or four years experience as a Custodian I and 50 hours of related training and/or inservice courses.

Preferred:

Must be able to identify various cleaning materials and supplies needed to perform the duties.

Physical Demands:

Moderate lifting up to 50 pounds; good vision, manual dexterity, walking, standing, stooping, bending, pushing and pulling. Works inside in dusty, unsanitary quarters; works outside in heat, cold or adverse weather conditions; works with all types of cleaning materials, compounds and/or solvents. 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**

Data Processing Manager

| | |
|--|-------------------------------------|
| Reports to: Assistant Superintendent, Finance | FLSA Status: Non-Exempt |
| Department: Data Processing | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44250 | Range: 28 |

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.

- Develops, maintains and implements data processing plans for the present and future;
- Directs the management of various sections within the department;
- Responsible for program product selection and implementation, preparation and administration of data processing budget;
- Evaluates and recommends new data processing related equipment;
- Plans needs for computing hardware to insure adequate capacity of processing needs;
- Oversees the schedules of development projects;
- Plans the future requirements of software;
- Oversees and monitors the development of standards and internal policies for operations, documentation and programming activities;
- Supervises employees in the operating unit;
- Responsible for personnel activities such as recommending hiring, promotion and transfers;
- Actively participates in the evaluation of data processing personnel;
- Confers with, counsels and advises all subordinate personnel;
- Coordinates work and procedures with other department and division heads to insure cooperation and planned progress;
- Keeps authorities informed of problems or accomplishments in the information systems programs;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Finance

Supervision Exercised:

Data Processing Department

Minimum Qualifications & Skills Required:

- Graduation from accredited four year college or university with course work in computer science **or** a related field.
- Four years progressively responsible experience in a data processing unit as a programmer **or** systems analyst.

Preferred:

N/A

Physical Demands:

Requires sitting for long periods of time designing programs and forms.

Inside; exposure to noise associated with data processing equipment; 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**

Educational Support Substitute

| | |
|---|---|
| Reports to: Assistant Superintendent, Human Resources | FLSA Status: Non-Exempt |
| Department: Various School Sites | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Not Applicable |
| Position #: 90000 | Range: See Miscellaneous Salary Schedule |

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.

- School Sites (Teacher Assistant, Secretarial/Clerical, ~~Child/Care~~):
 - Supervises pupils 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 children to and from rooms and buildings;
 - Works with students assisting in completing assignments and projects;
 - Operates copier in reproducing records;
 - ~~○ Monitors students behavior and informs teachers of any misbehavior;~~
 - Follows cafeteria discipline procedures determined by the school;
 - Assists students with trays and food items;
 - Assists in clearing tables if necessary;
 - ~~○ Attends in-service training;~~
 - ~~○ Escorts students to and from rooms and/or buildings;~~
 - Assists in classroom/student management and maintaining discipline;
 - Assists students on individual academic assignments and projects;
 - Assists children with gross motor activities (grasping, crawling, walking, running, holding objects, etc.);
 - Assists children with fine motor activities (playing with toys, cutting, coloring, etc.);
 - Assists children with dressing, eating, grooming, toileting, and personal hygiene;
 - Assists in assembling and putting up materials on bulletin boards;
 - ~~○ Plans, implements and conducts activities in the assigned program classroom with assistance and guidance of the lead teacher and/or director.~~
 - Supervises children in the classroom, on the school grounds, and during bus loading and/or unloading, with assistance of the lead teacher and/or director;
 - Assembles, adjusts, and maintains equipment for instructional programs;
 - Handles clerical duties if necessary.
- Administrative Offices:
 - Handles clerical, secretarial and staff assistant work that includes the operation of a computer and bookkeeping tasks;
- ~~• Maintenance Department:~~
 - ~~○ Assists with in-shop maintenance in a labor capacity;~~
 - ~~○ Acts as helper to a Carpenter, Electrician, Plumber, Painter, Block Mason, Air Condition/Refrigeration Mechanic or General Trades Worker in performing general maintenance and repair duties;~~

- ~~○ Operates equipment at a helper level;~~
- ~~○ Performs routine preventive maintenance on equipment;~~
- ~~○ Performs grounds maintenance and operates tractor type mowers;~~
- All positions:
 - Demonstrates exemplary behavior and social skills needed as a role model for children and students;
 - Interacts and communicates appropriately with staff, parents, and volunteers;
 - Maintains confidentiality with regard to students;
 - Performs related duties as required or assigned.

Supervision Received:

School Principal/Assistant Superintendent, Human Resources

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED.

Preferred:

N/A

Physical Demands:

- Varies from light lifting to lift moderate to heavy weight up to 50 pounds; mobility to move about school building and grounds; communicate using speech, hearing and vision skills; stand, walk, run bend, stoop, push, and reach; good hearing, vision; use of both hands and feet. Work inside and outside with teachers, parents, and children; inside cafeteria in noisy conditions.
 - For Exceptional Student Education: Lift moderate to heavy weight (60 to 100 pounds);
 - ~~In Maintenance Department: Must be able to perform heavy lifting and manual labor; operate small trucks and light equipment; Lift moderate to heavy weight (60 to 100 pounds); stand, walk, run, bend, stoop, push, pull, reach, manual dexterity. Work 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 ~~Miscellaneous~~ 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**

Electrician I

| | |
|---|---|
| Reports to: Supervisor of Building Maintenance | FLSA Status: Non-Exempt |
| Department: Maintenance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 211010 |
| Position #: 85250 | 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.

- Assists in maintenance and repair of electric equipment and appliances;
- Assists in making repairs to electrical motors, controllers, switchboard panels and lights;
- Locates and corrects power failure and motor trouble on electrically operated machinery and apparatus;
- Assists in installing electrical additions and alterations to county buildings;
- Performs other electrical and mechanical work in repairing and replacing parts, using standard and special electrical tools and equipment;
- Operates volt meters, amp meters and specialized meters;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

[Supervisor of Building Maintenance and Maintenance Foremeans](#)

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. One year experience in [the electrical worktrade](#); or an equivalent combination of training and experience.

Preferred:

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

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Works outside and inside, working under hazardous conditions with electrical current. 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**

Electrician II

| | |
|---|---|
| Reports to: Supervisor of Building Maintenance | FLSA Status: Non-Exempt |
| Department: Maintenance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11010? |
| Position #: 85260 | 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.

- Maintains and repairs electrical equipment and appliances;
- Makes repairs to electrical motors, controllers, switchboard panels and lights;
- Locates and corrects power failure and motor trouble on electrically operated machinery and apparatus;
- Installs electrical additions and alterations to county buildings;
- Performs electrical and mechanical work in repairing and replacing parts, using standard and special tools and equipment;
- May be assigned other duties in electric work;
- Operates volt meters, amp meters and specialized meters;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

[Supervisor of Building Maintenance and Maintenance Foremeans](#)

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. Four years experience as an electrician; or an equivalent combination of training and experience.

Preferred:

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

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Requires operation of a small truck to reach work sites. Outside and inside; working under hazardous conditions with electrical current. 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**

Electronic Technician I

| | |
|--|-------------------------------------|
| Reports to: Supervisor of Building Maintenance | FLSA Status: Non-Exempt |
| Department: Maintenance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: <u>11010</u> |
| Position #: 85300 | 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.

- Assists in repairing electronic problems with fire alarm panels, smoke detectors, intercoms, score boards and score board control boxes;
- Installs, replaces and/or repairs fire alarm horns and/or bells, mikes, speakers, PA systems and TV antenna systems;
- Assists in correcting wire problems and running wire for additional speakers;
- Changes out bad speakers; Installs and repairs tone control systems for class changes;
- Assists in checking and repairing emergency and exit lights;
- Sets, repairs and installs timers for school crossing caution lights, greenhouses and sprinkler systems;
- Changes vent fan motors;
- Assists in changing light switches, lights and ballast for lights;
- Installs, changes and trouble shoots circuit breakers, electric wiring outlets, computer networks and ITV systems;
- Runs conduit;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foremeans

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. One year experience in repair and maintenance of electronic equipment; or an equivalent combination of training and experience.

Preferred:

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

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Works outside and inside: involves working under hazardous conditions with electrical current. 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**

Electronic Technician II

| | |
|---|--|
| Reports to: Supervisor of Building Maintenance | FLSA Status: Non-Exempt |
| Department: Maintenance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11010 |
| Position #: 85310 | 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.

- Repairs electronic problems with fire alarm panels, smoke detectors, intercoms, score boards and score board control boxes, and TV antenna systems;
- Installs, replaces and/or repairs fire alarm horns and/or bells, mikes, speakers, PA systems and TV antenna systems;
- Corrects wire problems and runs wire for additional speakers and changes bad speakers;
- Installs and repairs tone control systems for class changes;
- Checks and repairs emergency and exit lights;
- Sets, repairs and installs timers for school crossing caution lights, greenhouses and sprinkler systems;
- Resets or replaces pull stations;
- Changes light switches, lights and ballast for lights and vent fan motors and runs conduit;
- Installs, changes and troubleshoots circuit breakers, electric wiring outlets, computer networks and ITV systems;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

[Supervisor of Building Maintenance and Maintenance Foremaens](#)

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. Four years experience in repair and maintenance of electronic equipment; or an equivalent combination of training and experience.

Preferred:

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

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Operate small truck to reach work sites; Works outside and inside: involves working under hazardous conditions with electrical current. 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**

Energy Management Technician

| | |
|---|--|
| Reports to: Supervisor of Building Maintenance | FLSA Status: Non-Exempt |
| Department: Maintenance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11010 |
| Position #: 85030 | Range: 16 |

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.

- Willingness to work flexible hours as required;
- Ability to work with energy based computer programs, produce excel spreadsheets containing energy data;
- Must possess good oral communication skills and have a willingness to conduct meetings with school administration and faculties to discuss energy expenses and ways to increase energy conservation;
- Maintains EMS records and central computer at all EMS locations;
- Monitors and diagnoses Energy Management Systems problems and takes corrective action to alleviate problems;
- Monitors and diagnoses indoor air quality problems;
- Alters energy programs within working parameters to fully develop potential saving from the EMS;
- Generates reports pertaining to consumption of energy from individual school sites;
- Works with principals and building directors in regards to energy conservation education;
- Monitors, edits and controls all energy management functions at all locations controlled by Energy Management Systems;
- Installs, repairs any and all energy management systems as necessary;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

[Supervisor of Building Maintenance and Maintenance Foremeans](#)

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED. Experience diagnosing control system problems using a computer and analyzing computer reports.

Preferred:

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

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Duties require the operation of a small service truck to reach job sites; Works outside and inside; Willingness to work flexible hours; may involve hazardous conditions and with electric 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**

Fiscal Assistant I

| | |
|--|-------------------------------------|
| Reports to: Site/Department Manager | FLSA Status: Non-Exempt |
| Department: Finance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 50031 | Range: 13 |

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that 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.

Payroll

- Prepares monthly payroll reports, calculations, leave increments and balance sheets;
- Verifies all employee direct deposit requests for accuracy and enters in TERMS system;
- Electronically submits direct deposit and tax transfers;
- Calculates estimated monthly earnings for employees upon request;
- Maintains master payroll file and updates with changes in employee insurance or other voluntary deductions;
- Maintains current knowledge of personnel files containing financial information;
- Receives and verifies sick bank and donated leave forms and transfers all leave balances accordingly;
- Initiates all stop payments on payroll checks;
- Assists employees in getting needed replacement payroll checks;
- Assists administrators and employees with needed help in payroll matters;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prints, distributes and mails all employee payroll checks;
- Performs related duties as required or assigned.

Accounts Payable

- Receives, sorts and verifies invoices and purchase orders;
- Audits and processes invoices and purchase orders for payment;
- Performs daily proofing process of all invoices entered in TERMS system for payment;
- Balances each check run and prints, sorts and mails checks
- Posts and maintains journals, ledgers and other record books;
- Maintains filing system on signed purchase orders, statements and paid invoices;
- Totals and balances monthly entries and posts to general ledger and control accounts;
- Maintains cash receipts journals;
- Maintains spreadsheet on visa card usage problems for district's incentive program;
- Ensures invoice discounts are used when available;
- Researches and resolves past due invoices;
- Makes appropriate decisions related to vendor issues;

- Processes and distributes annual Teacher Lead Program checks for all teachers;
- Initiates all stop payments on vendor checks;
- Assists vendors in getting needed replacement checks;
- Assists administrators and employees with needed help in accounts payable matters;
- Deposits funds to proper accounts and depository daily;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prints, distributes and mails all vendor payment, travel and payroll benefit checks;
- Performs related duties as required or assigned.

Supervision Received:

Site/Department Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Four years experience in maintenance of bookkeeping records.

Preferred:

Operation of computer, 10 key calculator and other office equipment; Type.

Physical Demands:

Must be able to operate a computer or data entry device; sit for extended periods; 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**

Fiscal Assistant III

| | |
|--|-------------------------------------|
| Reports to: Assistant Superintendent, Finance | FLSA Status: Non-Exempt |
| Department: Site/Department Manager | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 50033 | Range: 15 |

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that 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.

Payroll

- Posts each individual leave and temporary duty request in TERMS system;
- Prepares monthly payroll reports, calculations, leave increments and balance sheets;
- Calculates all terminal pay and Bencor deductions for employees;
- Verifies all employee direct deposit requests for accuracy and enters in TERMS system;
- Electronically submits direct deposit and tax transfers;
- Enters all levies, child support payments, garnishments, and military temporary duty in TERMS system;
- Calculates estimated monthly earnings for employees upon request;
- Maintains master payroll file and updates with changes in employee insurance or other voluntary deductions;
- Reconciles deduction checks with computer generated information for employees;
- Answers questions involving W-2's, W-4's, rules and regulations, Board policies and the interpretation of taxes;
- Maintains current knowledge of personnel files containing financial information;
- Re-calculates salaries and deductions as individual employees' status changes and enters in TERMS system;
- Receives and verifies sick bank and donated leave forms and transfers all leave balances accordingly;
- Initiates all stop payments on payroll checks;
- Assists employees in getting needed replacement payroll checks;
- Assists administrators and employees with needed help in payroll matters;
- Deposits funds to proper accounts and depository;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prepares information for training sessions;
- Prints, distributes and mails all employee payroll checks;
- Performs related duties as required or assigned.

Accounts Payable

- Receives, sorts and verifies invoices and purchase orders;
- Audits and processes invoices and purchase orders for payment;
- Performs daily proofing process of all invoices entered in TERMS system for payment;
- Balances each check run and prints, sorts and mails checks
- Posts and maintains journals, ledgers and other record books;
- Maintains filing system on signed purchase orders, statements and paid invoices;
- Receipts incoming funds and fills out cash transmittal sheets daily;
- Totals and balances monthly entries and posts to general ledger and control accounts;
- Maintains cash receipts journals;
- Prepares financial and statistical statements, reports and tabulations;
- Maintains spreadsheet on visa card usage problems for district's incentive program;
- Ensures invoice discounts are used when available;
- Researches and resolves past due invoices;
- Audits all district travel vouchers for compliance with Board Policy and Florida Statutes;
- Makes appropriate decisions related to vendor issues;
- Processes and distributes annual Teacher Lead Program checks for all teachers;
- Initiates all stop payments on vendor checks;
- Assists vendors in getting needed replacement checks;
- Assists administrators and employees with needed help in accounts payable matters;
- Deposits funds to proper accounts and depository daily;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prepares information for training sessions;
- Prints, distributes and mails all vendor payment, travel and payroll benefit checks;
- Performs related duties as required or assigned.

Supervision Received:

Site/Department Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Eight years experience in maintenance of bookkeeping records, including four years maintenance of accounts payable and/or payroll records.

Preferred:

Operation of computer, 10 key calculator and other office equipment; Type.

Physical Demands:

Must be able to operate a computer or data entry device; sit for extended periods; 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**

Fiscal Assistant II

| | |
|--|-------------------------------------|
| Reports to: Site/Department Manager | FLSA Status: Non-Exempt |
| Department: Finance | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 50032 | Range: 14 |

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that 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.

Payroll

- Posts each individual leave and temporary duty request in TERMS system;
- Prepares monthly payroll reports, calculations, leave increments and balance sheets;
- Calculates all terminal pay and Bencor deductions for employees;
- Verifies all employee direct deposit requests for accuracy and enters in TERMS system;
- Electronically submits direct deposit and tax transfers;
- Calculates estimated monthly earnings for employees upon request;
- Maintains master payroll file and updates with changes in employee insurance or other voluntary deductions;
- Answers questions involving W-2's, W-4's, rules and regulations, Board policies and the interpretation of taxes;
- Maintains current knowledge of personnel files containing financial information;
- Re-calculates salaries and deductions as individual employees' status changes and enters in TERMS system;
- Receives and verifies sick bank and donated leave forms and transfers all leave balances accordingly;
- Initiates all stop payments on payroll checks;
- Assists employees in getting needed replacement payroll checks;
- Assists administrators and employees with needed help in payroll matters;
- Deposits funds to proper accounts and depository;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prepares information for training sessions;
- Prints, distributes and mails all employee payroll checks;
- Performs related duties as required or assigned.

Accounts Payable

- Receives, sorts and verifies invoices and purchase orders;
- Audits and processes invoices and purchase orders for payment;
- Performs daily proofing process of all invoices entered in TERMS system for payment;
- Balances each check run and prints, sorts and mails checks

- Posts and maintains journals, ledgers and other record books;
- Maintains filing system on signed purchase orders, statements and paid invoices;
- Receipts incoming funds and fills out cash transmittal sheets daily;
- Totals and balances monthly entries and posts to general ledger and control accounts;
- Maintains cash receipts journals;
- Maintains spreadsheet on visa card usage problems for district's incentive program;
- Ensures invoice discounts are used when available;
- Researches and resolves past due invoices;
- Audits all district travel vouchers for compliance with Board Policy and Florida Statutes;
- Makes appropriate decisions related to vendor issues;
- Processes and distributes annual Teacher Lead Program checks for all teachers;
- Initiates all stop payments on vendor checks;
- Assists vendors in getting needed replacement checks;
- Assists administrators and employees with needed help in accounts payable matters;
- Deposits funds to proper accounts and depository daily;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prepares information for training sessions;
- Prints, distributes and mails all vendor payment, travel and payroll benefit checks;
- Performs related duties as required or assigned.

Supervision Received:

Site/Department Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Six years experience in maintenance of bookkeeping records, including three years maintenance of accounts payable and/or payroll records.

Preferred:

Operation of computer, 10 key calculator and other office equipment; Type.

Physical Demands:

Must be able to operate a computer or data entry device; sit for extended periods; 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**

Sr. Computer Operator/Network Analyst

| | |
|--|-------------------------------------|
| Reports to: Data Processing Manager | FLSA Status: Non-Exempt |
| Department: Data Processing | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: 11040 |
| Position #: 44210 | 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.

- Operates computer and monitors system performance by means of a console and on line terminal;
- Ensures input data and files are entered as required so as to maintain production schedules;
- Monitors console messages and reacts accordingly to direction from system software or applications programs;
- Observes operations and determines if programs are operating correctly;
- Analyzes potential problems and takes corrective action where called for or seeks assistance from supervisor where causes of problems are not apparent;
- Operates in a multi-software environment;
- Installs and adjusts configuration of operating system as required by production and testing schedules;
- Performs cleaning and minor maintenance on equipment;
- Maintains records required to supplement console logs, including problem documentation and action taken;
- Maintains computer utilization logs, file identification, similar data;
- Configures new and maintenance existing communications networks;
- Analyzes network failures and takes corrective action;
- Analyzes network and recommends changes to satisfy network problems;
- Works with users to isolate network communication problems;
- Installs ~~computer, modems and configures network~~ and related equipment;
- Performs related duties as required or assigned.

Supervision Received:

Data Processing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two years experience in computer operations.

Preferred:

N/A

Physical Demands:

Requires sitting for long periods of time designing programs; Must be able to visit office work sites to study computer problems and system operations. Indoors. 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**

Teacher Assistant for Technology I

| | |
|-------------------------------------|-------------------------------------|
| Reports to: School Principal | FLSA Status: Non-Exempt |
| Department: Schools | Prepared by: Human Resources |
| Date: May 22, 2014 | Job Code: Same as Principal |
| Position #: 45220 | 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.

- Maintains hardware and software inventory;
- Sets up and connects new computers;
- Troubleshoots basic hardware problems;
- Troubleshoots basic software problems;
- Troubleshoots school network wiring;
- Submits Data Processing work orders as necessary;
- Communicates with hardware and software technicians concerning workorders;
- Loads and tests new software on network server and stand-alone;
- Maintains proper files regarding licenses and copyright agreements;
- Represents the school at appropriate technology-related activities;
- Works closely with the school technology team in assessing the school's technology needs;
- Assists teachers with technology;
- Works with students in a classroom setting;
- ~~Serves as the school's web manager when required;~~
- Assists in the preparation of orders of new equipment, software and technology related materials;
- Performs related duties as required or assigned by principal.

Supervision Received:

School Principal

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 inservice 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 decision as the need arises.

Physical Demands:

Operate and setup micro computers; pick up and move computer equipment weighing up to 50 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.