



~~NEW~~REVISED:

~~11/15/2016~~10/16/18

effective 10/22/18

JOB TITLE:	ASSISTANT AREA COORDINATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 3 4
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8782
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation in an assigned geographical area of the school district. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of district students to and from school on a daily basis.

Assists in developing, implementing and updating district school bus route system.

Assists in assigning and supervising employees in the area assigned to ensure all scheduled bus routes are completed daily.

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Drivers License.

Assists in overseeing daily compound operations and proficient use of district computer services.

Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students.

Provides effective communication with parents, students, community organizations, news media and district personnel.

Performs other duties as assigned by the Area Coordinator.

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 requires bending, reaching with the ability to lift, carry, push or pull medium 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

High School Diploma or G.E.D.

Two (2) years experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

Footnote
Steps 6-14 Exempt, paid daily as salaried employee



NEW/REVISED:
07/01/18
10/16/18

JOB TITLE:	DIRECTOR OF INTERNAL AUDIT
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8438
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the organization's ~~audit~~ executive over an independent office with the ability to investigate complaints from any and all sources regarding any matter related to the organization. Oversees advanced-level, professional, internal auditing and ~~investigative work~~ as a key component of the District's governance structure, with emphasis on ~~a risk-based approach designed to assist management in the attainment of their objectives~~ discovering facts and making appropriate recommendations. Work involves directing a comprehensive internal audit and ~~investigations~~ program, including performance, operational, financial, and compliance audit projects; fraud/waste/abuse investigations; physical abuse and neglect investigations; providing consulting services to the organization's management and staff; providing direction to development of the annual internal audit plan; and providing ongoing training, coaching, and supervision to Internal Audit and Risk Investigative staff. Provides consulting on enterprise-wide risk management program. Reports administratively to the Superintendent and functionally to the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs audit/~~investigative~~ staff in the planning, performing and reporting of organizing, directing, and monitoring of internal auditing/investigative operations, including assisting in hiring, training, and evaluating staff, and taking activities and recommends effective actions to address performance matters

Leads investigations and directs investigative staff in the planning, organizing, directing, and monitoring of investigative activities (e.g., safety, staff misconduct, fraud, physical abuse/neglect, etc.)

Directs the identification and evaluation of the organization's audit risk areas and oversees the development of the annual audit plan based on identified risks

Directs the overall performance of audit/investigative procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures

Directs the ~~audit~~ staff in conducting interviews, reviewing documents, composing summary memos, and preparing working papers including school activity account audits

Directs the audit staff in the identification, development, and documentation of audit/investigative issues and recommendations for improvement

Administers the anonymous hotline for staff and citizen complaints

Communicates the results of audit/investigations and consulting projects including school activity account audits

Develops and maintains productive team-oriented client, staff, management, and Board/Superintendent relationships through individual contacts and group meetings

Investigates any individual or function in the organization and reports findings to Superintendent and/or Board of Education as appropriate

Benchmarks audit work processes and promotes continuous process improvement

Follows district processes in supervision of employees

Represents office of Internal Audit at management and Board meetings and with external organizations

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 at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree from an accredited university with 24 hours in Accounting and a Certified Internal Auditor (CIA), and/or Certified Public Accountant (CPA) and/or Certified Fraud Examiner (CFE)
Five Three- (53) years related work experience
<u>Experience in performing and reporting investigations on a variety of topics</u>
Knowledge and exemplary use of web-based communication tools
Knowledge of professional development and training

DESIRABLE QUALIFICATIONS
Skill in conflict resolution, mediation, negotiating issues and resolving problems
Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines



~~NEW~~ REVISED:

07/12/2004 10/16/18

JOB TITLE:	SCHOOL MAINTENANCE WORKER
DIVISION	DISTRICTWIDE INSTRUCTIONAL PROGRAMS <u>VARIOUS</u>
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8394
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assumes responsibility for maintenance in assigned school in areas pertaining to electricity, plumbing, HVAC, hardware, glass, carpentry, and tile.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs preventative maintenance in building as assigned by the building Principal.

Repairs minor breakdowns of maintenance in assigned school.

Makes withdrawals for all material used from stock.

Writes work orders on all work that has been completed within the assigned building.

Assumes responsibility for proper use of tools assigned and security of the tools within the building.

Assumes responsibility for personal safety and the safety of others regarding the assigned job.

Provides information to the manager of renovations for materials to be purchased to complete building maintenance.

Performs other duties as assigned by the Building Principal.

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 at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium 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. with three (3) years successful experience in general maintenance

Ability to read blueprints

Ability to work with limited supervision

Basic skills in all maintenance trades

Ability to climb

DESIRABLE QUALIFICATIONS

Additional experience in this field