



REVISED:  
02/21/17

JOB TITLE:	COORDINATOR EQUIPMENT PROCUREMENT AND FOOD SAFETY <sup>1</sup>
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8084
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for identifying food service equipment needs to promote maximum quality, efficiency, and productivity. Conducts equipment procurement in compliance with Model Procurement and federal procurement requirements. Assures vendor compliance with bid specifications; establishes and supervises procedures for repair, replacement and disposal of-food service equipment. Assumes responsibility for the department's food safety program, ensuring compliance with federal school meal program food safety requirements (HACCP plan) and the Kentucky State Food Code. Establishes food service emergency response procedures and oversees response efforts.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Determines equipment needs of all SCNS kitchen sites including an on-going, projection of equipment repairs and replacements; identifies and coordinates scheduling for such replacements/repairs and installations.

Responsible for purchasing large and small equipment through formulation of specifications, appropriate equipment testing, evaluation of bids, and awarding of bids in compliance with model procurement code, federal procurement requirements, and all associated account and billing procedures.

Responsible for designing kitchen layouts, for new and remodeled kitchens, with consideration to time/motion productivity, including determination of equipment needs, formulation of specifications, and coordination with project architect to ensure timely and correct installation of equipment.

Maintains computerized perpetual inventory of all equipment by recording acquisitions dispositions and transferals

Maintain school site HACCP plan as mandated by the USDA; review and update as required

Oversees delivery and material used for required employee food safety certification.

Respond to complaints regarding food safety/foodborne illness and make necessary reports to local agencies.

Monitor temperature of all SCNS refrigeration units via a wireless based temperature monitoring system 24/7; manage emergency call outs when necessary.

Oversees emergency response involving the kitchen and maintain emergency response written procedures

Manages external agency that provides safety and sanitation audits and review reports to address non-compliance issues.

Assists with writing recipes to ensure cooking instructions are HACCP compliant.

Performs other duties as assigned by the Director School and Community Nutrition Services.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project

MINIMUM QUALIFICATIONS
Bachelor's Degree
Five (5) years successful food service equipment experience
Food Safety Certified by a nationally recognized organization
Ability to read blueprints
Ability to operate computer-equipment
Supervisory skills
Valid driver's license

DESIRABLE QUALIFICATIONS
Master's Degree
Successful School Food Service experience

JOB TITLE  
COORDINATOR EQUIPMENT  
SPECIFICATIONS AND PROCUREMENT  
AND FOOD SAFETY<sup>1</sup>

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR SCHOOL  
AND COMMUNITY  
NUTRITION SERVICES

SALARY SCHEDULE & GRADE  
II, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2012

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for specifying identifying food service equipment needs to promote maximum quality, efficiency, and productivity. Conducts equipment procurement in compliance with Model Procurement and federal procurement requirements. and procurement; a Assures vendor compliance with bid specifications; establishes and supervises procedures for repair, replacement and disposal of antiquated food service equipment; oversees effective equipment operation to promote maximum efficiency and productivity and minimize system error. Assumes responsibility for the department's food safety program, ensuring compliance with federal school meal program food safety requirements (HACCP plan) and the Kentucky State Food Code. Establishes food service emergency response procedures and oversees response efforts.

#### PERFORMANCE RESPONSIBILITIES

1. Determines equipment needs of all SCNS kitchen sites including an on-going, projection of equipment repairs and replacements; identifies and coordinates scheduling for such replacements/repairs and installations.
2. Responsible for purchasing equipment through the formulation of specifications, evaluations of bids, and awarding of bids in compliance with model procurement code, and all associated account and billing procedures.
3. Responsible for the purchase purchasing of all large and small equipment through formulation of specifications, appropriate equipment testing, computerized tallying of requisitions, evaluation of bids, testing samples, and computerized order placement with successful vendors and awarding of bids in compliance with model procurement code, federal procurement requirements, and all associated account and billing procedures.
4. Responsible for purchasing cafeteria furniture, esthetic renovations in accordance with guidelines and to meet school needs through formulation of specifications, testing samples, evaluation of bids and awarding of bids.
5. Responsible for designing kitchen layouts, for new and remodeled kitchens, with consideration to efficient time/motion productivity, including determination of equipment needs, formulation of specifications, design of layout with consideration to efficient time/motion productivity and coordination with project architect to ensure timely and correct installation of equipment.
6. Maintains computerized perpetual inventory of all equipment by recording acquisitions dispositions and transfers.
7. Conducts in-service training.
8. Observes and advises local school personnel as to proper equipment placement for optimum time/motion, production efficiency.
9. Responsible for computerized recording and distribution of keys to ensure security and accessibility for pest control and storage areas.
10. Maintain school site HACCP plan as mandated by the USDA; review and update as required.
11. Oversees delivery and material used for required employee food safety certification.
12. Respond to complaints regarding food safety/foodborne illness and make necessary reports to local agencies.
13. Monitor temperature of all SCNS refrigeration units via a wireless based temperature monitoring system 24/7; manage emergency call outs when necessary.
14. Oversees emergency response involving the kitchen and maintain emergency response written procedures.
15. Manages external agency that provides safety and sanitation audits and review reports to address non-compliance issues.
16. Assists with writing recipes to ensure cooking instructions are HACCP compliant.
17. Performs other duties as assigned by the Director School and Community Nutrition Services.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Five (5) years successful food service equipment experience
3. Food Safety Certified by a nationally recognized organization
4. Ability to read blueprints
5. Ability to operate computer equipment
6. Supervisory skills
7. Valid driver's license

#### DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Successful School Food Service experience

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<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project



REVISED:  
02/21/17

JOB TITLE:	COORDINATOR NUTRITION SERVICES OPERATIONS <sup>1</sup>
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8088
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assumes responsibility for technology procurement, maintenance and support for School and Community Nutrition Services. Supervises free/reduced meal application and Educational Benefits Form processes to ensure compliance with federal requirements. Plans and assesses the impact of mandatory and optional professional growth/recognition programs for the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Responsible for evaluating, maintaining and monitoring software to ensure regulatory compliance and operating efficiency in relation to accounting, labor, free/reduced meal eligibility, point-of-sale, inventory, ordering and receiving, production records and other departmental needs.
Manage sourcing, specifications, procurement, installation, maintenance and support of department technology; networking, servers, hardware, software and peripherals.
Supervise Free & Reduced Price Meal Application process including design, distribution, application processing, Direct Certification identification, household notification, verification and data imports and exports.
Serve as district FRAM Coordinator supervising the Community Eligibility Provision program including form design, distribution, processing, calculations, household and administrative communication, reporting and imports/exports.
Direct both required and supplemental training, development and Certification of School & Community Services staff based on continual comprehensive needs assessment and monitoring of overall program.
Develop and manage department awards and recognition programs that motivate and celebrate employee accomplishments.
Observe activities at school cafeteria locations; provide coaching, ad hoc training and corrective action.
Ensure compliance with Federal, state and local regulations and guidance.
Performs other duties as assigned by the Director School and Community Nutrition Services.

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree in education and/or food management and/or business management
Three (3) years successful instructional or management experience
Valid driver's license

DESIRABLE QUALIFICATIONS
Experience in project management and/or business management
Knowledge of institutional food service operations
Knowledge of Jefferson County programs and procedures

<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project

JOB TITLE  
COORDINATOR NUTRITION  
SERVICES OPERATIONS<sup>1</sup>

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR SCHOOL AND  
COMMUNITY NUTRITION  
SERVICES

SALARY SCHEDULE & GRADE  
I1, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2012 DATE TBD

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for technology procurement, maintenance and support for School and Community Nutrition Services. Supervises free/reduced meal application and Educational Benefits Form processes to ensure compliance with federal requirements. Plans and assesses the impact of mandatory and optional professional growth/recognition programs for the department.

### PERFORMANCE RESPONSIBILITIES

- ~~1. Responsible for evaluating, maintaining and monitoring software to ensure regulatory compliance and operating efficiency related to accounting and free/reduced meal eligibility.~~
1. Responsible for evaluating, maintaining and monitoring software to ensure regulatory compliance and operating efficiency related to accounting, labor, free/reduced meal eligibility, point-of-sale, inventory, ordering and receiving, production records and other departmental needs.
2. Manage sourcing, specifications, procurement, installation, maintenance and support of department technology; networking, servers, hardware, software and peripherals.
3. Supervise Free & Reduced-Price Meal Application process including design, distribution, application processing, Direct Certification identification, household notification, verification and data imports and exports.
4. Serve as district FRAM Coordinator supervising the Community Eligibility Provision program including form design, distribution, processing, calculations, household and administrative communication, reporting, and imports/exports.
- ~~2. Directs the school and community nutrition services employee professional growth program based on continual comprehensive needs assessment and monitoring of overall program.~~
5. Direct both required and supplemental training, development and Certification of School & Community Nutrition Services staff based on continual comprehensive needs assessment and monitoring of overall program.
- ~~3. Monitors incentive award programs at local, state and national organizational levels.~~
6. Develop and manage department awards and recognition programs that motivate and celebrate employee accomplishments.
- ~~4. Responsible for school-based personnel compliance with Kentucky Department of Health Sanitation Licensing and Department of Education 702KAR 6:045 certification for the protection of the physical welfare and safety of public school children.~~
- ~~5. Monitors schools to ensure that pupils are receiving proper nutritional care and that foods are being served in an optimum manner.~~
6. Designs and develops nutrition education projects with federal, state and local training personnel to enhance the school food service program as a learning laboratory for student nutritional understanding.
7. Observe activities at school cafeteria locations; provide coaching, ad hoc training and corrective action.
8. Ensure compliance with Federal, State and local regulations and guidance.
9. Performs other duties as assigned by the Director School and Community Nutrition Services.

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. Bachelor's degree in education and/or food management **and/or business management**
2. Three (3) years successful instructional or management experience
3. Valid driver's license

### DESIRABLE QUALIFICATIONS

1. Experience in nutrition education programs **project management and/or information technology management**
2. Knowledge of institutional food service operations
3. Knowledge of Jefferson County programs and procedures

<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



REVISED:  
02/21/17

JOB TITLE:	COORDINATOR NUTRITION SERVICES RECORDS AND REPORTS <sup>1</sup>
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8090
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Monitors school operations under the National School Lunch Act in the area of Food Service Accounting. Responsible for submittal of monthly claim reimbursement summary reports listing the amount and type of meals served by school location to the State Department of Education. In charge of compiling and monitoring the annual budget for the School and Community Nutrition Services department and approving all transfer requests. Communicates with state and local personnel regarding financial accountability. Develops, maintains and administers the monthly, school-by-school Gain Loss reports and analyzes all program records. Responsible for adherence to state and federal accounting requirements.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Monitors full cost accounting, including applicable procedures, at the local school level.
- Develops and administers in-service training programs applicable to Records and Reports, providing group and individual instruction.
- Responsible for receiving, preparing, and submitting monthly a complete set of reports to state department.
- Develops, maintains, and administers reports and analyzes program records to assess the fiscal soundness of the food service operation at district and local school levels.
- Reviews and updates all accounting and financial procedures for the Food Service department as well as all applicable Records and Reports procedures to ensure compliance with federal, state, and local regulations.
- Formulates and manages federal and local program budget, making adjustments and transfers as necessary throughout the year based on current need.
- Coordinates with Finance and Operations Personnel, state department, and local school regarding financial accountability of the school lunch program.
- Monitors and adjusts the labor hours at each school location to assure compliance with State Department of Education guidelines.
- Supervises two clerks assigned to complete critical tasks relating to Food Service Records and Reports duties.
- Performs other duties as assigned by the Director School and Community Nutrition Services

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years successful experience in bookkeeping or public accounting
- Valid driver's license

#### DESIRABLE QUALIFICATIONS

- C.P.A. (Certified Public Accountant) and/or Master's Degree in Business or related area
- Three (3) years successful experience in Bookkeeping Business Administration background
- SNS Credential and/or SNA Level 3 Certificate

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JOB TITLE  
COORDINATOR NUTRITION  
SERVICES  
RECORDS AND REPORTS<sup>1</sup>

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
DIRECTOR SCHOOL AND  
COMMUNITY NUTRITION  
SERVICES

SALARY SCHEDULE & GRADE  
11, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2012

#### SCOPE OF RESPONSIBILITIES

Monitors school operations under the National School Lunch Act in the area of Food Service Accounting. Responsible for submittal of monthly claim reimbursement summary reports listing the amount and type of meals served by school location to the State Department of Education. In charge of compiling and monitoring the annual budget for the School and Community Nutrition Services department and approving all transfer requests. ~~Responsible for submittal of reports.~~ Communicates with state and local personnel regarding financial accountability. Develops, maintains and administers the monthly, school-by-school Gain Loss performance reports and analyzes all program records. Responsible for adherence to state and federal accounting requirements.

#### PERFORMANCE RESPONSIBILITIES

1. Monitors full cost accounting, including applicable procedures, at the local school level.
2. Develops and administers in-service training programs applicable to Records and Reports, providing group and individual instruction.
3. Responsible for receiving, and preparing, and submitting monthly a complete set of reports for submittal to state department.
4. Develops, maintains, and administers reports and analyzes program records to assess the fiscal soundness of the food service operation at district and local school levels.
5. ~~Responsible for adherence to state and federal accounting regulations.~~ Reviews and updates all accounting and financial procedures for the Food Service department as well as all applicable Records and Reports procedures to ensure compliance with federal, state, and local regulations.
6. Formulates and manages federal and local program budget, making adjustments and transfers as necessary throughout the year based on current need.
7. ~~Oversees department compliance with regulatory requirements.~~
8. Coordinates with Finance and Operations Personnel, state department, and local school regarding financial accountability of the school lunch program.
9. Monitors and adjusts the labor hours at each school location to assure compliance with State Department of Education guidelines.
10. Supervises two clerks assigned to complete critical tasks relating to Food Service Records and Reports duties.
11. Performs other duties as assigned by the Director School and Community Nutrition Services.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. ~~The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

#### MINIMUM QUALIFICATIONS

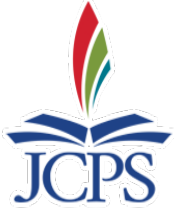
1. Bachelor's Degree
2. Three (3) years successful experience in bookkeeping or public accounting
3. Valid driver's license

#### DESIRABLE QUALIFICATIONS

1. C.P.A. (Certified Public Accountant) and/or Master's Degree in Business or related area
2. Three (3) years successful experience in Bookkeeping Business Administration background
3. SNS Credential and/or SNA Certified

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NEW:  
02/21/17

JOB TITLE:	ECE BEHAVIOR COACH I
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 6
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

The Behavior Education Support Team (BEST) provides short-term crisis intervention for students with disabilities. The BEST team review students' Individual Education Programs (IEP) and progress data; conduct student observations; and model appropriate behavioral strategies. This position is a highly trained position to support the needs of students with behavioral needs districtwide.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provide short-term crisis intervention.
- Participate in and maintain certification in district approved de-escalation & crisis management training.
- Review/collect/analyze ongoing student progress data including IEP, FBA, BIP, etc.
- Model calming, de-escalation and positive behavior strategies.
- Assist school staff in determining antecedents (triggers) and consequences associated with the targeted behavior(s).
- Assist school staff in conducting the Functional Behavior Assessment (FBA) and develop the Behavior Intervention Plan (BIP).
- Coach school staff in implementing the BIP (instructional and management strategies).
- Build school staff capacity and provide follow up services.
- Comply with policies, rules and regulations of the school district and of any state/federal regulatory agency where appropriate.
- Perform other duties assigned by designated administrator.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Passing Score on the KY Para-Educator Assessment or 48 college hours
- Experience working with special needs children and their parents.
- Experience working with diverse populations.
- Ability for annual renewal of certification to utilize the district approved des-escalation and crisis management training.





NEW:  
02/21/17

JOB TITLE:	ECE BEHAVIOR COACH II
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

The Behavior Education Support Team (BEST) provides short-term crisis intervention for students with disabilities. The BEST team review students' Individual Education Programs (IEP) and progress data; conduct student observations; and model appropriate behavioral strategies. This position is a highly trained position to support the needs of students with behavioral needs districtwide.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provide short-term crisis intervention.
- Participate in and maintain certification in district approved de-escalation & crisis management training.
- Review/collect/analyze ongoing student progress data including IEP, FBA, BIP, etc.
- Model calming, de-escalation and positive behavior strategies.
- Assist school staff in determining antecedents (triggers) and consequences associated with the targeted behavior(s).
- Assist school staff in conducting the Functional Behavior Assessment (FBA) and develop the Behavior Intervention Plan (BIP).
- Coach school staff in implementing the BIP (instructional and management strategies).
- Build school staff capacity and provide follow up services.
- Comply with policies, rules and regulations of the school district and of any state/federal regulatory agency where appropriate.
- Perform other duties assigned by designated administrator.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- Associate's Degree or 64 college credit hours
- One (1) year of successful instructional experience
- Experience working with special needs children and their parents.
- Experience working with diverse populations.
- Ability for annual renewal of certification to utilize the district approved des-escalation and crisis management training.



NEW:  
02/21/17

JOB TITLE:	ECE BEHAVIOR COACH III
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAR

#### SCOPE OF RESPONSIBILITIES

The Behavior Education Support Team (BEST) provides short-term crisis intervention for students with disabilities. The BEST team review students' Individual Education Programs (IEP) and progress data; conduct student observations; and model appropriate behavioral strategies. This position is a highly trained position to support the needs of students with behavioral needs districtwide.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provide short-term crisis intervention.
- Participate in and maintain certification in district approved de-escalation & crisis management training.
- Review/collect/analyze ongoing student progress data including IEP, FBA, BIP, etc.
- Model calming, de-escalation and positive behavior strategies.
- Assist school staff in determining antecedents (triggers) and consequences associated with the targeted behavior(s).
- Assist school staff in conducting the Functional Behavior Assessment (FBA) and develop the Behavior Intervention Plan (BIP).
- Coach school staff in implementing the BIP (instructional and management strategies).
- Build school staff capacity and provide follow up services.
- Comply with policies, rules and regulations of the school district and of any state/federal regulatory agency where appropriate.
- Perform other duties assigned by designated administrator.

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of successful instructional experience
- Experience working with special needs children and their parents.
- Experience working with diverse populations.
- Ability for annual renewal of certification to utilize the district approved des-escalation and crisis management training.



NEW  
1/24/17

JOB TITLE:	SCHOOL FINANCE TECHNICIAN
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Assists with school finance systems, training, and trouble-shooting. Coordinates and operates the districtwide school finance training program in conjunction with Computer Education Support. Works to ensure adequate internal control over school finances at all locations, often working on-site along with school staff. Communicates school finance risk information to Internal Audit.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists school staff with access permissions and operation of school finance software.
Assigns permissions to school finance accounting system in conjunction with staff movement to ensure controls are maintained at all locations.
Coordinates training program for school finance staff in conjunction with Computer Education Support, and monitors staff attendance at training sessions.
Monitors school performance, knowledge, and understanding of school finance laws and rules to determine which school staff need additional assistance and training.
Communicates school finance information to Internal and External Audit as requested, and alerts appropriate administration of concerns.
Reviews school revenue and expenditure transactions to ensure against fraudulent transactions, and reports potential fraud cases to Internal Audit.
Assists bookkeepers with monthly reconciliations and proper accounting procedures in person or through other communication methods.
Coordinates new bookkeeper support system in person or through other communication methods.
Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years bookkeeping experience
Demonstrated ability to add, subtract, multiply and divide quickly and accurately
Ability to communicate effectively and analyze concerns in person, by phone or through email

DESIRABLE QUALIFICATIONS
Experience working with various role groups
Ability to solve difficult reconciliations and efficiently correct bookkeeping errors