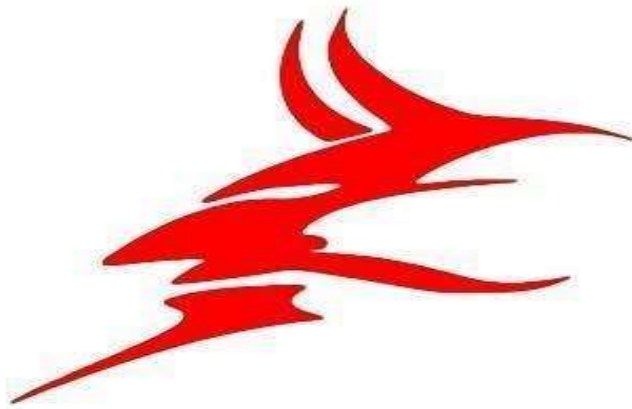


# USD 294 Classified Job Descriptions



Revised June 12, 2023

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## **Clerk of the Board of Education**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Clerk of the Board of Education assumes and performs the duties as defined by law and by the Board of Education and/or superintendent of schools. They prepare, transcribe, systematize, and preserve the written communications and records of the school district. The Clerk reports to the President of the Board of Education and the Superintendent. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Ability to listen attentively and record with accuracy the proceedings of a deliberative body.
3. Ability to be competent in the preparation of written records, to type, and input data with accuracy.
4. Ability to deal with students, employees, and citizens of the community in a friendly, positive, and tactful manner.
5. Ability to understand and interpret guidelines and instructions for making reports as may be required, and to be versatile in dealing with and supporting the varying demands of a school district.

### **Legal Scope of Position:**

The scope of the position as Clerk of the Board includes such duties as are prescribed or clearly implied by relevant Kansas Law. Specific Statutory references include, but are not necessarily limited to:

KSA 72-8202c: Keep minutes; has care and custody of records, books, and documents.

KSA 10-105, 10-1007a, 10-109: Attests bonds and furnishes statements of indebtedness.

KSA 72-7053, 72-8204a, 79-1801, and 79-2930: Certifies budget and financial statements.

KSA 79-2934: Maintains an account of expenditures from each fund for which money has been appropriated; charges the appropriate fund with the amount of any indebtedness created at the time the indebtedness is incurred.

KSA 72-1623, 72-8212: Attests conveyances.

KSA 25-2017a, 25-2022b: Certifies matters relating to elections and vacancies on the Board of Education.

KSA 10-1117: Keeps record of amount of money in the treasury; record of indebtedness.

KSA 79-2930: Certifies tax levy to the county clerk.

KSA 10-801: Prepares, signs, and maintains a record of all warrants and warrant checks.

Procedures will be cooperatively developed by the administration and the clerk of the board which outline the general routine to be followed in order to assure that procedures are well understood and that misunderstandings do not occur. Such procedures shall define the framework within which the clerk will function.

### **Duties and Responsibilities:**

The clerk of the board shall assume and perform the duties and functions at the office as defined by relevant and applicable law. Such duties shall include, but not limited to:

1. Maintains an accurate journal and prepares minutes of the meetings of the Board of Education.
2. Has the care and custody of the records, books, and documents of the Board of Education and fulfills (or appoints) the function of Custodian of Records for the school district.
3. Prepares, certifies, and submits such reports and documents as may be required by law or by the State Board of Education including, but not limited to:
  - Financial statement
  - Statements of indebtedness
  - Budgets
  - Enrollment
  - Conveyances
  - Elections
  - Tax levies
  - Others as may be required or as directed by the Board of Education or superintendent
4. Attests the signature of the President of the Board of Education on official documents and records, signs all warrants and other payment orders of the district.
5. Keeps a record of the amount of money in the treasury and within each particular fund of the district and maintains a record of all indebtedness.
6. Keeps a record of all warrants and warrant checks issued by the district showing the number, date, and amount thereof, on what fund drawn, and the name of the person or party to whom the same are made payable.
7. Reviews and processes claims against the school district ensuring that all payments are accurate and in conformity with law.
8. Keeps payroll records and submits such reports as may be required.
9. Handles inquiries and answers questions, avoiding giving of excess detail since this often reduces the effectiveness of communication, and refers inquiries and questions of a complex or controversial nature to the superintendent.
10. Prepares reports and relieves the superintendent of paperwork and impediments, so that the superintendent can devote maximum time and attention to the central educational problems of the school district, keeping the superintendent fully apprised of matters which fall within the duties of the clerk of the board.
11. Assists the district treasurer as appropriate in ensuring that the financial affairs of the district are in proper order, including assisting in the preparation and maintenance of an inventory of school district property.
12. Perform other such duties and responsibilities as assigned by the Board of Education or superintendent.

Approved 6-12-23

## Secretary to the Superintendent

### Job Description

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Secretary to the Superintendent assists the Superintendent and Board Clerk with paperwork and work projects. The Secretary works closely with the staff and district administration and is responsible to the Superintendent. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience as a secretary and the handling of office duties.
3. Experience with computers and various computer programs.
4. Knowledge of operating various office machines and telecommunications equipment.

### **Duties and Responsibilities:**

1. To serve as the receptionist in the District Office, including handling incoming/outgoing phone calls, scheduling appointments, directing patron calls or visits to the appropriate administrator, caring for incoming/outgoing correspondence, and other usual office duties.
2. To prepare Purchase Orders as directed by the Superintendent. Recording all incoming orders, label for distribution, and process for payment. To maintain an orderly filing system.
3. To obtain, gather, and organize pertinent data and information, putting it into functional form such as the District School Calendar, district inventories, district-wide school supply orders, and the annual Employee Recognition Dinner.
4. To be the Determining Official for the School Nutrition Program.
5. To serve as the secretary to the Technology Coordinator and assistant to the Board Clerk. To assist building principals and school office secretaries in the District.
6. To serve as Treasurer of the District.
7. To perform other such duties and responsibilities as assigned by the superintendent.

Approved 6-12-23

## **Elementary Secretary**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Elementary School Secretary coordinates office and clerical support to assist with the efficient operation of the school. The Secretary works closely with the staff and district administration and is responsible to the Building Principal. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience as a secretary and the handling of office duties.
3. Experience with computers and various computer programs.
4. Knowledge of operating various office machines and telecommunications equipment.

### **Duties and Responsibilities:**

1. To serve as the receptionist in the school office and secretary to the building principal, including handling incoming/outgoing phone calls, scheduling appointments and conferences, caring for incoming/outgoing correspondence, finding substitutes for staff absences, and other usual office duties needed for the efficient operation of the school.
2. To maintain accurate, up-to-date student records, and to use and provide information from the school's student database. To keep student information and records confidential.
3. To perform bookkeeping tasks associated with the position. To maintain an orderly filing system.
4. To obtain, gather, and organize pertinent data and information, putting it into functional form such as enrollment information, the Student and Faculty Handbooks, weekly bulletins, building reports, and student activity programs.
5. To assist students, teachers, and other staff members.
6. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. To perform other such duties and responsibilities as assigned by the building principal or superintendent.

Approved 6-12-23

## Secondary Secretary

### Job Description

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Secondary School Secretary coordinates office and clerical support to assist with the efficient operation of the school. The Secretary works closely with the staff and district administration and is responsible to the Building Principal. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience as a secretary and the handling of office duties.
3. Experience with computers and various computer programs.
4. Knowledge of operating various office machines and telecommunications equipment.

### **Duties and Responsibilities:**

1. To serve as the receptionist in the school office and secretary to the building principal, including handling incoming/outgoing phone calls, scheduling appointments and conferences, caring for incoming/outgoing correspondence, finding substitutes for staff absences, and other usual office duties needed for the efficient operation of the school.
2. To maintain accurate, up-to-date student records, and to use and provide information from the school's student database. To keep student information and records confidential.
3. To perform bookkeeping tasks associated with the position. To maintain an orderly filing system.
4. To obtain, gather, and organize pertinent data and information, putting it into functional form such as enrollment information, the Student and Faculty Handbooks, weekly bulletins, building reports, and student activity programs.
5. To assist students, teachers, and other staff members.
6. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. To perform other such duties and responsibilities as assigned by the building principal or superintendent.

Approved 6-12-23

## **School Nurse**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The School Nurse maintains the health records of the students in the school district. They oversee the development and education of good health practices with students and staff. The School Nurse works closely with students, staff, and administration and is responsible to the Superintendent and Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. RN degree.
3. Experience in public health nursing, community health nursing, or pediatric nursing.
4. Experience with the keeping of health records, testing, and implementing wellness and health plans.
5. First Aid and CPR certified.
6. Experience with computers and various computer programs.
7. Desire to work with youth.

### **Duties and Responsibilities:**

1. To provide counsel and assistance to student and staff's health needs, illnesses, injuries, or emergencies as needed daily.
2. To maintain the required health and immunization records of students in the school district.
3. To arrange various health screening programs including growth, vision, and hearing, and conduct follow-up testing.
4. To advise in the development of health instruction, wellness plans, and school-community health activities.
5. To keep the school district's Emergency Manual and Injury Treatment Plan up to date, and to provide training to staff on these issues.
6. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. To perform other such duties and responsibilities as assigned by the superintendent or building principals.

Approved 6-12-23



## **Teacher/Classroom Aide**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Teacher/Classroom Aide assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. The Aide works closely with the staff and building principal and is responsible to the Teacher as assigned and the Building Principal. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience with computers and various computer programs.
3. Desire to work with youth.

### **Duties and Responsibilities:**

1. To assist the assigned teacher in creating and supervising a positive learning environment for the development of personal, social, and intellectual skills of the student.
2. To assist students with remedial work, independent study, enrichment work, or to tutor as directed.
3. To grade papers and to prepare instructional materials and supplies for classroom use.
4. To monitor student progress, and to keep student information and records confidential.
5. To attend staff meetings and staff training.
6. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. To perform other such duties and responsibilities as assigned by the assigned teacher or the building principal.

Approved 6-12-23

# **Technology Coordinator**

## **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** To administer the technology plans and networks within the district and ensure it is maintained and operating at the optimal level for the educational needs of the students and the staff of the school district. The Technology Coordinator works closely with the staff and district administration and is responsible to the Superintendent and Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. Associate's or Bachelor's Degree, or equivalent, with emphasis in computer technology. Directly related work experience and training in a network environment preferred.
2. Knowledge of network protocol, implementation, and maintenance, including virus protection and copyright compliance.
3. Ability to share acquired knowledge effectively with staff and to effectively communicate technical issues with non-technical persons.
4. To be able to manually lift a maximum of 60 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To maintain technology plans and networks to meet the stated needs of the school district. This includes the repair, maintenance, and upgrading of existing technology and computers, all within the constraints of your Technology Budget
2. To respond to information requests and to provide trouble-shooting to staff in a cooperative, timely manner.
3. To support technology training across the district that will teach staff how to handle their own technology issues.
4. To manage all E-Rate responsibilities and report E-rate status to the superintendent.
5. To maintain an inventory of technology equipment and networks, including hardware and software.
6. To develop recommendations for future technology needs administration, and formulate the specifications to be used in contractual purchases.
7. To supervise any assigned staff and provide them training with equipment or tools as needed.
8. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. To perform other such duties and responsibilities as assigned by the superintendent or the building principals.

Approved 6-12-23

# **Transportation Supervisor**

## **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Transportation Supervisor will enable each student, through safe and efficient transportation, to take full advantage of the complete range of curriculum and extracurricular activities offered by the district's school. The Transportation Supervisor works closely with the staff and district administration and is responsible to the Superintendent and Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High School diploma or equivalent.
2. Possess valid Kansas CDL license with required endorsements.
3. Meet all state requirements for bus drivers, including Defensive Driving and First Aid certification.
4. Complete required physical examination for bus drivers.
5. Pass initial and random tests for alcohol and controlled substances.
6. Experience in vehicle mechanics.
7. Ability to effectively recruit, train, and supervise personnel.
8. To be able to manually lift a maximum of 60 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To provide safe, reliable, and efficient transportation for students and staff in the school district by preparing bus routes and schedules for the daily instructional program, and the planning of transportation for special school trips, sporting events, and extracurricular activities.
2. To conform with all state laws and insurance regulations regarding school transportation.
3. To recruit, train, and supervise all transportation personnel, including monthly safety meetings. To make available the required training for personnel, such as Defensive Driving and First Aid.
4. To serve as a substitute bus driver in emergencies and when needed.
5. To maintain all district owned vehicles, buses, and equipment at a high standard of safety and efficiency. This includes routine repairs, preventative maintenance, supply and parts inventory, cleanliness, and scheduling of major repairs.
6. To submit all reports required by state authorities and insurance companies; to provide bus driver payroll information to the clerk of the board monthly; to forward any transportation service, repair or supply invoices to the accounting department; and to keep any other needed reporting and record keeping up to date.
7. To supervise in solving discipline problems occurring on school buses, and to act as a liaison with parents who have complaints or special requests.
8. To advise the superintendent on road hazards for decisions on school closing during inclement weather.
9. To develop recommendations for future transportation needs to be administered, and formulate the specifications to be used in contractual purchases.
10. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. To perform other such duties and responsibilities as assigned by the superintendent or the building principals.

## **Bus Driver**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Bus Driver provides safe, clean, and reliable transportation to ensure students enjoy the full advantage of district programs and activities. To accomplish these tasks the Bus Driver works closely with the staff and building principals and is responsible to the Transportation Supervisor. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Possess valid Kansas CDL license with required endorsements.
3. Meet all state requirements for bus drivers, including Defensive Driving and First Aid certification.
4. Complete required physical examination for bus drivers.
5. Pass initial and random tests for alcohol and controlled substances.
6. Experience driving various types of motor vehicles, including experience driving in various weather conditions and at night.

### **Duties and Responsibilities:**

1. To provide safe, clean, and reliable transportation for students, while implementing and following all Kansas school transportation rules and regulations.
2. To maintain discipline when students are on the bus, and to report problems or disturbances to the Transportation Supervisor. To release students only at authorized stops.
3. To keep the bus clean, to check the bus before each trip for mechanical defects, and to keep to the assigned route and schedule, reporting to the Transportation Supervisor of any cases of mechanical failures, changes to route or schedule, or accidents.
4. To exercise responsible leadership and good judgment on all trips, including out-of-district school trips.
5. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. To perform other such duties and responsibilities as assigned by the Transportation Supervisor or administrative staff.

Approved 6-12-23

## **Food Service Manager**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Food Service Manager supervises and coordinates food services to ensure proper nutrition and safeguard the health of students, staff, and visitors. The Food Service Manager works closely with the staff and district administration and is responsible to the Superintendent and the Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

#### **Qualifications:**

1. High school diploma or equivalent.
2. Experience in a food service setting, including menu planning, food preparation, the proper use of equipment, and the ordering of supplies.
3. Successful completion of the required State Food Service Courses, including Food Safety Basics, Child Nutrition Management, and Menu Planning & Production Records Class.
4. Ability to train and supervise personnel.
5. Experience with daily reporting and record keeping.
6. To be able to manually lift a maximum of 30 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

#### **Duties and Responsibilities:**

1. To maintain the daily operation of the kitchen, including menu planning and the preparation of meals, the ordering of supplies, and the general supervising of kitchen staff.
2. To daily supervise and coordinate the activities of the food service staff as in to practice good personal sanitation habits, to follow standards of safety in serving and storing food, to attend job-related training and workshops, and all other food service related tasks, and to evaluate their performance.
3. To operate all kitchen equipment and utensils in a safe and efficient manner; to keep all equipment and work areas clean and in good working condition.
4. To submit all reports required by local, state, and federal authorities; to provide food service staff payroll information to the clerk of the board monthly; to forward any food service supply or repair invoices to the accounting department monthly; and to keep any other needed reporting and record keeping up to date.
5. To develop recommendations for future food service needs to administration, to inform them on the condition of property and equipment, and the need for repairs.
6. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. To perform other such duties and responsibilities as assigned by the superintendent or the building principals.

Approved 6-12-23

## **Food Service Employee**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Food Service Cook prepares and serves the students and staff nutritious and attractive meals in an atmosphere of efficiency, cleanliness, and warmth. The Food Service Cook works closely with the staff and students and is responsible to the Food Service Manager and Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience in a food service setting or related field.
3. Ability to maintain a neat, clean appearance and environment.
4. To be able to manually lift a maximum of 30 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To perform duties as assigned by the food service manager in the assisting of food preparation, serving, and clean-up.
2. To practice good personal sanitation habits, to follow standards of safety in serving and storing food, and to attend required job-related training and workshops.
3. To operate all kitchen equipment and utensils in a safe and efficient manner; to keep all equipment and work areas clean and in good working condition.
4. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. To perform other such duties and responsibilities as assigned by the Food Service Manager or the building principals.
6. Daily Reporting, record keeping, and training courses that are required by the state.

Approved 6-12-23

## **Building Maintenance Supervisor**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Building Maintenance Supervisor maintains school buildings, and keeps them in top condition to ensure full and productive use of district facilities. They supervise the custodial staff of all district buildings. The Supervisor works closely with the staff and district administration and is responsible to the Superintendent and Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience as a school custodian or the equivalent in custodial service in other settings.
3. Experience in cleaning and maintaining a safe environment.
4. Knowledge in the basic techniques of maintaining electrical, plumbing, and heating/cooling systems.
5. To be able to manually lift a maximum of 60 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities for students, staff, and visitors.
2. To daily supervise and coordinate the activities of the custodial staff as in the cleaning of premises and furniture, the using of equipment and hand tools, making minor routine maintenance and repairs, and all other custodial related tasks, and to evaluate their performance.
3. Takes primary responsibility for opening and/or securing the building, including weekends, to provide protections against vandalism and theft.
4. To requisition all custodial, cleaning, and paper supplies. Submits requests for repairs.
5. To operate all custodial equipment and machinery appropriately and safely.
6. To perform maintenance, repair, and installation in connection with electrical, plumbing, and heating/cooling needs.
7. To assist in set-ups for assemblies, P/T conferences, student activities, and other events being conducted in the school buildings.
8. To exercise appropriate judgment and initiative in handling emergency situations as they arise. Such things as spills, sick students, stopped up toilets, and broken glass must be handled immediately.
9. To inform administration on the condition of property and equipment, and the need for repairs.
10. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. To perform other such duties and responsibilities as assigned by the superintendent or building principals.

## **Custodian**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Custodian is an important member of the school staff as he/she must continually strive to maintain and improve the physical environment in which learning takes place. This effort requires not only his/her assistance as directed by the Building Maintenance Supervisor and Principal, but also the ability to “see” needs and correct them without specific direction. The Custodian is responsible to the Building Maintenance Supervisor and the Building Principal. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Knowledge in the basic techniques of cleaning and maintaining a safe environment.
3. To be able to manually lift a maximum of 60 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities for students, staff, and visitors, as directed by the Supervisor.
2. To operate all custodial equipment and machinery appropriately and safely.
3. To assist in set-ups for assemblies, P/T conferences, student activities, and other events being conducted in the school buildings.
4. To exercise appropriate judgment and initiative in handling emergency situations as they arise. Such things as spills, sick students, stopped up toilets, and broken glass must be handled immediately.
5. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. To perform other such duties and responsibilities as assigned by the Building Maintenance Supervisor, building principals, or superintendent.

Approved 6-12-23



# **Outdoor Maintenance Supervisor**

## **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** The Outdoor Maintenance Supervisor maintains all school grounds to be in top condition to ensure full and productive use of district facilities. The ODM Supervisor works closely with the staff and district administration and is responsible to the Superintendent and Building Principals. Salary and benefits to be established by the USD 294 Board of Education.

### **Qualifications:**

1. High school diploma or equivalent.
2. Experience operating manual and power equipment and tools in a safe and efficient manner.
3. Ability to operate a motor vehicle safely.
4. Knowledge of landscaping, irrigation systems, recreational playing fields, and playgrounds.
5. To be able to manually lift a maximum of 60 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To maintain all school grounds, including lawns, recreational playing fields, playgrounds, parking lots, and sidewalks, and keep them in top condition to ensure safe and productive use for students, staff and visitors.
2. To apply grounds management practices and procedures pertaining to grass, trees, and plants, including the treatment of disease and pests, and applying fertilizer and herbicides.
3. To operate all grounds maintenance equipment and tools in a safe and efficient manner, and to keep all equipment in good working condition.
4. To remove snow at assigned facilities, parking lots, and walking paths.
5. To exercise appropriate judgment and initiative in handling emergency situations as they arise. Such things as outside building damage, chemical spills, and broken glass must be handled immediately.
6. To supervise any assigned staff and provide any training with equipment or tools as needed.
7. To inform administration on the condition of property and equipment, and the need for repairs.
8. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. To perform other such duties and responsibilities as assigned by the superintendent or the building principals.

Approved 6-12-12

## **Summer Workers for Custodian and Outdoor Maintenance Worker**

### **Job Description**

General expectations of all employees of USD 294 are to have the ability to communicate and work effectively and cooperatively with other members of the school district and community; to have the ability to implement and follow the vision and mission of the district; to observe and follow district policies and guidelines at all times; to have the desire to continue career improvement by enhancing skills and job performance.

**Purpose:** To assist the Custodian/Outdoor Maintenance Department as a part-time/seasonal position. This employee is responsible to the Building Principal/Outdoor Maintenance Supervisor. Salary to be established by the USD 294 Board of Education; no fringe benefits.

### **Qualifications:**

1. General knowledge in the operation of equipment (weed eater, push and/or self-propelled mowers).
2. General knowledge in lawn care.
3. General mechanical ability in performing minor repairs and scheduled maintenance on equipment.
4. Ability to operate a motor vehicle safely.
5. Must be 16 years or older.
6. Knowledge in the basic techniques of cleaning and maintaining a safe environment.
7. To be able to manually lift a maximum of 60 pounds, and to have the physical ability to stoop, kneel, bend, balance, lift, etc, sometimes in the presence of dust, fumes, and odors.

### **Duties and Responsibilities:**

1. To mow grass, care for trees and shrubs, pick up paper and other debris, clean out fences, clean parking lots and driveways, trim or remove weeds from sidewalks and curbing, and other such tasks.
2. To operate all ground equipment, machinery, and tools in a safe and appropriate manner.
3. To perform other such duties and responsibilities as assigned by the Outdoor Maintenance Supervisor or administrative staff.
4. To provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities for students, staff, and visitors, as directed by the Supervisor.
5. To operate all custodial equipment and machinery appropriately and safely.
6. To assist in set-ups for assemblies, P/T conferences, student activities, and other events being conducted in the school buildings.
7. To exercise appropriate judgment and initiative in handling emergency situations as they arise. Such things as spills, sick students, stopped up toilets, and broken glass must be handled immediately.
8. To implement and follow all district first aid, health, and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. To perform other such duties and responsibilities as assigned by the Building Maintenance Supervisor, building principals, or superintendent.

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