



Sharing the Vision, Shaping the Future

**HOUSTON COUNTY SCHOOLS
JOB DESCRIPTION MANUAL
2021-2022**

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Preface

These job descriptions have been adopted by the Houston County Board of Education to establish the qualifications and duties for employment positions in the school system. They are not intended to establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment beyond that which is otherwise provided by law or separate contract. The Board reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply these job descriptions according to its assessments of the needs and interests of the school system, subject only to such limitations on the exercise of such prerogatives as may be imposed by law.

The job descriptions include the minimum qualifications that are deemed necessary by the Board to hold the identified employment position at the time of their adoption. However, job applicants will also be required to meet any different or additional qualifications that are included in the posted advertisement for the position or that may otherwise be established for the position by law, regulation, Board policy, or like directives. In addition, the job descriptions describe generally the duties employees are expected to perform to fulfill their employment obligations to the Board but are not intended to be an exhaustive or exclusive statement of all job goals, qualifications, duties, and responsibilities, and employees may be required to perform other related duties as assigned. Furthermore, these job descriptions were drafted to advise employees of their overall responsibilities and should not be construed to create a legal duty on the part of any school system employee in favor of any third party.

The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law, including but not limited to race, color, religion, sex, national origin, age, disability, and genetics.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Accounts Payable Secretary

QUALIFICATIONS:

1. A high school diploma or GED with training in accounting and bookkeeping procedures.
2. Three years' experience is required; at least one of which should be comparable in duties and responsibilities to that of a School Bookkeeper.
3. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Chief School Finance Officer/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs routine office procedures for the Accounts Payable Department as needed.
2. Maintains accounts payable system in accordance with applicable laws, regulations, and General Accepted Accounting Principles.
3. Coordinates information between Central Office staff, Principals, and School Bookkeepers regarding Accounts Payable.
4. Serves as fixed asset clerk and supervises the accounting for fixed assets for the system if assigned.
5. Sorts and matches all invoices and checks payment requests.
6. Verifies the accuracy of input batches.
5. Communicates with vendors regarding invoice/billing procedures.
6. Directs the timely preparation and processing of bills to be paid.
7. Directs, supervises, and coordinates the accounting for specific allocations of funds if assigned.
8. Directs the processing of approved purchase orders.
9. Directs the verification of expenditure coding for school system funds if assigned.
10. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently.
2. Ability and skills in computer applications (word processing, spreadsheets, and accounting software.)
3. Ability to communicate clearly with the public and employees.
4. Ability to work well with others.

5. Ability to work effectively under minimum supervision and to follow instructions.
6. Ability to be confidential.
7. Ability to organize and maintain accurate records.
8. Capable of moving and lifting moderately heavy weights.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Assistant Principal

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Valid Alabama certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Three (3) years of classroom teaching experience and/or administrative experience.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal/Directors/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates commitment to and support for the vision and the mission of the system and school.
2. Assists in developing, implementing, and evaluating instructional programs and activities at the assigned school.
3. Assists the principal in providing an atmosphere conducive to learning and teaching.
4. Assists in coordinating the selection and acquisition of instructional materials and equipment.
5. Assists in coordinating and supervising all testing programs at the school.
6. Assists the principal in selecting, supervising, and evaluating school-based personnel.
7. Assists the principal in developing and coordinating policies and procedures for the operation of the school program and services.
8. Facilitates the implementation of the code of student conduct in accordance with school and system policy to ensure a safe and orderly learning environment and appropriate disciplinary procedures.
9. Assists with the development and implementation of an effective staff development program.
10. Assists in overseeing programs for students with identified special needs, e.g., Special Education, ESOL, and 504.
11. Assists in developing and implementing family and community involvement programs and business partnerships.
12. Analyzes student performance data as a basis for curriculum improvement and staff development needs.
13. Assists in the selection and supervision of substitute personnel.
14. Assists in developing and monitoring the school budget.

15. Assists in managing student accounting and attendance procedures.
16. Prepares or oversees the preparation of required reports and maintains all appropriate records.
17. Counsels with students, parents, and staff to resolve problems and concerns.
18. Maintains visibility and accessibility on the school campus and at school-related activities and extracurricular events.
19. Collaborates with school and system personnel in planning and implementing system initiatives.
20. Assists in developing and implementing positive public relations for the school.
21. Assists the principal in the development and implementation of procedures for dealing with school crises.
22. Investigates student accidents and other incidents and takes appropriate action.
23. Aids with the local school guidance program.
24. Assists in the development of the school's master schedule.
25. Assists in the supervision loading and loading of buses.
26. Improve skills and knowledge through in-service and other professional development programs.
27. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of laws, regulations, and policies governing education in state and system.
2. Knowledge of curriculum, instructional programs, and best practices for the appropriate level.
3. Willingness to learn budgetary and supervisory responsibilities.
4. Ability to work with people effectively.
5. Knowledge of scheduling and supervision.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to plan, organize, and establish priorities.
8. Ability to use data in the decision-making process.
9. Demonstrates interpersonal styles and methods to guide individuals and groups toward task accomplishment.
10. Ability to facilitate problem-solving by individuals and groups.
11. Ability to use technology resources in records, management, curriculum, and the total school program.
12. Sufficient strength, agility, and dexterity to perform all required tasks.
13. Demonstrates high standards of professional conduct.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Bus Aide

QUALIFICATIONS:

1. High School Diploma or GED preferred.
2. Demonstrated success in relevant work experience.
3. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

SUPERVISOR: Supervisor of Transportation/Principal/Bus Driver/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Helps students board and exit school buses; assists the bus driver in maintaining order and comfort on school buses.
3. Assists bus driver in keeping routine records related to student transportation or behavior as assigned.
4. Transfers students on and off buses.
5. Assists with movement of students with special needs as required (positioning, lifting, transferring, and physical intervention).
6. Assists teachers and bus drivers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
7. Assists bus drivers in maintaining discipline and responding to the physical needs of students.
8. Performs basic health, first aid, or basic nursing care for special education students as directed or authorized by a school nurse.
9. Attends IEP meetings, if requested.
10. Maintains confidentiality regarding school/workplace matters.
11. Performs duties in a courteous and professional manner.
12. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
13. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals, and strategies are implemented and provide all pertinent data to all appropriate personnel within the designated time frame.
14. Engages in professional growth and demonstrates professional ethics and effective leadership.

15. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
16. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
17. Uses effective collaboration skills to work as a productive team member.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor(s).

KNOWLEDGE SKILLS AND ABILITIES:

1. Demonstrates proficiency in oral and written communication with students, parents, and others.
2. Ability to identify and solve problems as a productive team member.
3. Ability to carry out verbal and written instructions.
4. Physical strength, agility, dexterity, acuity, and mobility to perform job responsibilities.
5. Ability to use technology to communicate, manage data, and produce/submit required reports, correspondence, and/or financial information.
6. Ability to follow instructions and accept constructive feedback.
7. Ability to stand, walk, stoop, and assist students with specific hygiene needs.
8. Ability to transfer students, and provide physical intervention when required.
9. Ability to lift to 50 pounds.
10. Ability to exert up to 50 pounds of force.
11. Ability to work flexible hours as needed to provide adult assistance on special education buses.
12. Ability to be punctual and in regular attendance.
13. Possesses physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Bus Driver

QUALIFICATIONS:

1. Possess and maintain a valid Alabama Bus Driver License (ABL) and Commercial Driver's License (CDL) with P/S endorsement.
2. Maintain a current Alabama School Bus Physical or ALDOT Health Card as required by state law or the Alabama State Department of Education.
3. Possess and maintain an acceptable motor vehicle record including the ability to remain insurable under school system insurance requirements.
4. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

SUPERVISOR: Supervisor of Transportation/Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system, its vision, goals, and priorities.
2. Adheres to all traffic laws and driving safety rules.
3. Prepares and submits monthly school bus reports as required.
4. Prepares and submits an accident report when involved in an accident.
5. Performs daily pre-trip inspection of the bus and completes and submits form as required. Performs post-trip inspection of the bus.
6. Performs duties in a courteous, professional manner.
7. Maintains a clean bus.
8. Maintains discipline while students are on the bus.
9. Reports students with discipline problems to the proper authority.
10. Reports all accidents immediately to the transportation office and other appropriate officials; follows school system procedures related to accidents and post-accident activities.
11. Regulates heating, cooling, and/or ventilation of the bus or vehicle for the comfort and safety of passengers.
12. Notifies supervisor and/or other appropriate authorities in case of mechanical failure of bus or lateness.
13. Maintains and uses communications and/or surveillance equipment on buses according to school system regulations.
14. Maintains cooperative and appropriate relationships with students, parents, community members, and other employees.

15. Picks up and discharges students at authorized stops in accordance with assigned route and schedule.
16. Prepares for and assists students in evacuating the bus when necessary.
17. Transports students on field trips and outings, athletic events, and other extracurricular or co-curricular events (evenings, nights, or other times) as assigned.
18. Attends scheduled training sessions.
19. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
20. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
21. Responds to inquiries and requests in a timely and positive manner.
22. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
23. Properly cares for tools, equipment, and material resources of the school system.
24. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
25. Reports absences and takes leave in accordance with Board policies and procedures.
26. Reports identified mechanical needs to the Transportation Department.
27. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor(s).

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to pass a drug test in accordance with applicable law.
2. Proficient in written and verbal communication skills.
3. Ability to operate a school vehicle over an assigned route according to a defined time schedule, which may require driving during pre-daylight and dusk periods.
4. Ability to lift objects weighing up to 50 pounds.
5. Ability to exert up to 50 pounds of force.
6. Physical ability to perform all duties and responsibilities as specified by state and federal regulations, including but not limited to pre-trip inspections, post-trip inspections, and bus evacuations.
7. Ability to be punctual and in regular attendance.
8. Possesses physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved Compensation plan.

Length of work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Career Coach

QUALIFICATIONS:

1. Minimum of a Bachelor's degree in education, marketing, communication, or related field required.
2. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.
3. Experience in Industry is strongly preferred.

FLSA: Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Represents the Career Coach Program in local high schools and conducts public relations to promote the Career Technical Education programs.
2. Provides career development guidance for high school students with an emphasis on technical programs.
3. Researches and provides information and guidance regarding a range of effective and innovative career and technical practices through the following activities:
 - Individual discussions (informal and formal)
 - Coaching sessions
 - Staff meetings
 - Professional development programs
4. Plans and implements student recruitment activities for technical programs.
5. Maintains the confidentiality of schools, teachers, and classrooms.
6. Assists prospective students with career exploration activities and career assessments.
7. Assists prospective students with admissions, financial aid, and registration procedures of the college.
8. Provides guidance to students regarding career choices.
9. Conducts high school classroom presentations promoting college and career programs and activities.
10. Provides prospective students with information regarding the current job market and trends in career choices.
11. Schedules and attends college campus and industry tours with high school students.
12. Coordinates job shadowing opportunities for students.
13. Complies with all policies of the Board and the Alabama State Department of Education.

14. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of business and industry.
2. Knowledge of student academic growth and development.
3. Knowledge of school's program of studies related to mission, goals and organization.
4. Ability to apply knowledge of current research and theory to career technical programs.
5. Ability to read, analyze, and interpret government regulations.
6. Ability to establish and maintain effective relationships with students, parents, and peers.
7. Skilled and effective in oral and written communication.
8. Ability to use and manage technology including, but not limited to, e-mail, internet, Microsoft Office Programs, CD-ROMS, DVDs, videos, etc.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

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Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Career and Technical Education Teacher

QUALIFICATIONS:

1. Must meet minimum state certification requirements in accordance with the CTE program area.
2. Completion of all state requirements to gain teacher certification.
3. Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal/Director of Career & Technical Education/Designee

DUTIES AND RESPONSIBILITIES:

1. Defines goals and objectives for unit and daily plans.
2. Sequence content and activities appropriately.
3. Identifies specific intended learning outcomes which are challenging, meaningful, and measurable.
4. Plans and prepares a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
5. Develops or selects instructional activities which foster active involvement of students in the learning process.
6. Plans and prepares lessons and instructional strategies which support the school improvement plan and the system mission.
7. Establishes and maintains a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
8. Maintains a working relationship with community and state agencies involved in assigned area.
9. Continuously appraise and evaluate the program to assure that students are being prepared for gainful employment.
10. Coordinates work experiences and job shadowing experiences that emerge from students' involvement in the program.
11. Follows the course of study set by the State Department of Education for assigned Career/Technical Program.
12. Utilizes program funds in a manner that enhances the assigned program.
13. Works to identify and define local job opportunities available to Program graduates.
14. Maintains a clean, attractive, and organized learning environment.
15. Establishes and maintains efficient record-keeping procedures.
16. Demonstrates knowledge and understanding of curriculum content.
17. Provides instruction on safety procedures and proper handling of materials and equipment.

18. Supports school improvement initiatives by active participation in school activities, services, and programs.
19. Ensures that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
20. Manages and facilitates the Career and Technical Student organization including training officers, travel for conferences and competitions.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of child development and especially of characteristics of students in the age group assigned.
2. Knowledge of workforce trends related to the program area.
3. Knowledge of the prescribed curriculum.
4. Knowledge of current educational research.
5. Basic understanding and knowledge of current technology.
6. Knowledge of learning styles and skills in using varied teaching methods to address student learning styles.
7. Skill in oral and written communication with students, parents, and others.
8. Ability to plan and implement activities for maximum effectiveness.
9. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.
10. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
11. Ability to work effectively with peers, administrators, and others.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

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EVALUATION:

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HOUSTON COUNTY SCHOOLS

JOB TITLE: CTE/Workforce Development Director

QUALIFICATIONS:

1. Master's degree or above in career/technical education or educational administration from an accredited institution.
2. A valid Alabama teaching certificate in the field of school administration.
3. Five years successful teaching or administrative experience in career/technical education or other equivalent experience as deemed appropriate by the Superintendent.
4. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.
5. Such alternatives to the above as the Board may require.

FLSA STATUS: Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: Faculty and Staff

DUTIES AND RESPONSIBILITIES:

1. Facilitates the articulation of community and manpower needs into a meaningful career/technical programs.
2. Works with appropriate state agencies for approval and financial support of career/technical programs.
3. Plans and prepares annual financial budgets.
4. Approves requisitions for supplies and equipment.
5. Identifies long-range needs for facilities, equipment, and supplies for programs.
6. Schedules facilities for maximum utilization by teachers.
7. Evaluates facilities and equipment annually.
8. Maintains an up-to-date inventory of all equipment to include recommendations for repair or replacement.
9. Assists in the selection of faculty.
10. Recruits personnel to teach.
11. Recommends the discharge of personnel when necessary.
12. Plans and/or conducts staff development activities.
13. Works closely with teacher education institutions and state staff to develop effective programs at pre-service and in-service levels.

14. Ensures that career/technical teachers attend professional development conferences and workshops and that technical update hours are earned.
15. Requires teachers to acquire skills to keep pace with technological advancements in the program area.
16. Evaluates teacher performance using the teacher evaluation system.
17. Observes teaching practices in the classroom where career/technical programming is offered.
18. Defines and articulates goals and objectives for programs within the school system.
19. Administers discipline fairly and consistently.
20. Works with counselors to determine students' interests and aptitudes for coursework within programs.
21. Ensures maintenance of student files and records.
22. Requires and facilitates active student organizations.
23. Develops activities and techniques to involve the community in school activities.
24. Provides a system for positive public relations.
25. Collects, organizes, analyzes, and interprets data concerning the performance of students.
26. Utilizes the advisory committee for the overall career/technical program.
27. Participates in non-administrative duties such as hall duty, bus duty, chaperoning, etc. when necessary.
28. Promotes and facilitates career/technical education.
29. Assumes other reasonable and equitable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of federal, state, and local laws and their applicable procedures.
2. Knowledge of school law.
3. Knowledge of trends in career/technical education.
4. Knowledge of state and local policies and procedures.
5. Demonstrated interest in human relations and problem-solving.
6. Demonstrated interest in innovative practices.
7. Knowledge of technology equipment, computers, and software.
8. Ability to organize effectively.
9. Ability to speak and write clearly and effectively.

10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the policy on the evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Central Office Receptionist

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two (2) years of secretarial or receptionist experience preferred.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Greets visitors and directs them to the proper person or office.
2. Receives incoming telephone calls and transfers to the proper person.
3. Takes messages for personnel who are away from their desks.
4. Maintains confidentiality of sensitive information.
5. Assists with distributing information.
6. Communicates effectively with the public, staff members, students, parents, administrators, and other persons using tact and good judgment.
7. Provides secretarial services for the programs under administrators' supervision when assigned.
8. Relieves administrators of clerical details, operations, and administrative matters when assigned.
9. Performs public relations functions with department heads, officials, personnel and visitors.
10. Establishes and maintains a thorough knowledge of system policies and procedures pertaining to assigned areas of responsibility.
11. Takes notes in matters of concern and report findings to administrators to communicate what developments have occurred.
12. Models and maintains high ethical standards.
13. Demonstrates initiative in the performance of assigned responsibilities.
14. Maintains expertise in assigned areas.
15. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
16. Participates in cross-training activities as required.
17. Keeps the supervisor informed of potential problems or unusual events.
18. Responds to inquiries and concerns in a timely manner.
19. Takes leave time in accordance with Board policy and reports all absences in a timely manner.
20. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to deal with the public in different situations in a pleasant, courteous, and helpful manner.
2. Ability to utilize good telephone skills.
3. Considerable knowledge of the operations and functions of the school system.
6. Ability to use business English, spelling, grammar, and punctuation.
7. Knowledge of the principles and practices of secretarial work, including writing, editing, and publishing communications.
8. Ability to organize and maintain accurate records.
9. Ability to interpret rules, regulations, and policies, and to use mature judgment in making decisions.
8. Ability to establish and maintain effective and professional working relationships with administrative staff and the public.
11. Knowledge of basic computer operations.
12. Ability to greet and deal with visitors.
13. Ability to work with and without supervision.
14. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Central Office Secretary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years of secretarial experience.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Designated Department Director/Coordinator/Designee

DUTIES AND RESPONSIBILITIES:

1. Provides secretarial services for the programs under administrators' supervision.
2. Relieves administrators of clerical details, operations, and administrative matters when assigned.
3. Performs public relations functions with department heads, officials, personnel, and visitors.
4. Coordinates meetings, conferences, and appointments.
5. Takes and transcribes dictation of correspondence.
6. Prepares and maintains a variety of complex records, reports, and purchase orders.
7. Establishes and maintains a thorough knowledge of system policies and procedures pertaining to assigned areas of responsibility.
8. Routes incoming mail to appropriate persons.
9. Takes notes in matters of concern and report findings to administrators in order to communicate what developments have occurred.
10. Processes and compiles materials for meetings and maintains official records as assigned.
11. Arranges and notifies personnel for attendance at meetings.
12. Communicates effectively with the public, staff members, students, parents, administrators, and other persons using tact and good judgment.
13. Maintains confidentiality regarding school/workplace matters.
14. Models and maintains high ethical standards.
15. Demonstrates initiative in the performance of assigned responsibilities.
16. Maintains expertise in assigned areas.
17. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
18. Participates in cross-training activities as required.
19. Keeps the supervisor informed of potential problems or unusual events.
20. Responds to inquiries and concerns in a timely manner.

21. Exhibits interpersonal skills as an effective team member.
22. Demonstrates support for the school system and its goals and priorities.
23. Demonstrates initiative in identifying potential problems or opportunities for improvement.
24. Extracts data and generates reports using computer software applications.
25. Answers routine non-technical questions and refers other questions to the proper department.
26. Directs visitors to proper offices and provides routine information.
27. Posts/records and files correspondence and reports.
28. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of the operations and functions of the school system.
2. Ability to use business English, spelling, grammar, and punctuation.
3. Knowledge of the principles and practices of administrative secretarial work, including writing, editing, and publishing communications.
4. Ability to interpret rules, regulations, and policies, and to use mature judgment in making decisions.
5. Ability to establish and maintain effective and professional working relationships with administrative staff and the public.
6. Knowledge of basic computer operations.
7. Ability to work with and without supervision.
8. Ability to greet and deal with visitors.
9. Physical and emotional ability a dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Child Nutrition Program Director

QUALIFICATIONS:

1. Minimum of a Bachelor's degree.
2. Training/experience in food service preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Prepares and administers the department budget.
2. Purchases and maintains an inventory of all foods, supplies, and equipment.
3. Standardizes cafeteria accounting procedures in cooperation with the custodian of funds.
4. Recommends prices to be charged for various types of lunches, including the price of milk.
5. Plans and supervises the preparation and serving of menus at all schools.
6. Assists in planning all menus for school lunches.
7. Standardizes as much as possible the size of portions served as related to lunch type in accordance with the USDA guidelines.
8. Provides assistance and suggestions for the preparation and serving of government surplus foods.
9. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
10. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and suggesting possible improvements in operations.
11. Reviews and evaluates all requests and recommendations for the purchase of new and replacement of equipment.
12. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
13. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
14. Administers personnel policies and evaluates cafeteria managers and workers.

15. Standardizes personnel policies, levels of cleanliness, health, and safety.
16. Interviews, screens, and recommends the appointment of cafeteria personnel.
17. Makes all applications for federal subsidies.
18. Plans disposition of government commodities as part of the ongoing food services program.
19. Operates a program of cooperative purchasing among cafeterias, particularly for high-volume items such as bread, milk, and canned goods.
20. Evaluates the need for and provides opportunities for staff professional development on an annual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates experience with and knowledge of federal and state CNP regulations.
2. Excellent oral and written communication, public relations, staff training, and interpersonal skills.
3. Demonstrates knowledge of computer programs for menu nutritional analysis, meal counting and claiming, automated applications, inventory control, and electronic communications.
4. Ability to manage, supervise and evaluate personnel.
5. Experience in organizing, providing professional and/or staff development.
6. Ability to plan, organize, supervise, evaluate all programs related to operation of the Child Nutrition Program.
7. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Child Nutrition Program Lunchroom Manager

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Good physical and emotional health including the ability to perform duties described in essential functions.
3. Effective interpersonal communication skills.
4. Current ServSafe Certification preferred.
5. Pass Post Offer Skills Assessment.
6. Child Nutrition Program Managerial Experience preferred.
7. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/Child Nutrition Director/Designee

SUPERVISES: CNP Workers

DUTIES AND RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Cleans and maintains orderly, safe, and sanitary conditions in compliance with applicable regulations.
3. Orders and determines quantities of foods to be prepared daily according to standardized recipes.
4. Receives and verifies orders accurately and in a timely manner as required.
5. Reports immediately to the School Administrator and/or CNP Director any problem or on-the-job injury occurring in the kitchen or the cafeteria premises.
6. Confers with the School Administrator and/or CNP Director regarding personnel problems.
7. Maintains working knowledge of kitchen equipment.
8. Prepares service lines for mealtime.
9. Assumes responsibility for serving and replenishing menu items.
10. Provides cordial and professional service while working cooperatively with others.
11. Assumes responsibility for storage and disposal of foods.
12. Receives, transports, and stores food deliveries appropriately.
13. Follows verbal and written instructions.
14. Maintains records as required by the Child Nutrition Program.
15. Performs duties in a manner that will promote good public relations.

16. Participates in activities that promote good public relations with students, teachers, and the community.
17. Prepares food as assigned according to the planned menu.
18. Displays good personal grooming and appropriate dress for food service.
19. Maintains regular and punctual attendance.
20. Assists in training and development.
21. Maintains confidentiality of work-related issues, records, and school-related information.
22. Assumes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below-listed functions:
 - a. Work in a standing position for prolonged periods of time.
 - b. Lift and/or carry moderate weight daily (15-45 pounds).
 - c. Walk, balance, bend, kneel and reach.
 - d. Exert adequate force to push/pull at least 40 pounds.
5. Capable of working in an environment that may include, but is not limited to, exposure to the following:
 - a. Slippery surfaces.
 - b. Prolonged periods with hands in water.
 - c. Approved cleaning chemicals.
 - d. Common food allergens.
 - e. Extreme hot or cold temperatures.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

EVALUATION:

Job performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Child Nutrition Program Assistant Manager

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years related work experience.
3. Demonstrates aptitude or competence for assigned responsibilities.

FLSA: Non-Exempt

REPORTS TO: CNP Manager/Principal/CNP Director/Designee

SUPERVISES: CNP Workers

DUTIES AND RESPONSIBILITIES:

1. Cleans and maintains orderly, safe, and sanitary conditions in compliance with applicable regulations.
2. Maintains working knowledge of kitchen equipment.
3. Prepares service lines for mealtime.
4. Provides cordial and professional service while working cooperatively with others.
5. Assumes responsibility for storage and disposal of foods.
6. Follows verbal and written instructions.
7. Performs duties in a manner that will promote good public relations.
8. Prepares food as assigned according to the planned menu.
9. Displays good personal grooming and appropriate dress for food service.
10. Maintains regular and punctual attendance.
11. Maintains confidentiality of work-related issues, records, and school-related information.
12. Receives and verifies orders accurately and in a timely manner as required.
13. Reports immediately to the School Administrator any problem or on-the-job injury occurring in the kitchen or the cafeteria premises.
14. Assumes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below-listed functions:
 - a. Work in a standing position for prolonged periods of time.

- b. Lift and/or carry moderate weight daily (15-45 pounds).
 - c. Walk, balance, bend, kneel and reach.
 - d. Exert adequate force to push/pull at least 40 pounds.
5. Capable of working in an environment that may include, but is not limited to, exposure to the following:
- a. Slippery surfaces.
 - b. Prolonged periods with hands in water.
 - c. Approved cleaning chemicals.
 - d. Common food allergens.
 - e. Extreme hot or cold temperatures.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

EVALUATION:

Job performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Child Nutrition Program Worker

QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. Experience in school food services preferred.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Child Nutrition Program Manager/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs work in the school food service facility in accordance with regulations, policies, and procedures.
2. Prepares and serves food as assigned.
3. Performs custodial, dish room, serving area, and/or storeroom duties as assigned.
4. Maintains high standards of sanitation and work safety.
5. Operates and maintains food service equipment in a safe and skillful manner.
6. Maintains an effective working relationship with the manager and other employees.
7. Provides cordial and professional service to students and others.
8. Works in any position in the department as directed by the manager.
9. Directs and supervises work of others as assigned by the manager.
10. Communicates effectively with the public, staff members, students, parents, administrators, and other contact persons using tact and good judgment.
11. Follows attendance, punctuality, and proper dress rules.
12. Ensures adherence to good safety standards.
13. Maintains confidentiality regarding school/workplace matters.
14. Models and maintains high ethical standards.
15. Demonstrates initiative in the performance of assigned responsibilities.
16. Maintains expertise in assigned area to fulfill project goals and objectives.
17. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
18. Keeps the supervisor informed of potential problems or unusual events.
19. Responds to inquiries and concerns in a timely manner.
20. Exhibits interpersonal skills to work as an effective team member.
21. Demonstrates support for the school system and its goals and priorities.

22. Demonstrates initiative in identifying potential problems or opportunities for improvement.
23. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to follow instructions and complete responsibilities guided by standard practices.
2. Ability to establish and maintain effective working relationships.
3. Ability to provide professional and cordial service to students and others.
4. Knowledge of sanitation and work safety procedures. Knowledge of food preparation procedures.
5. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Chief School Finance Officer

QUALIFICATIONS:

1. Have a minimum of three years of experience in public agency accounting.
2. Obtain certification as a Chief School Finance Officer from the Alabama State Department of Education within three (3) years of employment.
3. Maintain certification through continuing education requirements, and meet one or more of the following professional requirements:
 - a. Hold a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum (accounting, finance, business administration, etc.) including at least 9 semester hours in accounting.
 - b. Hold an MBA or other graduate degree in a business-related field from a regionally accredited institution.
 - c. Certified Public Accountant preferred.
 - d. Hold a baccalaureate degree in a concentration other than a business-related curriculum but have at least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
 - e. Principles of Accounting I (3 semester hours)
 - f. Principles of Accounting II (3 semester hours)
 - g. Intermediate Accounting (3 semester hours)
 - h. Cost Accounting (3 semester hours)
 - i. Governmental Accounting (3 semester hours)
 - j. Financial Management (3 semester hours)
 - k. General Management (3 semester hours)
 - l. Business (or Organizational) Communications (3 semester hours)
4. Must be bondable.
5. Valid Alabama Driver's License.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

FIDUCIARY RESPONSIBILITY: Board of Education

SUPERVISES: Accounts Payable Bookkeeper, Payroll Clerk, Central Office, and Local School Bookkeepers

DUTIES AND RESPONSIBILITIES:

1. Maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Maintains a school payroll accounting system in accordance with applicable laws and regulations.
3. Personally notifies, in writing, each board member and the superintendent of education, of any financial transaction of the board of education that the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with fiscal management policies of the board.
4. Prepares financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
5. Prepares monthly financial reports to the board of education as required by law.
6. Be bonded in an amount determined by the State Board of Education.
7. Prepares reports as required by other agencies.
8. Maintains an adequate system of internal controls including property and inventory accounting.
9. Maintains a sound system of cash management.
10. Maintains a sound accounting system in the individual local schools.
11. Maintains a system of contracting and purchasing procedures.
12. Coordinates the preparation of the annual budget and any amendments.
13. Maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
14. Supervises and evaluates all personnel assigned to business and finance operations.
15. Carries out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
16. Responsible for investment of funds upon local superintendent's approval.
17. Serves as a network administrator for accounting software.
18. Serves as office manager of Central Office support staff ensuring office runs in an efficient and professional manner.
19. Performs other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable of accounting standards, laws, policies, rules, and regulations.

2. Knowledgeable of tax laws and applicable regulations that impact employee benefits, tax forms, and related employee concerns.
3. Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system.
4. Ability to supervise and evaluate personnel assigned to the areas of business and finance.
5. Ability to communicate effectively in written and verbal form.
6. Possesses physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.
7. Possesses the ability to work effectively with the local superintendent and local Board of Education to assist and facilitate the accomplishment of school system goals and objectives.

TERMS OF EMPLOYMENT:

Negotiable depending upon experience, knowledge, and skills, and abilities.

EVALUATION:

The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education with the consultation of the school board.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Custodian

QUALIFICATIONS:

1. High school diploma or equivalent preferred.
2. Demonstrated experience in custodial work preferred.
3. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Maintains building security and policing grounds.
2. Cleaning, sweeping, dry mopping floors.
3. Cleaning and restocking of restrooms and restroom fixtures.
4. Cleaning classrooms and offices, vacuuming carpeted areas, dusting furniture and office machines.
5. Cleaning of windows and window sills and removal of debris from the building(s).
6. Responsible for buffing/burnishing, stripping, and refinishing of hard surface floors.
7. Shampooing, spotting, and extracting carpet.
8. Light bulb replacement, HVAC filter service, and other project work.
9. Performs within his/her ability, minor repairs to include but are not limited to light fixture/ballast replacement and light switch repair, light window glazing, door lock and closet repairs, flush valve repair, and other light plumbing.
10. Provides emergency cleanup for spills.
11. Responsible for reporting needs for other repairs and maintenance.
12. Moves or assists in the moving of heavy furniture, equipment, and objects from room to room, floor to floor, and into or out of buildings.
13. Responsible for maintaining/ordering custodial equipment and supplies and scheduling project work.
14. Performs and/or assists in an event or special program set-ups and assists faculty and staff as time permits.
15. Shifts schedule as determined by the principal and the needs of the facility and performs other duties as assigned.
16. Participates successfully in training programs offered to increase skill and proficiency related to assignment.
17. Participates in cross-training activities as required.
18. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good communication skills.
2. Ability to work with others.
3. Ability to get along with staff, faculty, and students.
4. Demonstrates aptitude for the successful completion of tasks.
5. Ability to work with minimal supervision.
6. Ability to follow oral and written communications.
7. Knowledge of cleaning techniques, and cleaning equipment.
8. Physical ability to lift moderate weights.
9. Sufficient strength, agility, and dexterity to perform all required tasks.
10. Ability to follow required approved health/safety standards and procedures.
11. Ability to ensure employees under their supervision follow required approved health/safety standards and procedures.
12. Ability to lift a minimum of 50 pounds.
13. Ability to use and distribute cleaning products and equipment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Elementary Curriculum Director

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Valid Alabama certificate in educational leadership, administration, and/or supervision.
3. Possess and maintain a valid driver's license.
4. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act 1999 and Act No. 2002-457.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Assists with the planning, implementation, articulation, and evaluation of the curriculum and instructional program.
3. Coordinates the efforts of principals, teachers, and advisory committees in improving and updating the curriculum, policies, and guidelines for all levels.
4. Provides leadership and direction to school administration and faculty consistent with system goals.
5. Assists schools in keeping abreast of state mandates, system initiatives, and opportunities.
6. Provides leadership in the development of a correlated and integrated program of instruction for Kindergarten through 12th grade in all areas of instruction.
7. Maintains current information on research-based best practices in all subject areas and disseminates appropriate information regularly to administrators and teachers.
8. Works with principals and teacher committees in organizing and coordinating grade level and department meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
9. Observes teachers in their instructional environment and offer insights for the enhancement of the teaching-learning situation.
10. Ensures administrators and staff are informed of and comply with federal and state laws and state and local board policies.

11. Plans and accomplishes personal professional growth and demonstrates professional ethics and leadership.
12. Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
13. Maintains appropriate confidentiality regarding school/workplace matters.
14. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
15. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
16. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
17. Uses effective collaboration skills to work as an effective team member.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
19. Performs any other job-related duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates proficiency in oral and written communication skills.
2. Demonstrates knowledge of curriculum design and development.
3. Ability to organize, coordinate, and present professional development programs.
4. Demonstrates ability to lead, manage and support strategic and operational goals of the system in the area of responsibility.
5. Ability to supervise and evaluate designated personnel, manage budgets, and develop curriculum and programming specific to the needs of students.
6. Ability to identify and solve problems as a productive team member.
7. Ability to use technology to communicate, manage data, and produce/submit required reports, correspondence, and/or financial information.
8. Ability to be punctual and in regular attendance.
9. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Elementary Principal

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Endorsement at Elementary Level.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Manages and administers the instructional program to ensure all students can learn.
2. Manages and administers the accreditation program for the assigned school.
3. Manages and administers the instructional program as outlined in the system guidelines.
4. Manages and administers the development of short- and long-range plans to meet instructional and facility needs.
5. Manages and administers the testing program for the school.
6. Approves school-sponsored activities and maintains a calendar of all school events.
7. Provides for the articulation of the school's instructional program among school personnel.
8. Interviews and selects qualified personnel to be recommended for employment.
9. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for the appropriate employment action.
10. Assigns special tasks and assignments to all school personnel.
11. Administers and develops instructional and non-instructional duty rosters.
12. Coordinates plant safety and facility inspections at the assigned school.
13. Manages and supervises the school financial resources including the preparation and disbursement of the school's budget and internal accounts.
14. Adheres to state statutes and system policies related to accounting to ensure judicious management of school funds.

15. Establishes and manages student accounting and attendance procedures at the assigned school.
16. Maintains accountability of property inventory records and security of school property.
17. Provides a quick response to any emergency indoors or outdoors on the school site.
18. Maintains high visibility in all areas of the facility.
19. Supervises the orderly movement and safety of transportation services on school grounds.
20. Establishes guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
21. Coordinates the supervision of all extracurricular programs at the assigned school.
22. Supervises the guidance program to ensure the individual student's educational and developmental needs are met.
23. Manages and administers personnel development through training, in-service, and other developmental activities.
24. Orients newly assigned staff members and assist in their development.
25. Guides and assists new teachers through the system's orientation program and in accordance with state guidelines.
26. Directs staff in developing a positive community relations program.
27. Develops and maintains positive school/community relations and acts as a liaison between the two.
28. Directs and develops the recruitment of business partners to benefit the school and community.
29. Communicates through staff meetings and written material, information that will keep staff informed of policies, procedures, and instructional program changes and updates.
30. Participates in system-wide management meetings and other meetings and activities appropriate for professional development.
31. Provides leadership in the school improvement process and the implementation of the school improvement plan.
32. Establishes a vision and mission for the school in collaboration with key stakeholders.
33. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to prepare and manage the school budget and allocated resources.
2. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
3. Ability to select, hire, supervise, evaluate and reappoint personnel.

4. Ability to communicate and interact effectively with the public.
5. Ability to demonstrate the knowledge and practice of current educational trends, research, and technology.
6. Ability to understand the unique needs, growth problems, and characteristics of elementary school students.
7. Ability to use group dynamics within the context of cultural diversity.
8. Physical and emotional ability and dexterity to perform required work and move about in a fast-paced and high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: EL Aide

QUALIFICATIONS:

1. High school graduate or equivalent and academic competency in basic skills.
2. Ability to maintain good interpersonal relationships.
3. Adequate strength and dexterity to perform all required tasks including lifting, stooping, and bending.
4. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/EL Teacher/Designee

DUTIES AND RESPONSIBILITIES:

1. Understands and assists in upholding school rules, policies, and procedures.
2. Participates in the efficient and effective operation of the school as directed by the principal.
3. Respects the confidentiality of information pertaining to students and staff.
4. Assists in fostering positive student attitudes toward citizenship, self-discipline, morality, and patriotism.
5. Plans regularly with the assigned teacher(s).
6. Works with individuals and groups of students as assigned.
7. Assists the teacher in student testing activities as assigned.
8. Keeps charts and records of students' performances and accomplishments as assigned. Assists the teacher in preparing materials necessary for a positive learning environment.
9. Performs clerical tasks including inventory, filing, and typing, operating audiovisual equipment, and caring for equipment and materials.
10. Assists teachers with the basic physical needs of students.
11. Take all the necessary precautions to provide for the safety and welfare of students.
12. Attends and participates in individual, school, and system professional development activities.
13. Maintains a cooperative working relationship with school staff, parents, and the community.
14. Be familiar with and follow Board of Education policies.
15. Promotes good public relations for the school system with the public.
16. Maintains the confidentiality of all school-related businesses.

17. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: English Language (EL) Teacher

QUALIFICATIONS:

1. Bachelor's degree or higher from an accredited college or university.
2. Valid Alabama professional educator certificate.
3. Certification in English as a Second Language (ESL).
4. Minimum of three (3) years of successful classroom experience.
5. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
6. Such alternatives to the above qualifications as the Board may require.

REPORTS TO: Principal/ ESL Specialist/Designee

FLSA: Exempt

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Conducts in-service training for classroom teachers, administrators, and support personnel regarding English Language Learners (ELLs) and strategies and procedures for serving language minority students.
3. Schedules meetings of the English as a Second Language (ESL) team to review pertinent information and make recommendations concerning the placement of each student in the ESL Program.
4. Monitors the academic progress of all ELL students in the regular program and makes recommendations to the regular classroom teachers concerning instructional modifications for ELL students.
5. Provides accommodations and strategies for instruction of K-12 English Language Learners.
6. Utilizes technology to plan and provide instruction and facilitate student learning.
7. Models use of technology for students and staff.
8. Works with ESL Instructional Aides in ESL teaching strategies and in the use of materials.
9. Keeps record of daily mileage traveled and submits mileage report to base school at the first of each month.
10. Submits information and updates to the Special Services Office regarding all ELLs enrolled in the designated service area.

11. Attends professional development training each year regarding ELL programs and procedures.
12. Keeps accurate and up-to-date student folders of all ELLs in the service area; including all assessment data, team meeting documentation, progress reports, and pertinent correspondence.
13. Administers placement tests and spring ACCESS assessments to ELLs in the designated service area.
14. Demonstrates professional ethics and leadership.
15. Serves on committees, representative bodies, task forces, or as a system delegate as needed.
16. Attends staff development programs, workshops, and conferences to improve professional performance and knowledge.
17. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
18. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
19. Responds to inquiries and requests in a timely and positive manner.
20. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
21. Properly cares for equipment and material resources of the school system.
22. Uses collaboration skills to work as a productive team member.
23. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
24. Reports absences and takes leave in accordance with Board policies and procedures.
25. Assumes other reasonable and equitable job-related duties and responsibilities as assigned by the immediate supervisor.
26. Maintains students' EL information in cumulative folders at designated schools.
27. Gathers data for Alabama State Department of Education EL reports.
28. Maintains Federal Programs individual student coding in Powerschools.

KNOWLEDGE SKILLS AND ABILITIES:

1. Proficiency in oral and written communication skills.
2. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
3. Ability to develop and implement curriculum and programming specific to the needs of ESL students.
4. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports, correspondence, and/or financial information.

5. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
6. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Job performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: English Language (EL) Translator

QUALIFICATIONS:

1. High school graduate or equivalent and academic competency in basic skills.
2. Bilingual proficiency in oral and written communication in English and Spanish.
3. Valid Alabama driver's license.
4. Provide own or have access to appropriate transportation to meet job requirements.
5. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Translates between non-English language students, families, and schools.
2. Establishes and maintains a good working relationship with community agencies and organizations to make their resources available to non-English language families.
3. Provides support to the ESL teachers as needed.
4. Facilitates communications for the ESL program.
5. Provides support with clerical duties in the office as needed.
6. Helps parents understand the goals and objectives of the ESL program.
7. Respects the confidentiality of information pertaining to students and staff.
8. Maintains accurate records related to services provided to non-English language students.
9. Works with individuals and groups of students as assigned.
10. Keeps charts and records of students' performances and accomplishments as assigned.
11. Attends and participates in individual, school, and system professional development activities.
12. Maintains a cooperative working relationship with school staff, parents, and the community.
13. Promotes good public relations for the school system with the public.
14. Maintains the confidentiality of all school-related businesses.
15. Be familiar with and follow Board of Education policies.

16. Assume other reasonable job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to relate to and work with students and parents in a positive manner.
2. Effective oral and written communication skills.
3. Ability to follow written and verbal instructions.
4. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility.
5. Ability to plan and organize.
6. Ability to work cooperatively with colleagues.
7. Ability to be flexible.
8. Ability to maintain confidentiality.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Federal Programs Director

QUALIFICATIONS:

1. Master's degree with a major in educational administration.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five years of successful teaching or administrative experience in public education or other equivalent experience as deemed appropriate by the Superintendent.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Coordinates and directs the system's Federal programs.
2. Facilitates communication and collaboration with parents, community agencies, businesses, schools, and state entities to enhance the instructional services provided by Federal programs.
3. Assists schools in the development and implementation of Federal programs plan and initiatives.
4. Coordinates activities of Federal programs with all instructional programs, grants, and state initiatives to enhance academic achievement at all grade levels.
5. Prepares, monitors, reports, and evaluates Federal programs budgets, program applications, and inventories in accordance with state and local regulations.
6. Utilizes appropriate administrative strategies and problem-solving tools to make effective decisions regarding planning, utilization of resources, equitable distribution of resources, service delivery, and evaluation of programs.
7. Demonstrates initiative in identifying potential problems and/or opportunities for improvement and takes appropriate action.
8. Prepares and coordinates evaluations of various Federal programs.
9. Supervises assigned personnel, conducts regular performance appraisals, and makes recommendations for appropriate employment actions according to current regulations and policies.
10. Maintains expertise in assigned areas of responsibility, including laws and guidance, current trends, and best practices.
11. Responds to inquiries, directives, and concerns in a timely manner.
12. Recommends appropriate policies and procedures to the system

- administration to improve programs and services.
13. Prepares or oversees the preparation of all required reports, proposals and plans and maintains all appropriate records and documentation of Federal programs activities.
 14. Serves on system, state, or community councils or committees as assigned or appropriate.
 15. Keeps system administration informed of potential problems, initiatives, or program implementation requirements.
 16. Develops goals and objectives consistent with and in support of system goals and priorities.
 17. Facilitates, directs, and/or initiates local school and system advisory committees as appropriate for the various components of Federal programs.
 18. Attends training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.
 19. Promotes positive collaboration and shared decision-making with system-level and local school leadership in the development and implementation of successful Federal programs.
 20. Cooperates with system administration and school leaders as appropriate to integrate Federal programs with school improvement initiatives, assessment/accountability activities, summer schools, extended day programs, preschools programs, parent involvement programs, grant writing, personnel recruitment and retention efforts, and leadership training.
 21. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of curriculum development, supervision, effective classroom practices, and staff development principles.
2. Knowledge and expertise in scientifically based strategies and instruction.
3. Knowledge of the laws, policies, procedures, and practices as it relates to Federal Programs.
4. Knowledge of all Federal laws, policies, procedures, and practices as it relates to public education.
5. Knowledge of governmental and school system budgeting procedures.
6. Ability to demonstrate effective leadership skills.
7. Ability to be efficient and effective with Microsoft Office Programs such as Word, Excel, Publisher, and Access.
8. Ability to communicate effectively either verbally or in writing.
9. Knowledge of board policies and procedures.
10. Ability to use effective public relations skills necessary for the successful implementation of assessment programs, the coordination of

committees and collaborative groups, and maintain productive relationships among colleagues as well as those supervised.

11. Knowledge and ability to use various forms of educational technology.
12. Knowledge of board and State Department policies and procedures for the administration of all assessments.
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Federal Programs Secretary

QUALIFICATIONS:

1. Bachelor's degree with a major in business administration, accounting or closely related field.
2. Successful experience in business administration and/or within a public school system framework.
3. Demonstrates proficiency in oral and written communication skills.

FLSA: Non-Exempt

REPORTS TO: School Chief Financial Officer/Designee

DUTIES AND RESPONSIBILITIES:

1. Evaluates, prepares, and distributes purchase orders for federal programs if assigned.
2. Verifies general ledger accounts before processing orders and coordinates any discrepancies with the appropriate department.
3. Reconciles monthly purchase order reports to the ledger.
4. Maintains electronic purchasing system including recording and routing.
5. Assist School Chief Financial Officer/Federal Programs Director with setting up and monitoring online payment vendors.
6. Works with the Accounting department on clearing up purchase orders, credit cards, and other issues pertaining to purchasing.
7. Maintains appropriate confidentiality regarding school/workplace matters.
8. Works and assists the Federal Programs Director.
9. Ensures that comprehensive records are kept of all receipts and expenditures in conformity with the laws and policies of the Alabama State Board of Education, Department of Public Examiners, the federal government, and the Board of Education.
10. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
12. Maintains and submits reports, records, and correspondence in a timely and accurate manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions.
2. Extensive working knowledge of general office software including spreadsheets, word processing, flowcharts, and databases.
3. Demonstrated proficiency in oral and written communication skills.

4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
5. Ability to read, analyze, and interpret data, use technology to perform job responsibilities, and demonstrate excellent communication skills with the ability to effectively present information to management and the public as required.
6. Ability to identify and solve problems as a productive team member.
7. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
8. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Guidance Counselor

QUALIFICATIONS:

1. A Master's degree from an accredited college or university with a major in guidance and counseling and course work in psychology, testing and measurement, sociology, and education.
2. Must be eligible for a valid teacher's certificate, with endorsement in counseling and guidance.
3. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Develops and implements an effective school guidance and counseling program.
2. Defines and interprets the guidance and counseling program to students, teachers, parents, administrators, and community members.
3. Coordinates the registration of new students and provides them with an orientation to school procedures and the school's various opportunities for learning **(high school only)**.
4. Assists students in developing a middle school curriculum plan and provides a method for documenting and reviewing the plan annually **(middle school only)**.
5. Develops and implements large and small group guidance programs. **(elementary only)**
6. Assists in the placement of individual students with special needs in appropriate educational situations.
7. Coordinates the procedure for the security and maintenance of students' educational records.
8. Develops a method for recording student grades, attendance information, and other pertinent educational data.
9. Coordinates the school's testing program.
10. Prepares informative reports and materials for principals, teachers, students, and parents concerning the results of the school's testing program.
11. Assists teachers in identifying and interpreting problems that interfere with a student's ability to learn.
12. Provides individual and group counseling opportunities that may lead each student to increased personal growth, self-understanding, and maturity.

13. Establishes effective working relationships with employers, agencies, and other institutions that may be of use to teachers, parents, and students.
14. Assumes responsibility for coordinating appropriate follow-up activities.
15. Assumes responsibility for individual professional development and for attending appropriate professional meetings.
16. Assists students in building self-esteem and developing decision-making, problem-solving and positive human relations skills.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read, interpret and follow State Board of Education rules, School Board policies, and the appropriate state and federal statutes.
2. Knowledge and understanding of guidance and counseling principles, programs, and services.
3. Knowledge of test and measurement theory.
4. Knowledge of community resources and services available for student assistance.
5. Ability to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health.
6. Ability to administer and interpret student assessment and evaluation instruments.
7. Ability to analyze and use data.
8. Ability to consult with parents, school personnel, and the public.
9. Ability to maintain sensitivity to multicultural issues.
10. Ability to maintain confidentiality.
11. Ability to communicate effectively verbally and in writing using correct grammar, spelling, and business English.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Homebound Teacher

QUALIFICATIONS:

1. Bachelor's degree or higher from an accredited university.
2. Valid Alabama teaching certificate.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.
4. Possess and maintain a valid driver's license.

REPORTS TO: Principal/Special Education & 504 Director/Designee

FLSA: Exempt

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Implements the instructional plans designed by classroom teachers for homebound students.
3. Employs a variety of instructional techniques consistent with the physical limitations of the location provided and the needs and capabilities of the students.
4. Utilizes technology to plan and provide instruction and facilitate student learning.
5. Models appropriate and innovative use of technology for students.
6. Establishes and maintains a standard of student behavior within the limits of the resources provided.
7. Evaluates and reports student progress to designated school staff in a timely manner.
8. Assists with the selection of books, equipment, and other instructional material for the homebound program.
9. Maintains open lines of communication with students and their parents concerning both the academic and behavioral progress of students.
10. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
11. Participates in personal professional growth and development activities, training sessions, and staff meetings as required.
12. Models professionalism and high ethical standards.
13. Maintains appropriate records and submits reports as required.
14. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
15. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
16. Demonstrates professional ethics and effective leadership.
17. Responds to inquiries and requests in a timely and positive manner.

18. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
19. Properly cares for equipment and material resources of the school system.
20. Uses collaboration skills to work as a productive team member.
21. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
22. Reports absences and takes leave in accordance with Board policies and procedures.
23. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of curriculum, instruction, procedures, practices, materials, and equipment required to provide educational services for homebound students.
2. Ability to manage time effectively and prioritize tasks appropriately.
3. Ability to develop and maintain required records and reports.
4. Proficiency in oral and written communication skills.
5. Effective interpersonal and human relations skills.
6. Ability to access any home or dwelling.
7. Ability to provide and maintain transportation.
8. Mobility, physical strength, and visual acuity to make home and school visits to instruct students, gather materials, and conduct conferences with school personnel.
9. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports.
10. Ability to be punctual and in regular attendance.
11. Physical and emotional ability and dexterity to perform required work to move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Human Resources Director

QUALIFICATIONS:

1. A Master's degree is required.
2. Alabama State Department of Education certification in administration.
3. Three (3) years of successful teaching experience is required.
4. Three (3) years of administrative experience at the school level is required.
5. Administrative experience in human resources is preferred.
6. Valid Alabama Driver's License.
7. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: Human Resources Department employees

DUTIES AND RESPONSIBILITIES:

1. Develops a plan to facilitate the human resources functions, for the school system including recruiting, screening, interviewing, selecting, inducting.
2. Directs the implementation of Board policies, State and Federal Law, and guidelines relating to human resources.
3. Coordinates with the CSFO for the budgeting of all full-time and part-time personnel.
4. Coordinates the preparation of the personnel action section of the Board agenda.
5. Coordinates the preparation of reports to the State Department of Education and other agencies related to human resources.
6. Assists with the preparation of the system budget as it relates to human resources.
7. Directs the implementation of fiscal policies and procedures related to human resources including short and long-range fiscal planning, approval of purchases, and communication of fiscal information as directed by the Superintendent.
8. Serves as policy draft writer and policy distributor for the school system.
9. Creates needed forms, brochures, and handbooks related to human resources.
10. Prepares and distributes notice of vacancies and solicits applications for such vacancies.

11. Screens and processes applications of candidates in accordance with Board Policy.
12. Recommends to the Superintendent, after consultation with the appropriate system administrator, the appointment, assignment, transfer, and dismissal of personnel.
13. Coordinates the investigation of personnel regarding matters related to job performance and suitability of employees.
14. Identifies, organizes, and assigns a force of substitute teachers as needed.
15. Assists with the development of job descriptions for new positions and coordinates the periodic review and revision of existing job descriptions.
16. Develops procedures for renewal of state credentials.
17. Develops and recommends to the Superintendent such personnel management policies that ensure the employment of the most qualified personnel.
18. Organizes and maintains a database for all certified and classified personnel.
19. Develops necessary security procedures to ensure the safety and confidentiality of all personnel records.
20. Conducts and directs research and surveys of wages, salaries, and benefits to comparable school systems and industries.
21. Manages the *TeachinAlabama* and *SearchSoft* online application and job posting systems.
22. Conducts exit interviews with employees leaving the system.
23. Maintains a list of available personnel.
24. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of personnel and employee laws, policies, rules, and regulations.
2. Knowledge and experience in student services.
3. Ability to exercise objective professional judgment.
4. Skills in public relations and problem-solving.
5. Skills in effective oral and written communication.
6. Skills in recruitment, selection, assignment, and evaluation of personnel.
7. Knowledge and proficiency in the use of technology.
8. Physical mobility and visual acuity to investigate personnel problems at on-site work locations.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the systems' approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Job performance will be evaluated by the immediate supervisor based on board policy.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Human Resources Secretary

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Ability to communicate effectively with the public.
3. Knowledge of computers, ability to organize and plan work efficiently.
4. Secretarial experience preferred.

FLSA: Non-Exempt

REPORTS TO: Human Resources Director/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs secretarial duties for the Human Resources department.
2. Coordinates appointments, calendars, and reservations for the Human Resources Director.
3. Organizes an effective office with attention to administrative detail.
4. Processes communications and correspondence, distributes mail, faxed documents, and e-mails related to the Department of Human Resources.
5. Prepares and maintains memorandums, letters, reports, and other correspondence for the Human Resources Director in a timely manner and accurate manner.
6. Assists as needed with recruitment events, scheduling interviews, obtaining personnel documentation, and/or connecting employees with the appropriate system department or individual for resolving problems or meeting needs.
7. Takes leave time in accordance with Board policy.
8. Answers, takes messages, transfers, and directs inquiries to the appropriate individuals.
9. Performs office routines and practices as assigned.
10. Makes routine decisions and works responsibly and independently under general supervision.
11. Follows attendance, punctuality, and proper dress rules.
12. Keeps the director informed of potential problems or unusual events.
13. Exhibits interpersonal skills to work as an effective team member.
14. Maintains confidentiality regarding school/workplace matters.
15. Maintains professional growth and correspondence through professional development.
16. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
17. Assists Human Resources Director with preparation for meetings, trainings, and employee orientation as needed.
18. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities of the Human Resources

department.

19. Assumes other reasonable and equitable job-related duties assigned by the immediate director.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively, both orally and in writing.
2. Skills in filing, record-keeping, keyboarding, and telephone communication.
3. Ability to perform routine duties guided by standard practice.
4. Ability to exercise independent judgment in assigned duties.
5. Ability to schedule time, establish priorities and work efficiently.
6. Ability to operate a computer and utilize software applications for word processing, spreadsheets, and other functions.
7. Skills in interpersonal relationships and communication with the public.
8. Effective organizational skills.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: In-School Intervention Assistant

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Provides instructional assistance and encouragement to students in a highly structured learning environment.
2. Guides students in the completion of their daily tasks and/or assignments as prescribed by the classroom teacher.
3. Maintains discipline in the In-School Intervention classroom and reports inappropriate behavior by students to teachers and administrators.
4. Keeps current records of all students who report to the In-School Intervention classroom.
5. Interacts and counsels with students, individually and/or in groups, to assist them in accepting responsibility for their behavior.
6. Completes daily checklist for students who fail to work or behave properly, and forward to the administrator.
7. Gives brief daily student summaries to appropriate teachers.
8. Provides individual counseling to help students modify unacceptable behavior with emphasis upon application of good citizenship and coping skills.
9. Reports the effectiveness of the program to the school administrative staff and make suggestions for improvement.
10. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of discipline techniques to enhance the behavior of difficult students.
2. Ability to use technology.
3. Skills in oral and written communication.
4. Knowledge of a variety of academic subject areas.
5. Ability to assist students with learning tasks as directed by the teacher.
6. Ability to counsel students to help them modify unacceptable behavior.
7. Knowledgeable of techniques to help the student enhance his/her self-concept in a concerned, caring environment.

8. Physical mobility, dexterity, strength, and visual acuity to supervise students with severe behavior problems in a highly structured learning environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Instructional Aide

QUALIFICATIONS:

1. High school graduate or equivalent and academic competency in basic skills.
2. For Title I or Title I Targeted Assistance Program Schools Only:
 - a. Must hold an Associate's Degree (or)
 - b. Have completed a minimum of 48 semester hours of study at a regionally accredited institution of higher education (or)
 - c. Have successfully completed the Alabama State Board of Education approved WORKKEYS test.
3. Adequate strength and dexterity to perform all required tasks including lifting, stooping, and bending.
4. Ability to maintain good interpersonal relationships.
5. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Understands and assists in upholding school rules, policies, and procedures.
2. Participates in the efficient and effective operation of the school as directed by the principal.
3. Respects the confidentiality of information pertaining to students and staff.
4. Assists in fostering positive student attitudes toward citizenship, self-discipline, morality, and patriotism.
5. Reports for duty at least 15 minutes before the opening of school and remain at least 10 minutes after the close of school unless a special contract requires other hours.
6. Plans regularly with the assigned teacher.
7. Works with individuals and groups of students as assigned.
8. Assists the teacher in student testing activities as assigned.
9. Keeps charts and records of students' performances and accomplishments as assigned. Assist the teacher in preparing materials necessary for a positive learning environment.
10. Performs clerical tasks including inventory, filing, and typing, operating audiovisual equipment, and caring for equipment and materials.
11. Assists the teacher with the basic physical needs of students.

12. Takes all the necessary precautions to provide for the safety and welfare of students.
13. Attends and participates in individual, school, and system professional development activities.
14. Maintains a cooperative working relationship with school staff, parents, and the community.
15. Promotes good public relations for the school system with the public.
16. Maintains the confidentiality of all school-related business.
17. Be familiar with and follow Board of Education policies.
18. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Instructional Programs Coach

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Valid Alabama teaching certificate.
3. Minimum of three (3) years of teaching experience.
4. Must meet background clearance requirements as specified by Alabama statutes.

FLSA: Exempt

REPORTS TO: Instructional Programs Coordinator/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Facilitates school-based high-quality professional development, working with teachers to refine their knowledge and skills of technology to differentiate and enhance student learning.
3. Utilizes technology to plan and provide and provide instruction and facilitate student learning.
4. Demonstrates knowledge of the prescribed curriculum, current educational research, and technology tools; exhibits skills in implementing the best instructional practices and varied teaching methods, to address student learning styles and achieve meaningful and measurable outcomes, in accordance with the course of study guidelines and student learning objectives.
5. Models appropriate and innovative use of technology for students/teachers.
6. Facilitates and monitors the integration of technology in the classroom.
7. Utilizes various training vehicles including in-class coaching, peer observing and/or modeling of technology integration strategies, demonstration, one on one.
8. Monitors instructional effectiveness and progress using tools and strategies gained through professional development.
9. Selects develops, modifies, and/or adapts materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.

10. Collaborates on the design and implementation of programs and initiatives in instructional technology.
11. Investigates and demonstrates ways to infuse technology into teaching strategies, techniques, and classroom management.
12. Conducts conferences with classroom teachers on the use of instructional technology.
13. Monitors and evaluates the content relevance and effectiveness of instructional technology in terms of established objectives.
14. Performs site surveys to assess critical areas of need in district schools.
15. Encourages self-assessment by teachers and assists them in developing plans for improving performance.
16. Develops training materials/reference handouts for teachers.
17. Supports and promotes the appropriate and ethical use of technology with regard to privacy and copyright issues.
18. Uses appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of teachers.
19. Provides instruction on safety procedures and proper handling of materials and equipment.
20. Participates in technology-specific professional development activities regularly.
21. Engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership.
22. Maintains appropriate confidentiality regarding/student/school/workplace matters.
23. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
24. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
25. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
26. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
27. Properly uses and cares for equipment and material resources of the school system.
28. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
29. Reports absences and takes leave in accordance with Board policies and procedures; prepares for substitutes according to Board policies and school procedures.

30. Performs any other job-related duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates knowledge of technology curriculum and standards.
2. Must have classroom experience utilizing technology curriculum and standards.
3. Demonstrates proficiency in oral and written communication skills.
4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, to effectively facilitate peer coaching and staff development.
5. Ability to develop and implement curriculum and programming specific to the needs of students/teachers at the designated grade level(s) and in the designated content area(s)/subject(s).
6. Ability to identify and solve problems as a productive team member.
7. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports, correspondence, and/or financial information.
8. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
9. Ability to be punctual and in regular attendance.
10. Such alternatives to the above qualifications as the Superintendent may require.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Instructional Programs Coordinator

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Administration/Supervision.
3. Minimum of five (5) years of teaching and/or administrative experience.
4. Must meet background clearance requirements as specified by Alabama statutes.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: Instructional Programs Coach(es)

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Facilitates school-based high-quality professional development, working with teachers to refine their knowledge and skills of technology to differentiate and enhance student learning.
3. Utilizes technology to plan and provide and provide instruction and facilitate student learning.
4. Demonstrates knowledge of the prescribed curriculum, current educational research, and technology tools; exhibits skills in implementing the best instructional practices and varied teaching methods, to address student learning styles and achieve meaningful and measurable outcomes, in accordance with the course of study guidelines and student learning objectives.
5. Models appropriate and innovative use of technology for students/teachers.
6. Facilitates and monitors the integration of technology in the classroom.
7. Utilizes various training vehicles including in-class coaching, peer observing and/or modeling of technology integration strategies, demonstration, one on one.
8. Monitors instructional effectiveness and progress using tools and strategies gained through professional development.

9. Selects develops, modifies, and/or adapts materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.
10. Collaborates on the design and implementation of programs and initiatives in instructional technology.
11. Investigates and demonstrates ways to infuse technology into teaching strategies, techniques, and classroom management.
12. Conducts conferences with classroom teachers on the use of instructional technology.
13. Monitors and evaluates the content relevance and effectiveness of instructional technology in terms of established objectives.
14. Performs site surveys to assess critical areas of need in district schools.
15. Encourages self-assessment by teachers and assists them in developing plans for improving performance.
16. Develops training materials/reference handouts for teachers.
17. Supports and promotes the appropriate and ethical use of technology with regard to privacy and copyright issues.
18. Uses appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of teachers.
19. Provides instruction on safety procedures and proper handling of materials and equipment.
20. Participates in technology-specific professional development activities on a regular basis.
21. Engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership.
22. Maintains appropriate confidentiality regarding/student/school/workplace matters.
23. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
24. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
25. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
26. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
27. Properly uses and cares for equipment and material resources of the school system.
28. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.

29. Reports absences and takes leave in accordance with Board policies and procedures; prepares for substitutes according to Board policies and school procedures.
30. Performs any other job-related duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates knowledge of technology curriculum and standards.
2. Must have classroom experience utilizing technology curriculum and standards.
3. Demonstrates proficiency in oral and written communication skills.
4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, to effectively facilitate peer coaching and staff development.
5. Ability to develop and implement curriculum and programming specific to the needs of students/teachers at the designated grade level(s) and in the designated content area(s)/subject(s).
6. Ability to identify and solve problems as a productive team member.
7. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports, correspondence, and/or financial information.
8. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
9. Ability to be punctual and in regular attendance.
10. Such alternatives to the above qualifications as the Superintendent may require.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Interpreter

QUALIFICATIONS:

1. Valid permit or license following the Alabama Board of Interpreters and Transliterators (ALBIT) state requirements.
2. Fluency in American English and American Sign Language (ASL).
3. Must hold a Bachelor's Degree (or) complete a minimum of 48 semester hours of study at a regionally accredited institution of higher education (or) successfully completed the Alabama State Board of Education approved Workkeys test.

FLSA: Exempt

REPORTS TO: Special Education Director/Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Interprets or transliterates messages from an auditory to a visual system so that the student can understand, whether it be American Sign Language, signing exact English, oral interpreting, or cued speech.
3. Interprets or transliterates messages from a visual system to spoken English.
4. Determines the student's most appropriate mode of communication and delivers messages in that mode.
5. Collaborates with teachers working with a deaf or hard-of-hearing child concerning language assessment and development.
6. Is familiar with technology related to deafness such as hearing aids and auditory training systems.
7. Maintains appropriate confidentiality regarding school/workplace matters.
8. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
9. Engages in professional growth and demonstrates professional ethics and effective leadership.
10. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
11. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.

12. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
13. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
14. Uses effective collaboration skills to work as a productive team member.
15. Adheres to school system rules, administrative procedures, local Board policies, state, federal, and local regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates proficiency in oral and written communication skills.
2. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
3. Ability to comprehend and interpret both oral and written directives relevant to the instructional procedures and other classroom activities.
4. Ability to identify and solve problems as a productive team member.
5. Ability to use technology to communicate, manage data, and produce/submit required reports, correspondence, and/or financial information.
6. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
7. Ability to collaborate and communicate with administrators, teachers, parents, and other school system staff to ensure the effective implementation of IEPs for designated students.
8. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Lead Registered Nurse (RN)

QUALIFICATIONS:

1. Current Alabama Registered Nurse (RN) license.
2. Associate's degree or Bachelor's degree from an accredited nursing school.
3. Three (3) years of successful experience in pediatric, public health, or school nursing preferred.
4. Current first aid and CPR certification.
5. Valid Alabama Driver's License.
6. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: RNs and LPNs

DUTIES AND RESPONSIBILITIES:

In addition to the school nurse job description, the lead nurse responsibilities will include but are not limited to:

1. Management of school health care service delivery that is consistent throughout the school system.
2. Oversees policy and procedure review and revision.
3. Coordinates the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
4. Conducts an annual performance evaluation of school nurses at the completion of the school year.
5. Reviews and updates all standard forms for the school health program.
6. Coordinates on-the-job training for new school nurses.
7. Develops timelines for health screenings.
8. Serves as a health consultant to the school system administration.
9. Attends school nurse supervisor meetings.
10. Manages monthly school nurse meetings.
11. Relays important information to school nurses or administration. Provides updates on school health issues. Communicates with the school system administration regarding school health program and practice issues, needs of nurses within the system, state-mandated compliance issues, requirements, etc.
12. Collects information from other school nurses as required for system reports.

13. Maintenance of updated and accurate job descriptions for the school nurses.
14. Determines methods for documentation.
15. Establishes a process by which to identify student health needs.
16. Participates in the evaluation of the program through collection and review of data.
17. Serves on committees with local medical and health agencies related to health issues as system representative.
18. Serves as a leader in the school system for communicable disease control.
19. Coordinates in-service training for school nurses.
20. Assures that school system school health policies and procedures adhere to federal, state, and current standards and are correctly implemented throughout the school system.
21. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of public health nursing as it applies to the public school system
2. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis.
3. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies.
4. Skill in listening, speaking, and writing.
5. Ability to work with school personnel, parents, children, and agencies.
6. Ability to communicate with the public, staff members, students, parents, administrators, and other contact persons.
7. Ability to organize and plan to maximize the use of available time.
8. Follows attendance, punctuality, and proper dress rules.
9. Ensures adherence to good safety standards.
10. Maintains confidentiality regarding school/workplace matters.
11. Models and maintains high ethical standards.
12. Demonstrates initiative in the performance of assigned responsibilities
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Library Media Aide

QUALIFICATIONS:

1. High school graduate or equivalent and academic competency in basic skills.
2. Adequate strength and dexterity to perform all required tasks including lifting, stooping, and bending.
3. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/Library Media Specialist/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Assists with maintaining the library collection, checking in and checking out library resources, and assists students using the library.
3. Assists with the use and operation of technology for students and staff.
4. Assists the School Librarian in maintaining and managing the inventory of library materials, textbooks, and digital devices as assigned.
5. Assists with maintaining and storing the library media equipment, technology, furnishings, displays, and other resources.
6. Assists, as directed, with students visiting the library.
7. Participates in professional growth and development activities including staff meetings and in-service and staff development activities as required or assigned.
8. Performs the technical responsibilities required to provide exemplary library service as part of an effective and successful educational facility.
9. Maintains confidentiality regarding school/workplace matters according to federal and state law.
10. Models and maintains high ethical standards.
11. Demonstrates initiative in the performance of assigned responsibilities.
12. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
13. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
14. Responds to inquiries and requests in a timely and positive manner.

15. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
16. Properly cares for equipment and material resources of the school.
17. Uses effective collaboration skills to work as a productive team member.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to relate to and work with students and adults positively.
2. Effective oral and written communication skills.
3. Basic English and mathematics skills.
4. Ability to follow written and verbal instructions.
5. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility.
6. Ability to plan and organize.
7. Ability to work cooperatively with colleagues.
8. Ability to be flexible.
9. Ability to maintain confidentiality.
10. Ability to maintain good interpersonal relationships.
11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Library Media Specialist

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Bachelor's degree in Education from an accredited educational institution.
3. Certification in Media by the State of Alabama.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal/Designee

SUPERVISES: Library Media Aide

DUTIES AND RESPONSIBILITIES:

1. Identifies, selects, or develops short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
2. Plans with teachers and instructional leaders for the integration of media/information skills into the school program.
3. Develops schedules and organizes resources to allow easy access to information and services.
4. Reviews the school improvement plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
5. Develops and implements policies and procedures necessary for the efficient and effective operation of the media center.
6. Administers the media center budget based on program goals and objectives.
7. Maintains complete and accurate records as required by law, system policy, and administrative regulations.
8. Assigns, instructs, and supervises support staff and volunteers.
9. Coordinates the selection and acquisition process for media resources and equipment.
10. Provides for use of current technologies.
11. Facilitates the use, maintenance, repair, and inventory of all media center materials and equipment.
12. Solicits ongoing feedback from members of the school staff regarding the availability, use, and impact of media materials.

13. Establishes a system of records that will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
14. Teaches library media skills in collaboration with teachers to support classroom instruction.
15. Instructs staff and students in the use of resources, services, and equipment.
16. Uses appropriate materials, technology, and resources to help meet the learning needs of all students.
17. Applies principles of learning and effective teaching in instructional delivery.
18. Collaborates with teachers to support instructional goals and objectives.
19. Participates in overall school curriculum planning and development.
20. Establishes, maintains, and promotes a collection of current professional resources for administrators and teachers.
21. Trains faculty in the use of media resources, equipment, and technology.
22. Updates professional skills and knowledge and keeps abreast of recent developments in education, technology, and media.
22. Completes all required reports and maintains all appropriate records.
23. Contributes to the overall mission of the school by supporting school committees, programs, and services.
24. Conducts a media services program in a manner that ensures student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
25. Provides appropriate educational opportunities for students to meet their unique needs, talents, interests, and abilities.
26. Assumes other reasonable and job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read, interpret and follow State Board of Education rules, School Board policies, and appropriate state and federal statutes.
2. Effective listening, speaking, and writing skills.
3. Ability to use skills necessary in curriculum design and alignment; planning, organizing, and analyzing data; supervision; problem-solving; and public relations.
4. Ability to select, organize, administer and utilize instructional media, equipment, and technology.
5. Ability to integrate the resources and services of the library media program with the ongoing instructional program.
6. Ability to assist students and school personnel in the effective use of media.
7. Ability to use group dynamic skills in the context of cultural diversity.

8. Knowledge of subject content, teaching theories, methods and practice, current research, and trends.
9. Knowledge of the unique needs, growth patterns, and characteristics of the students served.
10. Knowledge of budgeting policies and procedures.
11. Ability to maintain complete and accurate records.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Licensed Practical Nurse (LPN)

QUALIFICATIONS:

1. Current Alabama License as a Licensed Practical Nurse
2. Clinical nursing experience with school-age children in the hospital, community health, or a pediatric clinic is desired.
2. Clinical nursing skills necessary to provide safe care to students with special health care needs.
3. Ability to communicate professionally and effectively with the supervising RN, administration, parents, faculty, and students.
4. Possess current CPR certification (this may be obtained after employment).

FLSA: Non-Exempt

REPORTS TO: Lead Nurse/ Supervising RN/Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Collaborates with the supervising RN to identify students with routine or special health care needs or procedures and follows the plan of care developed through collaboration with the supervising RN, health care prescriber, and parents.
2. In collaboration with the supervising RN, gathers all pertinent data to develop and implement an individualized health care plan for students with health care needs.
3. Communicates effectively and in a timely manner to the supervising RN to keep health care plans current and accurate.
4. Follows procedures established to notify the System Head RN of expected or unexpected absences.
5. Provides direct nursing services which include the administration of medications following all criteria in the Medication Curriculum developed by the Alabama State Department of Education and the Alabama Board of Nursing.
6. Provides nursing care services as directed by the prescriber for students who require specialized procedures, such as:
 - a. gastric tube insertion, replacement, and feedings
 - b. urinary catheterization, clean and sterile
 - c. administration of injectable medications
 - d. administration of rectal or vaginal medications
 - e. tracheostomy care, including suctioning
 - f. invasive procedures or techniques
 - g. sterile procedures

- h. receipt of verbal or telephone orders from a licensed prescriber
- 7. Documents all nursing activities thoroughly and accurately following established protocols.
- 8. Compiles required departmental and/or state reports accurately before scheduled deadlines.
- 9. Assists in carrying out policies and procedures for control of communicable diseases within assigned schools.
- 10. Administers first aid to students according to standard nursing protocols and school policies.
- 11. Assists teachers with health education programs as directed by the supervising RN.
- 12. Performs nursing care within the LPN scope of practice as defined by the Alabama Board of Nursing.
- 13. Performs screening procedures as directed by the supervising RN.
- 14. Serves as a health liaison between school, healthcare provider, family, and community.
- 15. Reports potential or current school health/safety/abuse issues or code of conduct violations to the Principal and supervising RN.
- 16. Maintains privacy and confidentiality in accordance with The Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
- 17. Assists the supervising RN in the development, implementation, and maintenance of the school health office as assigned.
- 18. Performs other duties as assigned by the Registered Nurse and/or Head Nurse.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1. Knowledge of public health nursing.
- 2. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis.
- 3. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies.
- 4. Skill in listening, speaking, and writing.
- 5. Ability to work with school personnel, parents, children, and agencies.
- 6. Ability to communicate with the public, staff members, students, parents, administrators, and other contact persons.
- 7. Ability to organize and plan to maximize the use of available time.
- 8. Follows attendance, punctuality, and proper dress rules.
- 9. Ensures adherence to good safety standards.
- 10. Maintains confidentiality regarding school/workplace matters.
- 11. Models and maintains high ethical standards.
- 12. Demonstrates initiative in the performance of assigned responsibilities

13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Maintenance Foreman

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Training and experience in one or more given trades such as heating/air conditioning, plumbing/boiler repair, electrical, carpentry, or painting.
3. Leadership skills necessary to direct the work of the maintenance team.
4. Valid Alabama Driver's License.

FLSA: Non-Exempt

REPORTS TO: Maintenance Supervisor/Designee

DUTIES AND RESPONSIBILITIES:

1. Assigns jobs to specific personnel and provides coordination among maintenance functions.
2. Ensures that safety practices are followed.
3. Assists in all work areas when needed.
4. Directs the work of assigned maintenance personnel.
5. Performs energy management setup changes.
6. Picks up surplus property and processes for auction.
7. Provides advisory assistance regarding equipment and facility needs and conditions.
8. Supervises and trains the maintenance personnel for maximum productivity.
9. Inspects all schools on a regular basis to ensure a safe and desirable condition for learning.
10. Maintains all equipment manuals, equipment warranties, and tools inventories.
11. Reviews work orders to ensure proper documentation.
12. Establishes and evaluates the preventive maintenance program.
13. Develops and updates site plans showing utilities that serve the schools or are on School Board property.
14. Directs employees in the use of safety equipment and procedures.
15. Serves as the energy audit manager for the System.
16. Demonstrates initiative in the performance of assigned responsibilities.
17. Ensures adherence to good safety standards.
18. Models and maintain high ethical standards.
19. Follows attendance, punctuality, and proper dress rules.

20. Maintains confidentiality regarding school/workplace matters.
21. Meets and deals effectively with the general public, staff members, students, parents, administrator, and other contact persons using tact and good judgment.
22. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
23. Communicates effectively with students, parents, staff, and administrators.
24. Informs the supervisor of potential problems or unusual events.
25. Responds to inquiries and concerns in a timely manner.
26. Supervises assigned personnel, conducts annual performance appraisals, and makes appropriate employment recommendations.
27. Prepares all required reports and maintains all appropriate records.
28. Adheres to all federal, state, and local laws, policies, and regulations.
29. Exhibits interpersonal skills to work as an effective team member.
30. Demonstrates support for the school system's goals and priorities.
31. Serves as the system's facility inspector.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the building trades and applicable functions.
2. Knowledge of state and local policies and procedures.
3. Ability to read blueprints and prepare project estimations.
4. Ability to organize effectively.
5. Ability to speak and write clearly and correctly.
6. Ability to supervise and evaluate personnel assigned to the area of facilities.
7. Proficiency in technology programs such as Word, Excel, Access,
8. Ability to communicate effectively via e-mail and other electronic communications.
9. Ability to deal with people in a pleasant, courteous manner.
10. Ability to use excellent business English, grammar, spelling, and punctuation.
11. Physical mobility, dexterity, strength, and visual acuity to meet system needs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the workday and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Maintenance Lead Electrician

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Training and experience in electrical, and one or more given trades such as plumbing, carpentry, painting, or heating/air conditioning.
3. Valid Alabama Driver's License.

FLSA: Non-Exempt

REPORTS TO: Supervisor of Maintenance/Designee

DUTIES AND RESPONSIBILITIES:

1. Installs and maintains all types of electrical systems, including the ability to run conduit.
2. Performs basic repairs to all electrical systems.
3. Performs all types of repairs to kitchen equipment, both mechanical and electrical.
4. Maintains and repairs electrical wiring and lights at all sites in the system.
5. Establishes and evaluates the preventive electrical maintenance program.
6. Demonstrates initiative in the performance of assigned responsibilities.
7. Assists with maintenance-related tasks to include but are not limited to plumbing, carpentry, HVAC, and welding.
8. Ensures adherence to good safety standards.
9. Models and maintains high ethical standards.
10. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
11. Maintains proper care of tools and materials.
12. Informs supervisor of potential problems or unusual events.
13. Responds to inquiries and concerns in a timely manner.
14. Prepares all required reports and maintains all appropriate records.
15. Adheres to all federal, state, and local laws, policies, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of blueprints and electrical, HVAC, plumbing, carpentry, concrete, and painting trades.
2. Knowledge of operating heavy equipment.
3. Knowledge of basic computer hardware and software.
4. Ability to read, interpret, and apply information in technical manuals and other documents.
5. Follows attendance, punctuality, and proper dress code.
6. Effectively communicate with administrators, teachers, parents, and students.
7. Physical mobility, dexterity, strength, and visual acuity to meet system needs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the systems' approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Job performance will be evaluated by the immediate supervisor based on Board policy.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Maintenance Secretary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Ability to type proficiently.
3. Computer literate.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Maintenance Supervisor/CSFO/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
2. Answers telephone calls and directs inquiries for information to appropriate sources.
3. Performs office routines and practices as assigned.
4. Assists maintenance with work orders.
5. Maintains professional growth and competence through professional development.
6. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
7. Maintains proper files for all documents as assigned.
8. Types a wide variety of records, reports, memoranda, and materials.
9. Communicates effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
10. Maintains confidentiality regarding school/workplace matters.
11. Models and maintains high ethical standards.
12. Keeps the supervisor informed of potential problems or unusual events.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform routine duties guided by standard practice.
2. Skill in filing, record-keeping, keyboarding, and telephone communication.
3. Ability to exercise independent judgment in assigned duties.
4. Ability to operate a computer and utilize software applications for word processing, spreadsheets, and other functions.
5. Ability to schedule time, establish priorities and work efficiently.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to work effectively without supervision.
8. Skill in interpersonal relationships and communication with the public.

9. Physical and emotional ability and dexterity to perform required work and move about as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Maintenance Supervisor

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university **or**
2. Minimum of five (5) years of supervisory experience in facility management.
3. Valid Alabama driver's license.
4. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: Maintenance Department Employees

DUTIES AND RESPONSIBILITIES:

1. Prepares a statement of need for construction, maintenance, remodeling, and renovation over a period of one year beyond the current fiscal year.
2. Plans an inspection program for all Board facilities.
3. Administers and coordinates the services related to facility planning and construction, facility maintenance, and custodial services.
4. Provides technical supervision of custodial personnel in cooperation with principals.
5. Plans and organizes a training development program for all custodial and maintenance personnel.
6. Assists principals and the personnel department with recruitment and employment of custodial and maintenance personnel.
7. Develops and implements a plan related to health and safety for maintenance and custodial personnel.
8. Prepares for superintendent's approval of all payments to contractors for work completed.
9. Negotiates and coordinates lease agreements for certain support services.
10. Performs purchasing duties such as: receiving quotes, bid advertisements, negotiating prices, and ensuring proper documentation.
11. Develops a plan of security, custodial services, and opening and closing for the central office.
12. Plans, organizes, and assigns maintenance employees to routine daily job tasks.

13. Checks completed job tasks of maintenance employees.
14. Maintains adequate inventory of maintenance supplies, equipment, and tools.
15. Advises school Principals on technical matters concerning projects in their schools.
16. Supervises the overall system energy management program.
17. Subject to be on call seven days a week, 24 hours a day in case of emergencies that may threaten the school system's property or equipment.
18. Supervises the planning and construction of new facilities, additions, or remodeling of existing facilities.
19. Adheres to all federal, state, local laws, policies, and regulations.
20. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the building trades and applicable functions.
2. Knowledge of state and local policies and procedures.
3. Ability to read blueprints and prepare project estimations.
4. Ability to organize effectively.
5. Ability to speak and write clearly and correctly.
6. Ability to supervise and evaluate personnel assigned to the area of facilities.
7. Proficiency in technology programs such as Word, Excel, Access,
8. Ability to communicate effectively via e-mail and other electronic communications.
9. Ability to deal with people in a pleasant, courteous manner.
10. Ability to use excellent business English, grammar, spelling, and punctuation.
11. Physical mobility, dexterity, strength, and visual acuity to meet system needs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the workday and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Maintenance Worker

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Two years experience in general building maintenance (including but not limited to: plumbing, electrical, carpentry, HVAC, painting, construction).
3. A valid Alabama Driver's License.
4. Class A Commercial Driver's License (CDL) preferred.
5. Good physical and emotional health including the ability to perform duties described in essential functions.
6. Effective interpersonal communication skills.
7. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Supervisor of Maintenance/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs general maintenance and repair tasks in a variety of areas assigned by the supervisor and in accordance with all applicable codes and regulations.
2. Ensures that the worksite and conditions are safe.
3. Performs assignments relating to ensuring all schools and system sites can safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
4. Performs regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
5. Responds to emergencies and performs necessary repairs.
6. Uses the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
7. Keeps a log of all maintenance functions and repairs performed.
8. Recommends repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
9. Ensures that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
10. Maintains an adequate supply of parts and supplies usually used in repairs, and requests needed supplies through the established procedures.

11. Operates and maintains in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
12. Reports immediately any damage or vandalism to facilities, or theft of equipment.
13. Makes recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
14. Uses computers and/or electronic equipment to fulfill job functions.
15. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Participates in appropriate in-service and workshop programs and attends any required meetings.
17. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of basic building and construction trades such as electrical, plumbing, carpentry, HVAC, masonry, and painting.
2. Ability to safely operate and use maintenance and crafts tools and equipment; safe work practices.
3. Ability to learn required methods and practices of assigned maintenance and crafts work.
4. Ability to work safely and effectively around children.
5. Understands and follows oral and written instructions.
6. Exercises good judgment and caution in the performance of assigned duties.
7. Establishes and maintains effective work relationships with those contacted in the performance of duties.
8. Ability to perform routine preventive and maintenance repair work with minimum supervision.
9. Strength and dexterity necessary to perform all required tasks including lifting items up to 100 lbs. as well as crawling, stooping, bending, climbing, working from ladders and rooftops.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

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EVALUATION:

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Mental Health Services Coordinator

QUALIFICATIONS:

An individual who possesses at least one of the following qualifications:

1. Have a Bachelor's degree in social work.
2. Satisfy ALSDE qualifications for a School Counselor.
3. Satisfy ALSDE qualifications for a School Nurse.
4. Previous professional mental health experience, or have been licensed in mental health occupation including, but not limited to, licensure as a Licensed Professional Counselor (LPC) or Marriage and Family Therapist (MFT).
5. Other qualifications as determined by the Alabama Department of Mental Health (ADMH) and the Alabama Department of Education.

FLSA: Non-Exempt

REPORTS TO: Director of Human Resources/Designee

DUTIES AND RESPONSIBILITIES:

1. Develops, sustains, and/or facilitates a comprehensive prevention and intervention program for students in Grades K-12 as determined by the LEA.
2. Assists all students and families to increase the quality of education and community living.
3. Works with students, families, teachers, and administrators to identify and address the social/emotional, mental health, and wellness needs of students through collaboration with school-based and community mental health professionals, including school counselors, school nurses, school psychometrists, and school resource officers.
4. Provides assessments to determine the social, emotional, and behavioral needs of students to pinpoint the source of school or parental concerns; coordinates effective intervention strategies that will lead the students to be more successful in school.
5. Serves on the multidisciplinary team(s) to address the needs of students, including students from special populations, to ensure data-informed implementation of appropriate services, programming, and/or placement.

6. Maintains accurate, complete, and punctual records as required by law, district policy, and administrative directions.
7. Abides by the Alabama Professional Educator Code of Ethics, in addition to those required by his or her professional specialty area.
8. Understands and adheres fully to the requirements of FERPA and HIPPA.
9. Provides consultation and professional learning to administration, faculty, and other school employees on broad areas of mental health and wellness-related issues.
10. Consults with administrators and appropriate school employees to ensure student success and assists in the structure to remove barriers to learning.
11. Consults with parents regarding ways they can assist student(s) in becoming successful in and out of school.
12. Provides crisis intervention services as needed.
13. Assists schools in the prevention, intervention, and postvention of grief and/or suicide as needed.
14. Coordinates direct and indirect services for students and parents.
15. Serves as a liaison between school, families, and community agencies on a continuous basis.
16. Utilizes community resources to effectively serve family and student needs.
17. Assists the school in planning programs that prevent, reduce, or alleviate situations that interfere with the learning process of students.
18. Within one year after being hired as MHSC, earn a school-based mental health certificate by successfully completing a certification program developed by the ADMH.
19. Assumes other reasonable job-related duties as assigned by the immediate Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read, interpret and follow State Board of Education rules, School Board policies, Alabama Department of Mental Health regulations, and the appropriate state and federal statutes.
2. Knowledge and understanding of mental health principles, programs, and services.
3. Knowledge of community resources and services available for student assistance.
4. Ability to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health.
5. Ability to analyze and use data.

6. Ability to consult with parents, school personnel, and the public.
7. Ability to maintain sensitivity to multicultural issues.
8. Ability to maintain confidentiality.
9. Ability to demonstrate proficiency in oral and written communication skills.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Office Aide

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Successful experience working with children.
3. Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.
- 4.

REPORTS TO: Principal/Designee

FLSA: Non-Exempt

DUTIES AND RESPONSIBILITIES:

1. Types correspondence, answer phone, copy, and perform other secretarial tasks as assigned.
2. Handles correspondence for Principal and Assistant Principal.
3. Prepares and sends student transcripts to enrolling schools and colleges if assigned.
4. Assists bookkeeper with collecting and receipting money.
5. Assists teachers with instructional supplies.
6. Assists school visitors.
7. Handles attendance reporting, including daily, monthly, and end-of-year reports if assigned.
8. Processes student transfer and withdrawals if assigned.
9. Maintains cumulative folders on each student if requested.
10. Compiles State Department of Education and Federal Reports.
11. Assists in maintaining the security of records, materials, and equipment.
12. Collects and processes data for State Department of Education reports.
13. Communicates effectively with the staff members, students, parents, administrators, and other contact persons using tact and good judgment.
14. Disperses medications according to system policies and procedures.
15. Maintains confidentiality regarding school/workplace matters.
16. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Keeps the supervisor informed of potential problems or unusual events.
18. Responds to inquiries and concerns in a timely manner.
19. Prepares all required reports and maintains all appropriate records.
20. Participates in cross-training activities as required.
21. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to relate to and work with students and adults in a positive manner.
2. Effective oral and written communication skills.
3. Basic English and mathematics skills.
4. Ability to follow written and verbal instructions.
5. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility.
6. Ability to perform clerical tasks.
7. Ability to plan and organize.
8. Knowledge of operation of office and technical equipment.
9. Ability to work cooperatively with colleagues.
10. Ability to be flexible.
11. Ability to maintain confidentiality.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Painter

QUALIFICATIONS:

1. High school diploma or equivalent
2. Two (2) years experience as a painter or successful completion of a recognized and approved training course in industrial, commercial, and domestic painting.
3. Valid Alabama Driver's license.

FLSA: Non-Exempt

REPORTS TO: Maintenance Supervisor/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Prepares surfaces and paints building, fixtures, and equipment.
3. Erects scaffolding, ladders, or planks.
4. Operates swing stage equipment for painting high interior and exterior surfaces.
5. Spreads canvas or cloth over surfaces and objects to prevent paint splattering.
6. Removes old paint, varnish, or other finishes by scraping, sandblasting, pressure washing, and other appropriate methods.
7. Mixes and matches paint, varnishes, enamel, lacquers, paint, and varnish removers.
8. Applies waterproofing to surfaces when needed.
9. Paints signs, guidance on parking lots, sidewalks, and in school gyms.
10. Cleans and maintains brushes, spray guns, and other equipment used in the trade, and supervises/monitors the safe use and care of tools and equipment by other painting personnel as assigned.
11. Completes work orders indicating accurate time, materials, and costs to complete the job.
12. Requisitions supplies and equipment needed to carry out the performance of duties.
13. Maintains accurate inventories of supplies and equipment assigned to the service truck.
14. Completes work order assignments without close supervision efficiently and neatly; completes all projects in compliance with trade standards.
15. Prioritizes tasks and use time wisely.
16. Engages in work-related training to increase knowledge and skills as directed and/or for advancement.
17. Maintains appropriate confidentiality regarding school/workplace matters.

18. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
19. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
20. Works collaboratively and demonstrates effective interpersonal skills when working as a team member or group as assigned.
21. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
22. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
23. Properly uses and cares for tools, equipment, and material resources of the school system.
24. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
25. Performs other work-related duties as assigned by Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of standard practices and processes of the painting trade.
2. Knowledge of paints, varnishes, lacquers, enamels, paint removers, and other surface preparation products and finishes.
3. Knowledge of occupational hazards and safety precautions to be observed.
4. Ability to mix and match paints and varnishes.
5. Ability to apply paints by brush and spray gun.
6. Ability to perform while elevated above ground; to climb and work from scaffolding, ladders, and heights; and, to work in locations involving heights and/or confined spaces.
7. Ability to make estimates of time and material needed for efficient project completion.
8. Ability to work in environments and/or situations that require prolonged sitting or standing, stooping, kneeling, crawling, bending, turning, and reaching.
9. Physical strength and agility to lift and carry objects weighing up to 50 pounds.
10. Ability to exert up to 75 pounds of force.
11. Ability to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
12. Knowledge and interpersonal skills to work with other assigned personnel.
13. Demonstrated skill in the utilization of modern methods and techniques of the painting trade.
14. Ability and willingness to work after hours and on weekends or holidays as required.
15. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Payroll Secretary

QUALIFICATIONS:

1. A high school diploma or GED with training in accounting and bookkeeping procedures.
2. Three years (3) years of experience in payroll management.
3. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: School Chief Financial Officer/Designee

DUTIES AND RESPONSIBILITIES:

1. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
2. Prepares and files all payroll tax returns (FICA) and W-2s with federal and state government in an accurate and timely manner and balances quarterly with deposits and 941 reports.
3. Prepares payroll calendar and various payroll reports including, but not limited to, gross pay, net pay, retirement, unemployment, health insurance, sick leave, etc.
4. Maintains and pays all deductions.
5. Prepares annual census report of government employment.
6. Maintains insurance and retirement programs.
7. Works with personnel and employees in resolving concerns regarding paychecks, direct deposits, address changes, deductions, etc.
8. Processes, checks, and generates offline payrolls as necessary.
9. Ensures adequate documentation for all payroll adjustments.
10. Completes employment verifications and pay records upon request.
11. Audits timesheets in preparation for payment of payrolls.
12. Sets up all-new employee types, subtypes and maintains sub rates in parameter files.
13. Demonstrates initiative in the performance of assigned responsibilities.
14. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
15. Maintains appropriate confidentiality regarding school/workplace matters.
16. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
17. Engages in personal professional growth and demonstrates professional ethics and effective leadership.

18. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
19. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
20. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
21. Demonstrates support for the school system and its vision, goals, and priorities.
22. Coordinates, directs, and manages daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
23. Computes and balances monthly and bonus payrolls; submits reports to the accounting office.
24. Keeps controls on all system payrolls; manages the preparation, calculation, distribution, and reporting process to ensure compliance with all federal and state laws.
25. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
26. Prepares and files all payroll tax returns (FICA) and W-2's with federal and state government in an accurate and timely manner and balances quarterly with deposits and 941 reports.
27. Prepares payroll calendar and various payroll reports including, but not limited to gross pay, net pay, retirement, unemployment, health insurance, sick leave, etc.
28. Maintains and pays all deductions.
29. Prepares annual census report of government employment.
30. Works with personnel and employees in resolving concerns regarding paychecks, direct deposits, deductions, etc.
31. Processes stop payments, voids check, and generates offline payrolls as necessary.
32. Computes reported/processed premiums for TRS Life Insurance for employees and posts for tax withholding.
33. Maintains vehicle use reports and calculates quarterly use tax.
34. Audits timesheets and/or electronic time cards in preparation for payment of payrolls.
35. Sets up all-new employee types, subtypes and maintains sub rates in parameter files.
36. Sets up and maintains the school system salary schedule for employees with annual salaries.
37. Orders and disseminates updated employee-related tax forms (W-4, A-4, etc.).
38. Demonstrates initiative in the performance of assigned responsibilities.

39. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
40. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
41. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
42. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
43. Responds to inquiries and requests in a timely and positive manner.
44. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
45. Properly uses equipment and material resources of the school system.
46. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities.
47. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
48. Reports absences and takes leave in accordance with Board policies and procedures.
49. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates proficiency in oral and written communication.
2. Effective interpersonal skills, with an emphasis on communication and collaboration with a variety of people and groups.
3. Ability to meet deadlines, schedule tasks, and prioritize work in a fast-paced environment with attention to detail and accuracy.
4. Ability to identify and solve problems as a productive team member.
5. Knowledge of electronic, digital, technological financial systems involving mainframe and microcomputer applications and financial software systems (spreadsheets, databases, word processing, and general accounting, etc.)
6. Ability to use technology to communicate, manage data, and produce/submit required reports, correspondence, and/or financial information.
7. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
8. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the systems' approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: First Class Pre-K Aide

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Possess a Child Development Associate Credential (CDA) OR at least 9 hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution.
3. Experience working in early childhood education or experience in other Office of School Readiness approved settings is recommended.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the system's mission, goals, and priorities.
2. Works efficiently under the direction of a certified employee.
3. Participates in preparing lesson plans with preschool teacher.
4. Assists the preschool teacher in student assessments as assigned.
5. Works with individuals and groups of students as assigned.
6. Assists in the management of classroom behavior.
7. Assists with non-instructional duties such as snacks, lunch, and personal hygiene needs of students as directed by the preschool teacher.
8. Uses effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
9. Performs clerical tasks, including inventory, filing, typing, and care for equipment and materials.
10. Models and maintains high ethical standards.
11. Participates successfully in training programs, professional development, including any training mandated by federal and/or state requirements, or other learning to increase skill and proficiency related to job performance and leadership.
12. Attends 10 hours of the Office of School Readiness sponsored training each year plus a minimum of 10 additional hours of training offered by local or regional programs.

13. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
14. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
15. Responds to inquiries and requests in a timely and positive manner.
16. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
17. Reports to work punctually and attends work regularly.
18. Reports absences and takes leave in accordance with Board policies and procedures.
19. Demonstrates initiative, resourcefulness, and discretion in solving problems.
20. Promotes public and community support for the school and school system by performing job duties and interacting with students, parents, staff, and the public courteously and proactively.
21. Performs other job-related duties as assigned by Supervisor(s).

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Psychometrist

QUALIFICATIONS:

1. Master's degree or higher in Psychometry from an accredited college or university.
2. Valid Alabama teaching certificate.
3. Three years of experience in a related field.

FLSA: Exempt

REPORTS TO: Special Education Director/Designee

DUTIES AND RESPONSIBILITIES:

1. Conducts extensive psychological and intellectual examinations of referred students.
2. Interprets diagnoses to school personnel, other concerned professionals, parents, and the student.
3. Makes recommendations on ways to assist a student referred for examination.
4. Participates in case conferences when referred students are involved or as requested.
5. Serves as a resource person concerning learning disabilities for teachers and other school personnel.
6. Attends scheduled staff meetings and committee meetings as needed.
7. Keeps abreast of new developments in the field.
8. Maintains professional growth and competence through professional development.
9. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
10. Tracks data on timeline/reevaluation due dates for the SDE.
11. Monitors student reevaluations.
12. Assists with summer referrals to eligibility tasks.
13. Maintains appropriate confidentiality regarding school/workplace matters.
14. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
15. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
16. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
17. Uses effective collaboration skills to work as an effective team member; serves as needed on committees, task forces, or representative bodies.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Possesses and maintains a valid driver's license.
2. Ability to provide or have access to appropriate transportation to perform job responsibilities at various school sites or other settings as required.
3. Demonstrates proficiency in oral and written communication skills.
4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
5. Ability to work collaboratively as a productive team member.
6. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
7. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
8. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Registered Nurse (RN)

QUALIFICATIONS:

1. Current Alabama Registered Nurse (RN) license.
2. Associate's degree or Bachelor's degree from an accredited nursing school.
3. Three (3) years of successful experience in pediatric, public health, or school nursing preferred.
4. Current first aid and CPR certification.
5. Valid Alabama Driver's License.
6. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FMLA: Non-Exempt

REPORTS TO: Principal/Lead Nurse/Designee

SUPERVISES: LPN and Medication Assistants

DUTIES AND RESPONSIBILITIES:

1. Prepares the school nurse area for use, ensuring safety, cleanliness, and adequate stocking of supplies.
2. Assists health professionals to perform and document required screenings.
3. Maintains a clinic log of visits by students with appropriate descriptive information.
4. Provides routine first aid and health procedures including proper referral of serious illnesses or injury.
5. Administers CPR if indicated in emergency situations.
6. Supports and participates in health screening activities, special clinics, and staff meetings as directed.
7. Administers medications and performs procedures (including invasive procedures) following school and system policies.
8. Reviews health records and immunization for compliance.
9. Counsels students and parents concerning health problems.
10. Establishes safe clinic procedures.
11. Maintains a current list of students with acute and/or chronic conditions.
12. Provides nursing assessment and health appraisals of students to identify existing or potential health problems, communicable diseases, or other conditions affecting school performance.
13. Serves as a health liaison between home and school.
14. Maintains a cooperative working relationship with appropriate governmental agencies.

15. Maintains expertise in assigned area to fulfill project goals and objectives.
16. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Keeps the supervisor informed of potential problems or unusual events.
18. Responds to inquiries and concerns in a timely manner.
19. Serves on school/system committees as required or appropriate.
20. Exhibits interpersonal skills to work as an effective team member.
21. Demonstrates support for the school system and its goals and priorities.
22. Prepares all required reports and maintains all appropriate records.
23. Participates in cross-training activities as required.
24. Provides CPR instruction for staff.
25. Serves as a member of the Student Support Team as needed.
26. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of public health nursing as it applies to the public school system.
2. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis.
3. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies.
4. Skills in listening, speaking, and writing.
5. Ability to work with school personnel, parents, children, and agencies.
6. Ability to communicate with the public, staff members, students, parents, administrators, and other contact persons.
7. Ability to organize and plan to maximize the use of available time.
8. Follows attendance, punctuality, and proper dress rules.
9. Ensures adherence to good safety standards.
10. Maintains confidentiality regarding school/workplace matters.
11. Models and maintains high ethical standards.
12. Demonstrates initiative in the performance of assigned responsibilities
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: School Bookkeeper/Secretary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years of experience as a bookkeeper with comparative responsibilities in the public or private sector OR
3. Two (2) years of experience as a secretary with comparable responsibilities in the school system.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Principal/CSFO/Designee

DUTIES AND RESPONSIBILITIES:

1. Receives, counts, receipts, and posts all monies coming through the office for all school accounts.
2. Assists with the preparation of the annual and monthly financial reports and prepares monthly payroll.
3. Conducts routine bookkeeping duties such as posting, balancing accounts, reconciling bank statements, reporting, and making bank deposits.
4. Prepares invoices for payment; arranges purchase orders and keeps all supporting documents in order.
5. Enters receipts into proper activity accounts; provides reports to administrators and teachers.
6. Issues checks for purchases approved by the Principal.
7. Observes Alabama and Local School Accounting procedures.
8. Maintains proper files for all documents as assigned.
9. Issue receipt books; assign purchase orders for the procurement of approved materials and supplies.
10. Maintains accurate records and procedures for school grants in a timely manner; receives and sends in for payment as assigned.
11. Prepares ticket reports for athletic events; files a concessions-profit report as required.
12. Assists with the handling of field trip expenses; files proper reports.
13. Retains all contracts with individuals or businesses.
14. Serves as secretary and administrative assistant to the principal by arranging appointments, taking calls, answering inquiries, and composing and typing routine correspondence and memoranda.

15. Prepares reports required from the Principal.
16. Types a wide variety of records, reports, memoranda, and teaching materials and operate duplicating equipment.
17. Furnishes information and assistance to students, parents, teachers, and other interested parties.
18. Secures substitute teachers if assigned.
19. Supervise office aides in the performance of similar or related work if assigned.
20. Processes student transfers and withdrawals and maintains records if assigned.
21. Communicates effectively with the public, staff members, students, parents, administrators, and other contact persons using tact and good judgment.
22. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
23. Participates in cross-training activities.
24. Maintains confidentiality regarding school/workplace matters.
25. Models and maintains high ethical standards.
26. Keeps the supervisor informed of potential problems or unusual events.
27. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of system accounting and payroll practices.
2. Ability to perform routine duties guided by standard practice.
3. Skills in filing, record-keeping, keyboarding, and telephone communication.
4. Ability to exercise independent judgment in assigned duties.
5. Ability to operate a computer and utilize software applications for word processing, spreadsheets, and other functions.
6. Ability to schedule time, establish priorities and work efficiently.
7. Ability to prepare and maintain accurate and complex financial records and reports.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent organizational skills.
10. Ability to work effectively without supervision.
11. Possess and maintain a valid Alabama driver's license.
12. Skills in interpersonal relationships and communication with the public.
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Secondary Curriculum Director

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Valid Alabama certificate in educational leadership, administration, and/or supervision.
3. Possess and maintain a valid driver's license.
4. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act 1999 and Act No. 2002-457.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Assists with the planning, implementation, articulation, and evaluation of the curriculum and instructional program.
3. Coordinates the efforts of principals, teachers, and advisory committees in improving and updating the curriculum, policies, and guidelines for all levels.
4. Provides leadership and direction to school administration and faculty consistent with system goals.
5. Assists schools in keeping abreast of state mandates, system initiatives, and opportunities.
6. Provides leadership in the development of a correlated and integrated program of instruction for Kindergarten through 12th grade in all areas of instruction.
7. Maintains current information on research-based best practices in all subject areas and disseminates appropriate information regularly to administrators and teachers.
8. Works with principals and teacher committees in organizing and coordinating grade level and department meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
9. Observes teachers in their instructional environment and offers insights for the enhancement of the teaching-learning situation.

10. Ensures administrators and staff are informed of and comply with federal and state laws and state and local board policies.
11. Plans and accomplishes personal professional growth and demonstrates professional ethics and leadership.
12. Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
13. Maintains appropriate confidentiality regarding school/workplace matters.
14. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
15. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
16. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
17. Uses effective collaboration skills to work as an effective team member.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
19. Performs any other job-related duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates proficiency in oral and written communication skills.
2. Demonstrates knowledge of curriculum design and development.
3. Ability to organize, coordinate, and present professional development programs.
4. Demonstrates ability to lead, manage, and support strategic and operational goals of the system in area of responsibility.
5. Ability to supervise and evaluate designated personnel, manage budgets, and develop curriculum and programming specific to the needs of students.
6. Ability to identify and solve problems as a productive team member.
7. Ability to use technology to communicate, manage data, and produce/submit required reports, correspondence, and/or financial information.
8. Ability to be punctual and in regular attendance.
9. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Secondary Principal

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five years of successful experience as a teacher or in school administration in public education.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Manages and administers the development, implementation, and assessment of the instructional program at the assigned school.
2. Uses current research, performance data, and feedback from students, teachers, parents, and the community to make decisions related to improvement of instruction and student performance.
3. Coordinates program planning with system instructional staff.
4. Manages the selection of textbooks, materials, and equipment.
5. Manages and administers the testing program for the school.
6. Directs the development of the master schedule and assigns teachers according to identified needs.
7. Facilitates the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
8. Interviews and selects qualified personnel to be recommended for employment.
9. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for the appropriate employment action.
10. Establishes job assignments for school-site administrators, teachers, and support personnel for special projects.
11. Develops and administers duty rosters for certified and non-certified staff as required.
12. Supervises the operation and management of all activities and functions at the assigned school.
13. Develops positive school/community relations and acts as a liaison between the school and the community.
14. Coordinates plant safety and facility inspections.
15. Coordinates all maintenance functions.

16. Coordinates and supervises transportation services.
17. Manages and supervises the school's financial resources including the preparation and disbursement of the school budget and internal accounts, and fixed assets.
18. Establishes and manages student accounting and attendance procedures at the assigned school.
19. Supervises the school food service program at the assigned school including the free and reduced-price food service program requirements.
20. Communicates, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
21. Implements School Board policy, state statutes, and federal regulations.
22. Supervises the preparation and maintenance of accurate and timely reports and records.
23. Establishes guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
24. Establishes procedures to be used in the event of school crises and/or civil disobedience and provides leadership in the event of such happenings.
25. Coordinates the supervision and management of all extracurricular and athletic programs.
26. Attends school-related activities and events.
27. Manages and administers professional development through job-embedded training, in-service and other activities.
28. Models and maintains high standards of professional conduct.
29. Provides leadership in the school improvement process and the implementation of the school improvement plan.
30. Establishes a vision and mission for the school in collaboration with key stakeholders.
31. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to prepare and manage the school budget and allocated resources.
2. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
3. Ability to use effective interview techniques, coaching procedures, and evaluation procedures.
4. Ability to use effective public speaking skills, interaction skills, and problem-solving skills.
5. Skills in personnel management and supervision techniques.

6. Ability to communicate effectively, both orally and in writing.
7. Ability to analyze and use data.
8. Knowledge of current educational trends and research.
9. Knowledge and understanding of the unique needs and characteristics of students.
10. Ability to use group dynamics in the context of cultural diversity.
11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Secretary to Superintendent

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Ability to communicate effectively with the public.
3. Knowledge of computers, ability to organize and plan work efficiently.
4. Secretarial experience preferred.

FLSA: Non-Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs secretarial duties for the Superintendent.
2. Coordinates appointments, calendars, and reservations for the Superintendent.
3. Organizes an effective office with attention to administrative detail.
4. Processes communications and correspondence, and distributes mail, faxed documents, and e-mails related to the Office of the Superintendent.
5. Prepares and maintains memorandums, letters, reports, and other correspondence for the Superintendent.
6. Serves as the receptionist to the Superintendent's Office.
7. Maintains records related to the Superintendent's office.
8. Prepares and distributes materials to Superintendent's Leadership Team and Board members before meetings.
9. Coordinates and prepares meeting rooms.
10. Coordinates assignments and deadlines with other department secretaries and administrators for the Superintendent.
11. Prepares the Board's agendas, correspondence, and other communications.
12. Serves as the Board's secretary.
13. Attends Board meetings, takes minutes, and keeps official minutes.
14. Routes complaints and concerns to the appropriate department and personnel.
15. Takes leave time in accordance with Board policy.
16. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.
17. Welcomes, assists, or refers visitors in a helpful, courteous, and professional manner to the appropriate office of the individual.
18. Answers, takes messages, transfers, and directs inquiries to the appropriate individuals.
19. Performs office routines and practices as assigned.
20. Arranges conferences and/or appointments for the Superintendent.
21. Makes routine decisions and works responsibly and independently under general supervision.

22. Follows attendance, punctuality, and proper dress rules.
23. Keeps the supervisor informed of potential problems or unusual events.
24. Exhibits interpersonal skills to work as an effective team member.
25. Maintains confidentiality regarding school/workplace matters.
26. Maintains professional growth and correspondence through professional development.
27. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
28. Demonstrates loyalty and support to the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively, both orally and in writing.
2. Skills in filing, record-keeping, keyboarding, and telephone communication.
3. Ability to perform routine duties guided by standard practice.
4. Ability to exercise independent judgment in assigned duties.
5. Ability to schedule time, establish priorities and work efficiently.
6. Ability to operate a computer and utilize software applications for word processing, spreadsheets, and other functions.
7. Skills in interpersonal relationships and communication with the public.
8. Effective organizational skills.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Shop Assistant/Mechanics Helper

QUALIFICATIONS:

1. A high school diploma or equivalent, ASE Certified preferred.
2. Must work towards acquiring a valid Commercial Driver's License (CDL) with "P" and "S" endorsements and be insurable for vehicle operation. Must obtain CDL by 6 months after employment if 21 years of age or older.
4. Knowledgeable in the areas of vehicle maintenance and repair.
5. Must pass and is subject to drug tests as required by law and School Board policy for transporting students and operating school-owned vehicles.
6. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Transportation Supervisor/Shop Foreman/Designee

DUTIES AND RESPONSIBILITIES:

1. Assists in the maintenance and repair of all vehicles.
2. Assists in the general cleaning and maintenance of fleet vehicles.
3. Follows attendance, punctuality, and proper dress rules.
4. Maintains confidentiality regarding school/workplace matters.
5. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
6. Models and maintains high ethical standards as stated in the Alabama Code of Ethics.
7. Demonstrates initiative in the performance of assigned responsibilities.
8. Participates successfully in assigned training programs.
9. Responds to inquiries and concerns in a timely manner.
10. Performs any other pertinent assignment by the Transportation Supervisor, Shop Foreman, and/or Certified Mechanics to assist in the efficiency and effectiveness of the Bus Shop.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates success in performing a wide variety of tasks requiring an understanding and proficiency in mechanical repair.
2. Ability to diagnose and repair vehicle problems.
3. Able to lift and install heavy parts.
4. Ability to read instruction manuals and printed instructions.
5. Ability to communicate effectively and follow instructions.
6. Physically able to use heavy tools and equipment.

7. Physical dexterity, mobility, and strength to stoop, bend, lift, reach, and climb as needed to perform the essential functions of this position.
8. Skills in interpersonal relations and the ability to communicate well with others.
9. Demonstrates aptitude for successful completion of the assigned task.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Special Education and 504 Services Director

QUALIFICATIONS:

1. Master's degree from an accredited college or university with concentrated course work in special education.
2. Advanced graduate work in education in the areas of curriculum development, instructional practice.
3. Certification in Administration/Supervision.
4. Minimum of five (5) years of experience in areas of special education.
5. Must meet background clearance requirements as specified by Alabama statutes.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: Special Education Department Personnel

DUTIES AND RESPONSIBILITIES:

1. Directs, develops, and implements plans approved by appropriate local, state, and federal agencies to identify, place, and educate exceptional and 504 students in programs that best meet their individual needs.
2. Serves as the System Director of 504 services.
3. Directs the development and submission of the proposal to receive Title IDEA funding for the system's program of special education.
4. Interprets and directs the implementation of Board policies and procedures related to student identification, program development, student placement, evaluation, budgeting, expenditures, operation, and management of the system special education programs.
5. Gathers data, analyzes information, maintains records, produces reports, and conducts inventories of equipment related to the special education and 504 programs as needed.
6. Assists with the selection, placement, supervision, evaluation, and staff development of special education personnel as required.
7. Acquires, produces, and disseminates information related to effective programs and practices in special education for the school system, personnel, and the community.
8. Initiates and/or coordinates efforts to secure grants or other forms of funding to expand or enhance the special education programs of the school system.
9. Represents the school system as directed at conferences, committees sessions, training seminars, and/or State Department of Education or community meetings.

10. Negotiates necessary support contracts for special education and 504 services as needed.
11. Coordinates, with the coordinator of transportation, arrangements for special education students as needed.
12. Coordinates, with the director of maintenance, the acquisition and/or installation of specialized equipment or modifications to classrooms for special education and 504 students.
13. Monitors and participates in the development of IEPs and 504 plans to ensure accuracy, completeness, and implementation according to local, state, and federal regulations.
14. Assists, educates, and directs school administrators, teachers, and other System personnel in matters specifically related to the implementation of federal and state laws and regulations involving special education.
15. Coordinates with local daycare centers, institutions of postsecondary and higher education, mental health agencies, hospitals, and other community agencies which directly involve special education students and/or programs.
16. Researches and recommends to the Superintendent policies and/or procedures that involve special education laws and regulations.
17. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of special education and 504 laws, regulations, practices, programs, policies, and personnel functions.
2. Ability to supervise personnel and coordinate activities of varied professional staff members to create an effective program of special education and 504 services.
3. Knowledge of scope and sequence of elementary and secondary special education curriculum for the school system.
4. Ability to demonstrate effective leadership skills in group settings.
5. Effective written and oral communication skills.
6. Ability to use microcomputers to perform word-processing tasks and to maintain records as needed.
7. Ability to use effective public relations skills necessary for the successful implementation of new programs, the coordination of committees, and to maintain productive relationships among colleagues and those supervised.
8. Knowledge of Board policies and procedures.
9. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications, requesting of needed information, and supervision of special education services.

10. Mobility and visual acuity to make on-site visits as needed to improve the special education instructional program in the schools.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Special Education Secretary

QUALIFICATIONS:

1. High school diploma or higher.
2. Ability to communicate effectively with the public.
3. Ability to use the computer to organize and plan efficiently.
4. Secretarial experience preferred.

FLSA: Non-Exempt

REPORTS TO: Special Education Director/Designee

DUTIES AND RESPONSIBILITIES:

1. Prepares reports, contracts, correspondence, purchase orders, and other written materials.
2. Maintains appointment calendar and prepares daily reminders for Special Education Director.
3. Assists coordinator in tracking student's records from initial referral to disposition.
4. Maintains all special education records in PowerSchool.
5. Maintains files and records related to student re-evaluation and sends related correspondence to parents and school personnel as necessary.
6. Performs usual daily office routines and procedures.
7. Maintains professional growth and competence through professional development.
8. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
9. Answers questions and responds to requests from the schools and general public; resolves issues in assigned area or refers requests as appropriate.
10. Communicates effectively and engages in office communication processes as directed using telephones, voicemail, electronic mail, postal and/or delivery services, intra-campus delivery, and other means as directed.
11. Performs duties and represents the system in a courteous, positive, and professional manner.
12. Maintains appropriate confidentiality regarding school/workplace matters.
13. Uses effective collaboration skills to work as a productive team member.
14. Performs other duties as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of general office procedures related to organization, filing, preparation of documents, computer software programs including spreadsheets, word processing, databases, presentation software, etc.
2. Demonstrates proficiency in oral and written communication skills.

3. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
4. Ability to work independently, prioritize tasks, and perform assignments as directed with accuracy, attention to detail, and within established time frames.
5. Ability to use technology to communicate, manage data, and produce/submit required reports, correspondence, and/or financial information.
6. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
7. Ability to be punctual and in regular attendance.
8. Ability to exercise independent judgment in assigned duties.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Speech-Language Pathologist

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Possess and maintain proper certificate as required by the Alabama State Department of Education.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Director of Special Education/Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Organizes and conducts language, speech, and hearing screenings in the schools, as directed.
3. Evaluates students for speech-language services through use of standardized tests.
4. Selects children with clinical communicative disorders for enrollment in therapy.
5. Consults with principals and teachers regarding scheduling student therapy.
6. Coordinates the Language, Speech, and Hearing Services Program with other school programs.
7. Prescribes and implements speech-language therapy for designated students.
8. Provides individual and/or group therapy for children with language, speech, or hearing disorders.
9. Participates as requested in IEP development, implementation, and meetings.
10. Provides information to teachers about student therapy progress.
11. Provides consultative services to regular or special classroom teachers, curriculum specialists, and parents and disseminates information on communicative skills development, special materials, and procedures to be used in helping children develop appropriate communicative behaviors.
12. Recommends classroom speech improvement plans.

13. Maintains required records regarding children's progress in therapy.
14. Conveys needs of assigned students to classroom teachers.
15. Meets with parents as requested.
16. Maintains confidentiality regarding school/workplace matters in accordance with state and federal laws.
17. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
18. Engages in professional growth and demonstrates professional ethics and effective leadership.
19. Responds to inquiries and requests in a timely and positive manner.
20. Maintains and submits required reports in a timely and accurate manner.
21. Properly cares for equipment and material resources of the school system.
22. Uses effective collaboration skills to work as a team member.
23. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
24. Reports absences and takes leave in accordance with Board policies and procedures.
25. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Proficiency in oral and written communication skills.
2. Ability to interpret assessment data, group students, and develop methodologies and strategies conducive to individualized instructional needs.
3. Ability to use technology to communicate, manage data, and to produce/submit required reports, correspondence, and/or financial information.
4. Ability to be punctual and in regular attendance.
5. Knowledge of the prescribed curriculum knowledge of current educational research.
6. Basic understanding and knowledge of current technology.
7. Knowledge of learning styles and skills in using varied teaching methods to address student learning styles.
8. Ability to plan and implement activities for maximum effectiveness.
9. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.
10. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.

11. Ability to work effectively with peers, administrators, and others.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Transportation Supervisor

QUALIFICATIONS:

1. Associate's degree or Bachelor's degree from an accredited institution **or**,
2. Certification in education administration.
3. Minimum of five (5) years of administrative experience in school transportation required.
4. Valid Alabama CDL.
5. Valid school bus driver's license.
6. Must pass and is subject to drug tests as required by federal and state law and the Board's policies regarding drug testing.
7. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

SUPERVISES: Transportation Department Employees

DUTIES AND RESPONSIBILITIES:

1. Coordinates and directs the district transportation program utilizing related computer programs.
2. Development of routes and schedules for transportation vehicles.
3. Direction and supervision of transportation department personnel.
4. Development of preventive maintenance programs and compliance with all safety requirements.
5. Demonstrates ability to mediate parent/student and teacher complaints relative to transportation issues.
6. Establishes all regular and special needs bus routes, schedules, and stops. Including route maps for drivers and schools.
7. Coordinates student transportation activities with school officials, department heads, law enforcement agencies, and other interested groups and/or individuals.
8. Works with school personnel to implement route and schedule changes; continually evaluate bus routes and bus stops for maximum safety and cost-effectiveness.

9. Participates in parent/student conferences to resolve or prevent misconduct and unsafe conditions that involve the transportation system.
10. Works cooperatively with principals in matters related to school discipline and transportation.
11. Develops and plans for the transportation department budget requirements, and administers the expenditure of funds as allocated.
12. Maintains cost accounting records and all data pertaining thereto.
13. Recruits and recommends the employment of all transportation personnel.
14. Conducts a continuing driver training and traffic safety program.
15. Conducts accident investigations and supervises accident reporting to appropriate law enforcement and insurance agencies.
16. Establishes and maintains an effective public relations program designed to promote understanding and support for the district's transportation program.
17. Performs the duties of the district's program administrator for the "Controlled Substance and Alcohol Testing Program".
18. Prepares the emergency school closure program and assists in its implementation.
19. When necessary, attends school board meetings and makes presentations on transportation or safety issues.
20. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of computers and the current computer routing system.
2. Knowledge of mechanics to supervise safe work in the school maintenance garage.
3. Knowledge of safety standards, law codes, rules, regulations, policies, and procedures related to pupil transportation.
4. Ability to use maps and charts to route transportation needs.
5. Knowledge of streets and roads in the area.
6. Physical dexterity, coordination, mobility, and visual acuity to safely operate a school bus and to perform the essential functions of the position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Boards' policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Teacher

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified by the State of Alabama in the appropriate area.
3. Must meet highly qualified status as determined by Alabama State Department of Education.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal/Designee

DUTIES AND RESPONSIBILITIES:

1. Understands and assists in upholding and enforcing school rules, administrative regulations, and Board of Education policies.
2. Participates in the efficient and effective operation of the school and school system. Such participation shall include teachers in consultation through meetings, conferences, and committee responsibilities.
3. Accepts no other employment which interferes with the efficient and effective discharge of teacher duties and responsibilities.
4. Abides by the standards established for teachers' professional and personal conduct by the printed and published Code of Ethics.
5. Follows the courses of study approved by the State Board of Education and curriculum guides and textbooks approved and adopted by the Houston County Board of Education. Other material used for instructional purposes must be approved by the principal.
6. Assists in fostering student attitudes through teaching, in all activities of the school program, the values of citizenship, self-discipline, morality, and patriotism.
7. Reports for duty at least fifteen minutes before the opening of school and remains at least ten minutes after the close of school.
8. Meets and instructs assigned classes in the locations at the times designated.
9. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided and appropriate to the interests and maturity of the students.
10. Establishes and maintains appropriate discipline in the classroom and assists staff in the establishment and maintenance of discipline in the school environment.
11. Prepares for classes assigned, and shows written evidence of preparation upon request of the principal.

12. Maintains accurate, complete, and correct records as required by law, board policy, and administrative regulation.
13. Evaluates student progress regularly and in accordance with the system's established procedures.
14. Seeks assistance of specialists as needed and makes referrals when appropriate.
15. Takes all necessary and reasonable precautions to protect students and to safeguard all equipment, materials, and facilities.
16. Makes reasonable provision for being available to students and parents for education-related purposes outside the instructional day. Procedures for such conferences will be mutually agreed upon by faculty and administration.
17. Works with other staff members in planning school activities, instructional goals, objectives, and methods.
18. Assists in the selection of books, equipment, and other instructional materials.
19. Participates in extracurricular activities as mutually agreed upon by faculty and administration.
20. Attends and participates regularly in faculty meetings.
21. Maintains a professional, cooperative working relationship with parents and the community.
22. Promotes good public relations for the school and the school system with the general public.
23. Maintains and improves professional competence.
24. Performs other related duties during school necessary to the safe and effective operation of the school when requested by the principal.
25. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of child development and especially of characteristics of students in the age group assigned.
2. Knowledge of the prescribed curriculum.
3. Knowledge of current educational research.
4. Basic understanding and knowledge of current technology.
5. Knowledge of learning styles and skills in using varied teaching methods to address student learning styles.
6. Skill in oral and written communication with students, parents, and others.
7. Ability to plan and implement activities for maximum effectiveness.
8. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.
9. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
10. Ability to work effectively with peers, administrators, and others.

11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Technology Coordinator

QUALIFICATIONS:

1. Bachelor's degree in Technology, Education, or related field.
2. Educational background in Information Technology (IT) related field and training in IT environment.
3. Knowledge of K-12 academic and administrative culture, mission, and goals; demonstrated experience in or ability to lead IT services in a K-12 or higher education environment or corporation serving education preferred.
4. Possess and maintain a valid driver's license.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Develops effective communication systems with staff, principals, other central office staff, vendors, and the community.
2. Assists in curriculum evaluation and the implementation of technology into the instructional program.
3. Assists school and district level personnel designated for the collection, maintenance, and reporting data.
4. Assists and/or coordinates the preparation of the annual technology budget and any amendments as appropriate.
5. Develops and/or approves and maintains system manage district technology contracts, purchase technology, and actively seek/procure funding for technology.
6. Participates in local, state, and national technology initiatives.
7. Assesses technology needs and recommends hardware and software updates consistent with student abilities, teacher needs, program goals, and administrative requirements.
8. Retains and maintains proper documentation of expenditures associated with technology grants including purchase orders, invoices, equipment inventories, etc.
9. Provides leadership for short and long-range planning for all districts and building-level technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.
10. Prepares/submits state and local technology and data reports, grants, leads the preparation of school and district technology plans, and submits technology plans in a timely manner.
11. Assists with ensuring technology assets and district-wide inventory are maintained and documented.

12. Maintains appropriate confidentiality regarding school/workplace matters.
13. Assists with the preservation of assets by implementing disaster recovery and backup procedures and information security and control structures.
14. Recommends technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
15. Maintains professional growth and competence through professional development.
16. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
17. Models and maintains high ethical standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and experience with advanced network design, network principles, protocols, and infrastructure.
2. Proficiency with technology, communication systems, web-based services, students information systems, databases, distance learning, interactive instructional technologies, office and student applications, and devices.
3. Ability to lead effective decision-making and service teams for meeting school system goals and supporting school system programs.
4. Ability to plan and execute multiple projects with competing deadlines, budgets, training programs, and collaborative resource management across school system service areas, departments, and administrative levels.
5. Ability to supervise, evaluate, and professionally develop subordinate personnel.
6. Board knowledge of computing, networks, internet/intranet technologies, instructional technologies, digital library technologies, administrative systems, and wireless technologies including an awareness of trends in these technologies and expertise in at least one aspect of technology.
7. Oral and written communication skills and an ability to communicate well to a variety of audiences and in varied settings.
8. Ability and willingness to work after hours, weekends, or holidays when necessary.
9. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Technology Technician

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Prefer formal technical training experience, A+ certification, Microsoft, MSCE, or comparable industry certification.
3. Experience with diagnosing, repairing, and solving computer hardware, printer, and software problems.
4. Experience with the configuration and operation of local area networks, servers, and network switches and addressing is desirable.
5. Knowledge of Internet applications, database applications, HTML, and programming is preferred.
6. Experience with office automation applications, Google, Email, Microsoft Office products, or similar software is preferred.
7. Prefer experience with student management applications and educational software.
8. Possess a valid Alabama Driver's License.
9. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-exempt

REPORTS TO: Coordinator of Technology/Designee

DUTIES AND RESPONSIBILITIES:

1. Diagnoses and solves campus network issues, PC hardware, and software problems.
2. Assists with the technical and operational issues of the Student Management and Library application software.
3. Assists with the installation of new computer equipment and software.
4. Communicates effectively with school faculty and staff to describe maintenance procedures, provide understandable instructions, and describe features of the school's computer systems.
5. Performs routine maintenance on computer systems (cleaning, testing, alignment, etc.).
6. Performs repairs and upgrades in accordance to manufacture suggested guidelines (installing software, software upgrades or patches, replacing disk drives, circuit boards/adapters, and other peripheral devices).
7. Installs and configures network-related equipment, cables, and communication devices.
8. Assists with the collection of data for the district office and state reports.
9. Follows supervisor instructions and performs all tasks assigned.

10. Processes and updates technical work orders.
11. Executes all other tasks and responsibilities as assigned by the Director of Technology.
12. Supervises computer technicians and management of work requests for technical assistance or hardware problems.
13. Supervises and manages the installation and configuration of local area networks and wide-area networks, including file servers, switches, and routers.
14. Establishes security features for the network environment.
15. Supervises and manages Internet access for the school district including configurations for workstations, file servers, routers, and switches.
16. Supervises NetWare Directory Services for the school system's local and wide-area-networks.
17. Supervises and manages Email access for school district employees.
18. Troubleshoots equipment and effect repairs for hardware and software problems associated with the network.
19. Provides technical advice and assistance on computer hardware and software needs to all faculty and staff.
20. Works cooperatively with the Coordinator of Technology in the areas of acquiring and implementing new technologies and the development of training modules for effective use of technologies by faculty, staff, and students.
21. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Effective oral and written communication skills.
2. Minimum of three (3) years of job experience in relation to this position.
3. Require experience with the installation and configuration of Microsoft Windows.
4. Require experience with the installation and configuration of Windows NT server, Novell Netware, Linux, or similar server operating systems.
5. Experience with the installation and configuration of wide and local area networks or home networks.
6. Physical dexterity, coordination, mobility, and visual acuity to perform the technical task assigned.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Testing and Accountability Director

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Valid Alabama teaching certificate.
3. Minimum five years of teaching experience.

FLSA: Exempt

REPORTS TO: Superintendent/Designee

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Coordinates the assessment and testing programs throughout the school system.
3. Prepares and delivers informative reports, instructional materials, and presentations for principals, counselors, teachers, and other professionals who use test results in performing their duties.
4. Assists with the evaluation and interpretation of the educational progress of students.
5. Keeps informed of the latest testing guidelines, trends, and test-related accountability data and disseminates this information to teachers, principals, other stakeholders, and colleagues.
6. Coordinates the preparation, analysis, and submission of reports, studies, correspondence, and other appropriate documents as required.
7. Performs professional development of all staff as required.
8. Investigates, reports, and documents testing irregularities as necessary to maintain test security and appropriate testing conditions throughout the school system.
9. Collaborates with instructional staff, special education staff, building test coordinators, principals, and counselors to ensure optimal testing conditions and adherence to testing rules and procedures.
10. Collaborates with curriculum supervisors to align custom-created courseware and assessments to course of study content standards.
11. Provides collected assessment and instructional software data to Curriculum Supervisors, Curriculum Coordinators, and appropriate school system staff.
12. Collaborates with the School Curriculum Coordinators, Curriculum Supervisors, and Curriculum Coordinators in disaggregating state assessment data.
13. Attends workshops/conferences for continuing professional development in area of responsibility.
14. Maintains appropriate confidentiality regarding school/workplace matters.

15. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
16. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
17. Attends conferences and training sessions to improve skills and programs.
18. Uses effective collaboration skills to work as an effective team member.
19. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Possesses and maintains a valid driver's license.
2. Demonstrates successful experience in planning and coordinating school-wide test administration and testing procedures.
3. Demonstrates knowledge of state testing procedures and test security guidelines.
4. Demonstrates proficiency in oral and written communication skills.
5. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
6. Ability to supervise and evaluate designated personnel, manage budgets, and deliver training and supervision to implement the school system testing programs.
7. Ability to identify and solve problems as a productive team member.
8. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports, correspondence, and/or financial information.
9. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
10. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Transportation Mechanic

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must be able to obtain an Alabama CDL and bus Driver's Certificate within six (6) months of employment.
3. Must meet all local, state, and federal licensing requirements and regulations required to operate a school bus and automobile.
4. Completion of a Certified Auto Mechanic Apprenticeship, or written verification of five (5) years of experience as an auto/truck mechanic, or written verification of (3) years of experience as an assistant mechanic in a school bus shop.
5. Must pass and is subject to drug tests as required by federal and state law and the Board's policies regarding drug testing, operating school-owned vehicles, transporting students, and all applicable policies.
6. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Transportation Supervisor/Designee

SUPERVISES: Assigned transportation personnel

DUTIES AND RESPONSIBILITIES:

1. Accepts and completes assigned jobs and overall supervision.
2. Maintains safety standards always.
3. Maintains good relationships with drivers and other school employees.
4. Accurately diagnoses and repairs school system transportation equipment.
5. Assumes responsibility for the proper use of all parts received.
6. Reports any abuse of vehicles and/or equipment to the Transportation Supervisor.
7. Exhibits skill and efficiency in performing routine and preventive maintenance to all vehicles and equipment.
8. Maintains work hours in accordance with Board policy; reports absences in a timely manner.
9. Reports job-related injuries according to Board procedures.
10. Maintains confidentiality regarding school/workplace matters.
11. Models and maintains high ethical standards.
12. Demonstrates initiative in the performance of assigned responsibilities.

13. Maintains expertise in assigned areas to fulfill project goals and objectives.
14. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
15. Keeps the supervisor informed of potential problems or unusual events.
16. Responds to inquiries and concerns in a timely manner.
17. Demonstrates support for the school system and its goals and priorities.
18. Demonstrates initiative in identifying potential problems or opportunities for improvement.
19. Operates system-owned vehicles in accordance with state law and Board policies.
20. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates success in performing a wide variety of tasks requiring an understanding and proficiency of mechanical repair..
2. Ability to diagnose and repair vehicle problems
3. Able to lift and install heavy parts.
4. Ability to read instruction manuals and printed instructions.
5. Ability to communicate effectively and follow instruction.
6. Physically able to use heavy tools and equipment.
7. Physical dexterity, mobility, and strength to stoop, bend, lift, reach, and climb as needed to perform the essential functions of this position
8. **PHYSICAL REQUIREMENTS:**
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Houston County Board of Education reserves the right to amend the job description as needed.

HOUSTON COUNTY SCHOOLS

JOB TITLE: Transportation Secretary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Ability to type proficiently.
3. Computer literate.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-Exempt

REPORTS TO: Transportation Supervisor/CSFO/Designee

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
2. Answers telephone calls and directs inquiries for information to appropriate source.
3. Performs office routines and practices as assigned.
4. Obtains and keeps accurate data and records on all transportation transactions.
5. Assists with bus routes and maps for all schools.
6. Orders and maintains office supplies for the Transportation office.
7. Maintains professional growth and competence through professional development.
8. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
9. Maintains proper files for all documents as assigned.
10. Types a wide variety of records, reports, memoranda, and materials.
11. Communicates effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
12. Maintains confidentiality regarding school/workplace matters.
13. Models and maintains high ethical standards.
14. Keeps the supervisor informed of potential problems or unusual events.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform routine duties guided by standard practice.
2. Skills in filing, record-keeping, keyboarding, and telephone communication.
3. Ability to exercise independent judgment in assigned duties.
4. Ability to operate a computer and utilize software applications for word processing, spreadsheets, and other functions.
5. Ability to schedule time, establish priorities and work efficiently.

6. Ability to communicate effectively, both orally and in writing.
7. Ability to work effectively without supervision.
8. Skills in interpersonal relationships and communication with the public.
9. Physical and emotional ability and dexterity to perform required work and move about as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

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HOUSTON COUNTY SCHOOLS

JOB TITLE: Transportation Foreman

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Maintain a current Department of Transportation (DOT) physical certificate and/or and/or an Alabama Bus Driver Physical.
3. Must have at least 5 years of experience.
4. Possess and maintain a valid Alabama bus driver certificate and commercial driver's license (CDL).

FLSA: Non-Exempt

REPORTS TO: Transportation Supervisor/Designee

DUTIES AND RESPONSIBILITIES:

1. Supervises mechanics on the repair of all school system vehicles, as well as, performs mechanical work and repair as needed.
2. Submits and maintains work orders for the transportation department.
3. Sets priorities for repair and maintenance of all school system vehicles.
4. Schedules vehicles and equipment for repairs and maintenance.
5. Maintains a master list of all repairs made to school system vehicles.
6. Maintains parts and equipment inventory to ensure parts used daily are available.
7. Completes and maintains written monthly maintenance records and inspection reports.
8. Inspects vehicles and equipment to determine if repairs are needed.
9. Assists with establishing procedures relating to the repair and maintenance of all vehicles and equipment.
10. Coordinates warranty work and problem resolution with factory representatives.
11. Maintains a good working relationship with all school system employees.
12. Maintains professional growth and competence through professional development.
13. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Competent written and verbal communication skills.
2. Ability to demonstrate leadership, supervision, and decision-making skills.
3. Ability to operate and maintain needed tools and diagnostic equipment.
4. Ability to diagnose mechanical problems, implement preventive maintenance programs, and follow safety and recommended rules for efficient shop operations.

5. Ability to follow safety and recommended rules for efficient shop operations.
6. Ability to utilize transportation, routing, GPS tracking software, and other applicable technology.
7. Physical strength and agility to lift and carry objects weighing up to 50 pounds.
8. Ability to exert up to 75 pounds of force.
9. Ability, agility, and stamina to engage in prolonged sitting or standing, stooping, kneeling, crawling, bending, turning, and reaching.
10. Ability and willingness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
11. Ability and willingness to work after hours, weekends, or holidays when necessary.
12. Ability to be punctual and in regular attendance.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

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EVALUATION:

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HOUSTON COUNTY SCHOOLS

JOB TITLE: 504 and RTI Coordinator

QUALIFICATIONS:

1. Degree in Special Education from an accredited educational institution.
2. Valid Alabama Certification in Educational Leadership or Administration and Supervision.
3. Master's degree or higher in Psychometry.
4. Minimum of three (3) years of teaching and/or administrative experience.
5. Must meet background clearance requirements as specified by Alabama statutes.

FLSA: Exempt

REPORTS TO: Special Education Director/Designee

SUPERVISES: Special Education Department Personnel

DUTIES AND RESPONSIBILITIES:

1. Thorough knowledge of State and Federal laws pertaining to the prohibition of discrimination of individuals with disabilities.
2. Knowledge and awareness of a broad range of student disabilities (physical, speech, hearing, vision, medical, learning, and/or emotional).
3. Knowledge in laws, policies, rules, and regulations pertaining to the discipline of 504 eligible students.
4. Monitors and participates in the development of RTI and 504 plans to ensure accuracy, completion, and implementation according to local state, and federal regulations.
5. Knowledge of research related to Response to Intervention.
6. Facilitates and organizes problem-solving teams to facilitate early intervention to learning or behavioral problems.
7. Act as the recorder of plans, data, and assist teachers in the use of appropriate RTI systems.
8. Create, organize, and maintain folders that travel with each student as they progress from grade to grade and school to school.
9. Meets regularly with district administration to review student learning data, implementation of RTI models, and assess areas in need to further support or staff development.

10. Progress monitor students involved in the RTI process to ensure that interventions are implemented with fidelity and show student progress using graphs and charts.
11. Negotiates necessary support contracts for 504 services as needed.
12. Assists, educates, and directs school administrators, teachers, and other system personnel in matters specifically related to the implementation of federal and state laws and regulations involving 504.
13. Gathers data, analyzes information, maintains records, produces reports, and conducts inventories of equipment related to 504 programs as needed.
14. Conducts extensive psychological and intellectual examinations of referred students.
15. Interprets diagnosis to school personnel, other concerned professionals, parents, and the student.
16. Makes recommendations on ways to assist a student referred for examination.
17. Participates in case conferences when referred students are involved or as requested.
18. Serves as a resource person concerning learning disabilities for teachers and other school personnel.
19. Assists with summer referrals to eligibility tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate clearly and effectively with campus-based 504 administrators, general education teachers, RTI teams, other school and district staff, parents, agencies, and community members.
2. Knowledge of special education and 504 laws, regulations, practices, programs, policies, and personnel functions.
3. Ability to supervise personnel and coordinate activities of varied professional staff members to create an effective program of special education and 504 services.
4. Knowledge of scope and sequence of elementary and secondary special education curriculum for the school system.
5. Ability to demonstrate effective leadership skills in group settings.
6. Effective written and oral communication skills.
7. Ability to use microcomputers to perform word-processing tasks and to maintain records as needed.
8. Ability to use effective public relations skills necessary for the successful implementation of new programs, the coordination of committees, and to maintain productive relationships among colleagues and those supervised.
9. Knowledge of Board policies and procedures.
10. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications,

requesting of needed information, and supervision of special education services.

11. Mobility and visual acuity to make on-site visits as needed to improve the special education instructional program in the schools.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

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EVALUATION:

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