

Lead Mechanic

Reports to – Director of Transportation

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

PERFORMANCE RESPONSIBILITIES

1. Performs as a working leader; maintains quality workmanship.
2. Schedules, performs, and accurately documents work projects as required to ensure compliance with state school transportation laws and regulations.
3. Assign, supervise, and participate in major and minor mechanical repairs on all Board owned vehicles and machinery; diagnose diesel internal combustion engine maintenance problems.
4. Schedule, supervise, and document a preventative maintenance plan for all Board owned vehicles.
5. Diagnose, supervise, and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, vans, trucks, and other gas and diesel-powered automotive equipment.
6. Determine priority of work orders and their assignment to personnel; plan, organize and schedule workflow of trades employees assigned; advise and assist assigned personnel; assure timely completion of work.
7. Operate a computer as required to maintain records and reports as necessary (written and electronic); coordinate purchasing, dispersing, and accounting functions; monitor and control budget as assigned, maintain equipment, supply, and tool inventories; vehicle inspection reports, bus status reports, emission control records, preventative maintenance reports and schedules.
8. Obtain/keep valid vehicle inspection certification as required by KDE Transportation requirements and inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations; use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.
9. Prepare and maintain records of safety inspections conducted on all student transportation vehicles; maintain records of work performed including hours and materials purchased and used.
10. Attend meetings, seminars, training classes and maintenance clinics as assigned.
11. Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repair and/or diagnostics. Upgrade the skills of mechanics employed at the bus garage.
12. Establish and maintain a safe, clean, organized and orderly garage and work environment.
13. Assure proper use of tools, garage equipment and maintain appropriate safety practices.
14. Drive a school bus and transport students as needed/directed if need necessitates.
15. Help assess road/weather conditions as necessary to determine feasibility of safe student transport.
16. Performs such other tasks and assumes such other duties as may be assigned.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy 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. High School Diploma or G.E.D.
2. Working knowledge of gas and diesel buses, trucks and cars
3. Must have a valid Commercial Drivers License (CDL)
4. Certification or two-year technical degree preferred

Approved by: _____
Board Chairperson

Date: June 19, 2018
Revised: _____

Reviewed and agreed by: _____
Employee

Date: _____

Administrative Assistant/Board Secretary

Reports to - Superintendent

Provides high-level administrative support to the superintendent and other administrators to ensure accuracy of data and communications necessary to support the management and administration of the District.

PERFORMANCE RESPONSIBILITIES

1. Preparing agenda/minutes and all documents necessary for electronic board meetings using emeeting web based system
2. Maintains communication with the superintendent regarding issues and concerns affecting the District.
3. Drafts correspondence on behalf of the superintendent and other administrators.
4. Coordinating Opening day celebrations
5. Tracking board member required hours and making arrangements for necessary conferences
6. Ensuring yearly updates are processed for Employee and Coaches Handbooks
7. Maintain current policies and ensure policy revisions are processed
8. Process general office support to the Superintendent
9. Preparing requisitions for central office supplies, board member travel, etc. and tracking payment(s) of same
10. Processing all background checks and maintaining records of same for employees
11. Assistants with travel arrangements, registration and conference fees
12. District wide volunteer background check process
13. Parent Involvement/Title I Clerk
14. Performs other duties as assigned by the superintendent

Work as a team with co-secretary to assure consistent coverage at front desk of phones and customers at all times, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Prefer a Bachelor's Degree in Business Administration or a related field or has five years' experience in Administrative Supervision.
2. Demonstrates strong verbal and written communication skills with the ability to compose independent correspondence, proofread letters, memos and reports using managerial communication skills.
3. Demonstrates proficiency in a variety of office software, including Outlook, Microsoft Office Suite and ability to maintain office technology proficiently as it evolves.
4. Demonstrates ability to handle highly confidential matters and materials with discretion.
5. Demonstrates strong analytical problem-solving and organizational skills with acute attention to detail.

Approved by: _____
Board Chairperson

Date: **June 19, 2018**

Reviewed and agreed by: _____
Employee

Date: _____

Secretary/Data Entry

Reports to –Superintendent and/or DPP

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

PERFORMANCE RESPONSIBILITIES

1. Medicaid SBHS-Direct Bill Administrator
2. FRAM Processor
3. Infinite Campus household data entry
4. DPP Secretary
5. Other duties as assigned

Work as a team with co-secretary to assure consistent coverage at front desk of phones and customers at all times, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

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

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)
4. Thorough knowledge of business, spelling, punctuation, and skills in dealing with numbers and statistical data
5. Working knowledge of the organization and administration of the school system
6. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: _____
Board Chairperson

Date: June 19, 2018

Reviewed and agreed by: _____
Employee

Date: _____

Special Programs Secretary

Reports to – Director of Special Education

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of the entire special education department.

PERFORMANCE RESPONSIBILITIES

1. Provide secretarial support for the entire Special Education Staff including scheduling ARC's, completing behavior observations and other required paperwork
2. Arrange meetings for Special Education students (ARC's) by coordinating Medicaid
3. Effectively deal with parent complaints
4. Coordinate information for all evaluations and re-evaluations for Special Education Staff/Psychologist/504 Coordinator/designee
5. Consults and assists all special education staff
6. Maintains special education files
7. Surveys parent, teacher and student
8. Secretarial support to 504 Coordinator/designee and Psychologist
9. Provide backup to front desk secretaries as needed
10. Other office duties as assigned by Director of Special Education

Work as a team with co-secretary to assure consistent coverage at front desk of phones and customers at all times, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

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

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)

DESIRABLE QUALIFICATIONS

1. Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data
2. Working knowledge of the organization and administration of the school system
3. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures

Approved by: _____
Board Chairperson

Date: June 19, 2018

Reviewed and agreed by: _____
Employee

Date: _____

Human Resource Generalist/Accounts Payable

Reports to - Superintendent

To provide assistance to complete all required tasks to implement and maintain Activity funds, Accounts payable and human resource items for the district.

PERFORMANCE RESPONSIBILITIES

1. Activity Funds
2. Accounts Payable/Receivable
3. Human Resources:
 - a. Posting job vacancies in Applitrack, tracking resignations/retirements/non-renewals/hirings
 - b. Scheduling new hire onboarding
 - c. Enter new employees into the MUNIS system.
 - d. Assist new employees in benefits enrollment and assure compliance with benefits programs.
 - e. Complete paperwork and enter pertinent data into personnel for all new employees.
 - f. Create and maintain employee job descriptions

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Prefer a Bachelor's Degree in Business Administration or a related field or has five years' experience in Administrative Supervision.
2. Demonstrates strong verbal and written communication skills with the ability to compose independent correspondence, proofread letters, memos and reports using managerial communication skills.
3. Demonstrates proficiency in a variety of office software, including Outlook, Microsoft Office Suite and ability to maintain office technology proficiently as it evolves.
4. Demonstrates ability to present a positive impression while interacting professionally with a diverse population of staff, students, parents and other members of the community.
5. Demonstrates ability to handle highly confidential matters and materials with discretion.
6. Demonstrates strong analytical problem-solving and organizational skills with acute attention to detail.
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: _____
Board Chairperson

Date: **June 19, 2018**

Reviewed and agreed by: _____
Employee

Date: _____

2018-2019 Classified Salary Schedule

Position	Days	Years of Experience						
		0	1-4	5-9	10-14	15-19	20-24	25+
Human Resource Manager-Payroll	235	\$48,577	\$49,549	\$51,517	\$ 53,675	\$55,831	\$57,988	\$ 60,103
Human Resource Generalist-Accounts Payable	233	\$40,556	\$41,432	\$43,128	\$ 44,936	\$46,744	\$49,074	\$ 51,348
Cafeteria Manager	187	\$18,103	\$18,642	\$20,599	\$ 22,525	\$24,368	\$26,277	\$ 28,186
Food Service Director	238	\$51,112	\$52,177	\$54,307	\$ 57,457	\$58,566	\$60,696	\$ 63,891
FRYSC/YSC Coordinator	240	\$38,344	\$40,466	\$41,901	\$ 44,436	\$46,891	\$48,324	\$ 50,615
Maintenance Director	238	\$51,112	\$52,177	\$54,307	\$ 57,457	\$58,566	\$60,696	\$ 63,891
Network Manager	233	\$52,377	\$52,823	\$54,567	\$ 58,498	\$60,410	\$62,321	\$ 64,246
Transportation Director	238	\$54,065	\$55,085	\$58,146	\$ 61,206	\$63,246	\$65,286	\$ 67,327

2018-2019 Hourly Classified Salary Schedule								
Position	Days	Years of Experience						
		0	1-4	5-9	10-14	15-19	20-24	25+
Administrative Assistant/Board Secretary	233	\$15.56	\$16.03	\$16.93	\$17.91	\$18.88	\$20.13	\$21.34
Adult Bus Monitor/no CDL		\$11.13	\$11.45	\$12.75	\$13.96	\$15.18	\$16.42	\$17.65
Adult Monitor With CDL		\$11.42	\$12.11	\$13.54	\$14.76	\$15.99	\$17.24	\$18.48
Attendance Clerk		\$11.13	\$11.45	\$12.75	\$13.96	\$15.18	\$16.42	\$17.65
Bus Driver / Driver Trainer		\$14.57	\$16.21	\$17.04	\$17.84	\$18.64	\$19.48	\$20.25
Bus Mechanic Assistant Vehicle Mechanic II	233	\$15.50	\$16.32	\$17.90	\$18.84	\$19.86	\$20.81	\$21.42
Lead Mechanic	233	\$18.50	\$19.32	\$20.90	\$21.84	\$22.86	\$23.81	\$24.42
Computer Technician	233	\$17.32	\$17.83	\$18.85	\$19.77	\$20.79	\$21.81	\$22.42
Custodian		\$11.13	\$11.33	\$12.62	\$13.82	\$15.04	\$16.26	\$17.43
Secretary-Data Entry Clerk	233	\$14.29	\$14.83	\$16.11	\$17.38	\$18.66	\$19.93	\$21.21
Finance Director	As Needed	\$30.60	\$33.66	\$36.72	\$38.76	\$40.80	\$42.84	\$44.90
Food Service Worker		\$11.18	\$11.38	\$12.67	\$13.87	\$15.09	\$16.31	\$17.48
FRYSC Family Advocate	180	\$14.43	\$14.61	\$14.87	\$15.85	\$16.78	\$17.72	\$18.71
Head Custodian		\$12.17	\$12.37	\$13.66	\$14.86	\$16.08	\$17.30	\$18.47
Health Services Aide		\$11.89	\$12.43	\$13.74	\$15.00	\$16.27	\$17.53	\$18.79
Instructional Aide		\$11.13	\$11.45	\$12.75	\$13.96	\$15.18	\$16.42	\$17.65
Maintenance Worker I	233	\$12.95	\$13.42	\$14.30	\$15.28	\$16.26	\$17.30	\$18.47
Part Time Computer Tech.	As Needed	\$11.13	\$11.45	\$12.75	\$13.96	\$15.18	\$16.42	\$17.65
Secretary		\$12.15	\$12.69	\$13.97	\$15.24	\$16.52	\$17.79	\$19.07
Specialized Aide		\$11.13	\$11.45	\$12.75	\$13.96	\$15.18	\$16.42	\$17.65
Student Worker		\$7.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Bus Driver		\$13.51	\$15.15	\$15.98	\$16.78	\$17.57	\$18.41	\$19.19
Overnight bus trips - Driver to receive regular bus pay on the day of departure for hours driven to location.								
\$125.00 per day while on the trip and \$125.00 on the departure day plus driver's regular rate of pay after 4:00pm to arrival at school								
Any full time employee with a CDL that drives a bus will be paid at the bus driver hourly rate								

Overnight bus trips - Driver to receive regular bus pay on the day of departure for hours driven to location.

\$125.00 per day while on the trip and \$125.00 on the departure day plus driver's regular rate of pay after 4:00pm to arrival at school

Any full time employee with a CDL that drives a bus will be paid at the bus driver hourly rate