



NEW:
7/24/18

JOB TITLE:	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares agendas and makes arrangements for cabinet, board, and other activities in support of the superintendent
 Organizes the work flow for the Superintendent's office
 Prioritizes work for the Superintendent's office
 Arranges meetings, calls, materials, digital resources, etc. for the Superintendent's office
 Conducts research on issues and concerns directed to the superintendent's office and prepares correspondence in response
 Communicates with administrative staff on behalf of the superintendent to ensure projects/programs are progressing and monitors to ensure that data/reports are submitted based on established deadlines
 Maintains communication with the superintendent regarding issues and concerns affecting the District
 Analyzes the strengths and weaknesses of solutions, conclusions, or approaches to issues to ensure that the superintendent is informed and has adequate information to respond to critical issues affecting the District
 Analyzes issues to determine the implication of information for both current and future problem-solving and decision-making
 Supervises secretarial/clerical support work for the superintendent's office
 Drafts correspondence on behalf of the superintendent and board members
 Collaborates with Cabinet members and other administrators to ensure the goals of the Superintendent's office
 Performs other duties as assigned by the superintendent

PHYSICAL DEMANDS

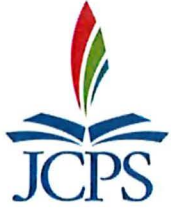
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light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

MINIMUM QUALIFICATIONS

Associate's degree or equivalent
 Five (5) years' experience providing support to an executive office
 Critical reasoning skills
 Oral and written communication skills

DESIRABLE QUALIFICATIONS

Experience with diverse groups of people
 Experience leading groups of support personnel



NEW:
7/24/18

JOB TITLE:	GROUNDS WORKER II
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates lawn mowers, tractors, and snow removal equipment
Assists in installation and repair of all fencing
Cleans fence rows and cuts grass as required throughout the school district
Implements tree, shrub, and weed control maintenance program as directed
Repairs, grades, and resurfaces walks and driveways
Performs snow and ice removal
Assists in installation of playground equipment as required
Assists in moving heavy equipment
Performs other duties as assigned by designated supervisor

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, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.
Valid driver's license and CDL
Two (2) years experience in grounds or related field

DESIRABLE QUALIFICATIONS

Experience in snow removal



NEW:
7/24/18

JOB TITLE:	GROUNDS WORKER III
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates lawn mowers, tractors, and snow removal equipment
Installs and repairs all fencing
Cleans fence rows and cuts grass as required throughout the school district
Implements tree, shrub, and weed control maintenance program as directed
Repairs, grades, and resurfaces walks and driveways
Performs snow and ice removal
Installs playground equipment as required
Moves heavy equipment as required
Performs other duties as assigned by designated supervisor

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, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.
Valid driver's license and CDL
Three (3) years experience in grounds or related field

DESIRABLE QUALIFICATIONS

Experience in snow removal



NEW:
7/24/18

JOB TITLE:	MAINTENANCE SUPPORT TECHNICIAN
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes direct responsibility and provides administrative assistance to maintenance departments. Implements system-wide procedures and policies. Work assignments are performed independently and include a wide variety of priorities that must be resolved.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Effectively, professionally, and respectfully represents maintenance staff members, and their service to the client community

Administers payroll per district procedures for assigned shops

Composes reports, memorandums, and letters requiring knowledge of technical matters

Receives work requests by computer or phone. Assigns, processes and records work requests in work order database with appropriate entries of activities, labor hours, and materials. Collaborates with Foreman to ensure timely completion of work requests

Reviews and analyzes maintenance work orders and dispatches them to the appropriate personnel

Dispatches emergency and priority work requests to responsible department and/or supervisor

Maintains department records, files, and reports as required. Operates computers, printers and other equipment.

Routes incoming communications taking action in routine situations and determines action to respond to non-routine situations

Follows up with client community as necessary to ensure satisfactory customer service

Performs other duties as assigned by 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.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

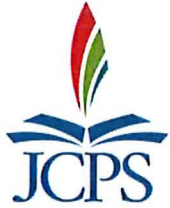
Demonstrated ability to prepare and maintain appropriate reports and records

Experience in computer operation and data entry

DESIRABLE QUALIFICATIONS

Exceptional customer service skills

Exceptional interpersonal skills, with a focus of rapport-building, listening, and inquiry skills



NEW:

JOB TITLE:	MANAGER MAINTENANCE AND RENOVATIONS
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages Renovations projects and the area of maintenance activities assigned

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assigns duties, supervises and coordinates activities of workers engaged in one or more occupations
 Studies production schedules and estimates worker-hour requirements for completion of job assignment
 Interprets and enforces policies, procedures, regulations and work rules including safety regulations
 Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints and job orders
 Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew
 Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub-units and meets with employee representatives to resolve grievances
 Initiates or suggests plans to motivate workers to achieve work goals
 Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures
 Estimates, requisitions, and inspects materials; assists in development of unit budget
 Responds to district emergencies and outages to ensure quick restoration of use of property
 Performs other duties as assigned by the Director Property Management and Maintenance

PHYSICAL DEMANDS

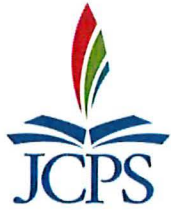
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light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

MINIMUM QUALIFICATIONS

Bachelor's Degree
 Three (3) years successful experience in maintenance, renovation or construction management
 Working knowledge of building materials, building codes, and safety requirements
 Experience in computer operation and data entry
 Valid driver's license

DESIRABLE QUALIFICATIONS

Five (5) years successful experience in maintenance, renovation or construction management



NEW:
7/24/18

JOB TITLE:	MANAGER MECHANICAL MAINTENANCE
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages the area of maintenance activities assigned

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assigns duties, supervises and coordinates activities of workers engaged in one or more occupations
 Studies production schedules and estimates worker-hour requirements for completion of job assignment
 Interprets and enforces policies, procedures, regulations and work rules including safety regulations
 Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints and job orders
 Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew
 Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub-units and meets with employee representatives to resolve grievances
 Initiates or suggests plans to motivate workers to achieve work goals
 Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures
 Estimates, requisitions, and inspects materials; assists in development of unit budget
 Responds to district emergencies and outages to ensure quick restoration of use of property
 Performs other duties as assigned by the Director Property Management and Maintenance

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, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
 Three (3) years successful experience in maintenance, renovation or construction management
 Working knowledge of building materials, building codes, and safety requirements
 Experience in computer operation and data entry
 Valid driver's license

DESIRABLE QUALIFICATIONS

Five (5) years successful experience in mechanical maintenance, renovation or construction management



NEW:
7/24/18

JOB TITLE:	PROGRAM ANALYST
DIVISION:	ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II/5
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

This person will coordinate data collection from a variety of sources and online systems and assist with data analysis. Through reporting and training, this position shares research-based findings to improve systems in areas of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, compiles and prepares various program and budget data
 Prepares reports and spreadsheets. This includes preparing, maintaining and updating program data/information
 Works cooperatively with the project coordinators, directors and specialists in analyzing data to support project requirements and district needs
 Conducts, and/or assists, with training for district staff
 Conducts statistical analysis, including descriptive statistics, that summarize data and provides this analysis to the district and partner organizations
 Maintains accurate records on the program and provides data and reports to appropriate personnel
 Assists with management of online systems (e.g., Data Request Management System, budget requests) in areas of assignment, which includes providing technical assistance to project, district, and school staff
 Prepares annual and interim reports for project directors
 Assures compliance with local, state and federal regulations and procedures related to areas of assignment
 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.

MINIMUM QUALIFICATIONS

Bachelor's degree
 Experience with Microsoft Office (especially Excel)
 Knowledge of descriptive statistics
 Two or more years of experience in data management, analysis and reporting

DESIRABLE QUALIFICATIONS

Ability to use Microsoft Office features such as: pivot tables, v-lookups, and other formulas
 Ability to conduct inferential statistical data analysis and program evaluation
 Knowledge of databases and how to extract data (i.e. queries, combining tables)
 Experience providing technical assistance and training

FOOTNOTE

This position is funded by a two-year grant. This position is not eligible for automatic placement in another JCPS position at the end of the grant period.