

INSTRUCTIONAL AIDE

Job Goal: To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

I. Qualifications:

- A. High school diploma/GED or equivalent experience as an aide in the classroom, or equivalent experience in human resource field
- B. Demonstrate basic reading, writing, mathematic skills
- C. Effective verbal and written communication skills
- D. Experience working with children in a school preferred
- E. See additional qualifications for aides assigned to Title I or Least Restrictive Environment

II. Status: Non-Exempt; 9 months, full or part-time depending on assignment

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Classroom teacher and/or Principal

V. Performance Responsibilities:

- A. Assist in instructional support and behavioral intervention as directed by the teacher in order to complement, supplement, and/or reinforce instruction
- B. Implement instruction or behavioral strategies as directed by the teacher
- C. Provide tutoring and assistance to students individually or in groups in order to meet the academic and social needs of the student
- D. Assist the teaching staff as needed and assigned including
 - 1. Administering the teacher prescription for the correction of a learning problem a child is experiencing
 - 2. Assist in the making of instructional aids and materials
 - 3. Supervise students so that the classroom teacher may assist individuals or groups of children
 - 4. Serve as an extension of the teacher by doing the things on a one-to-one basis or small group basis that a teacher would do if she/he could free herself/himself from the total class
 - 5. Perform clerical and (student) supervisory duties assigned by the teacher, principal, or superintendent
- E. Demonstrate ethical behavior and confidentiality of information about students in school environment and community
- F. Participate in in-service training programs as approved
- G. Assist as directed by certified staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP / Title 1 / ESL Team(s)
- H. Assume other job related Performance Responsibilities as assigned by the teacher, principal, or superintendent

Last updated July 2011

SPECIAL EDUCATION AIDE

(Special Education & Least Restrictive Environment)

Job Goal: To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

I. Qualifications:

- A. High school diploma/GED or equivalent experience as an aide in the classroom, or equivalent experience in human resource field
- B. Prior experience with handicapped children in a school setting or advanced training in a community college or degree granting institution whose special education instruction aide training program has been approved by the Michigan Department of Education preferred
- C. Demonstrate basic reading, writing, mathematic skills
- D. Experience working with children in a school setting preferred
- E. Effective verbal and written communication skills
- F. Crisis Prevention Intervention preferred

II. Status: Non-exempt; 9 months, full or part-time depending on assignment

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Classroom teacher and/or Principal

V. Performance Responsibilities:

- A. Assist the teacher and staff by complementing instruction through individualized and/or small groups of students on follow-up activities in the regular education setting specified by the building team
- B. Assist the teacher and consultant staff by reinforcing regular education instruction with individual and/or small group remedial and drill activities as specified by the teacher
- C. Assist the teacher and staff in the implementation of the individualized education plan (IEP), and instructional strategies prescribed for the student
- D. Assist the teacher and staff in the development of classroom materials, clerical functions, data-gathering/recording functions, etc.
- E. Assist the teacher and staff by following objectives and/or strategies designed to facilitate discipline and effective management within the regular education classroom, and in other school/community settings
- F. Assume responsibility for confidentiality of information regarding students, staff and program
- G. Assume responsibility for reporting directly to the teacher any concerns, questions, or conflicts regarding a student, the program or working situation
- H. Assume responsibility for attending staff meetings as directed by the administration
- I. Assume other responsibilities as assigned such as: Feeding, exercising, lifting, diapering and toileting

TITLE I AIDE

Job Goal: Assists individual or small groups of Title I students to achieve skill levels consistent with the objectives of the Title I program.

I. Qualifications:

- A. Associate's degree or higher from an accredited postsecondary institution or High school diploma/GED and pass the appropriate Work Keys® assessment demonstrating basic proficiency in core academic areas
- B. Experience working with children
- C. Effective verbal and written communication skills
- D. Experience working with children in a school setting preferred

II. Status: Non-exempt; 9 months, full or part-time depending on assignment

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Classroom teacher and/or Principal

V. Performance Responsibilities:

- A. Under supervision of certified teacher, prepares for classroom activities
- B. Works with small groups of Title I students to reinforce materials initially introduced by the teacher
- C. Assist individual Title I children in need of special attention
- D. Perform clerical duties as they pertain to record keeping and instruction of Title I students
- E. Guides independent study, enrichment work and remedial work set up by the teacher
- F. Assists in drill work
- G. Assists with reading and storytelling
- H. Maintains ethical behaviors in relationships with professional staff and parents of Title I participants
- I. Perform other such duties as required and approved by the Principal or State and Federal Programs Coordinator
- J. Participate in in-service training programs

MEDIA CENTER AIDE

Job Goal: Assist, support, and work closely with students, teachers and administrators to facilitate the use of the Media Center.

I. Qualifications:

- A. Solid clerical skills that include, but are not limited to: sorting, filing, record keeping, inventorying, keyboarding, data entry, basic technological literacy and proofreading
- B. Trained in the library media classification system, in the use of media center audio-visual equipment and in relevant computer programs
- C. Communicate and work effectively with students, staff and other library patrons in a prompt and courteous manner
- D. Exhibit a keen interest in working with students and literature
- E. Follow directions, work independently and exercise good judgment all circumstances
- F. Prompt and punctual
- G. Successfully pass the teacher aide exam administered as per the contract.

II. Status: Non-exempt; 9 months, full or part-time depending on assignment

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Classroom teacher and/or Principal

V. Performance Responsibilities:

- A. Smooth operation and maintenance of the circulation desk
- B. Circulation and repair of inventory under the direction of the librarian
- C. Locating of resources for library patrons
- D. Creation and maintenance of an inviting media center environment
- E. Training of volunteers or student workers
- F. Demonstrating the appropriate use of AV equipment and media center software
- G. Performing any additional relevant duties as directed by the librarian, principal or superintendent

STATE & FEDERAL PROGRAMS SECRETARY

Job Goal: Assist the district and the State & Federal Programs Coordinator to ensure the timely and accurate management of student data for pupil accounting and intervention purposes.

I. Qualifications:

- A. Bachelor's Degree in Computer Information Systems, Business Management or related field preferred
- B. Experience managing data using a variety of software applications
- C. Significant Experience working with the district's student data software (Skyward)
- D. Experience or understanding of MSDS and pupil accounting practices
- E. Impeccable communication and organizational skills
- F. Ability to multitask
- G. Knowledge of the Michigan Pupil Accounting Manual
- H. Demonstrated ability to manage confidential student information

II. Status: Non-Exempt; 12 month, full-time (8 hours per day)

III. Reports To: Coordinator of State & Federal Programs and Principal

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. K-12 Data Management
 - 1. Knowledge of Skyward software
 - 2. Work with Technology Director to
 - a. Ensure software is updated as needed
 - b. Interpret updates and how it affects staff members
 - c. Inform/train staff members on software operating changes
 - d. Skyward exports – where each data element is pulled from
 - e. Data Mining
 - 3. Knowledge of Macomb program
 - a. Work with MARESA pupil accounting personnel to install updates as needed
 - b. Utilize program to validate file export from Skyward
 - 4. Knowledge of MSDS
 - a. Member of the MSDS Listserv
 - b. Familiar with data collection manual and resources
 - c. UIC creation/resolution
 - d. Collection requirements and changes
 - e. Understanding C³ - Collections, Components, Characteristics and Certification
 - f. Quality Review Reports Review (Title I, Special Ed., Grade Level rosters)
 - g. Certification/Decertification process
 - h. FTE Conflict Resolution
 - 5. School Year Collection Requirements

- a. Early Roster Collection – Direct Certification process (file needs to be pulled from Skyward and put through the Macomb program and uploaded to MSDS)
- b. General Collections
- c. Supplemental Nutrition Collection
- d. Early Childhood Collections (Great Start Readiness Program)
- e. NEW Special Education Child Count Collection (3WiN)
- f. Student Record Maintenance Collection
- g. Student-Teacher Collection
- 6. Coordination of data entry for all program participation
 - a. Special Education
 - b. Homeless
 - c. LEP/Migrant
 - d. Title 1
 - e. Section 504
 - f. Alternative Education and Adult Education
 - g. Early College
 - h. Patriot Online Academy
- B. Special Education, Title I and Section 504 - Assist the State and Federal Programs Coordinator to ensure accurate and timely adherence to state and federal guidelines including, but not limited to
 - 1. Manage Special Education, Title and At Risk data collection
 - 2. Meet deadlines and process paperwork
 - 3. Manage Special Education filing and distribution of materials
 - 4. Maintain accurate personnel logs (Section 504 and Title)
 - 5. Participate as needed in internal and external audit processes
- C. Grades 6-8 Secretarial Responsibilities - Assist the Principal to ensure the orderly operations of the school's office
 - 1. Clerical duties involved in the lunch program
 - 2. Assist the Principal in requisition of supplies and materials
 - 3. Respond to visitors and incoming telephone calls to the school
 - 4. Maintain student records
 - 5. Register new students and requesting records
 - 6. Other responsibilities as assigned by the building Principal or Superintendent

Last updated August 2011

SECRETARY

Job Goal: Assist the Principal and school staff by ensuring the efficient, orderly and customer-responsive operations of the school office.

I. Qualifications:

- A. High school diploma
- B. Experience managing data using a variety of software applications
- C. Significant experience working with the district's student data software (Skyward)
- D. Impeccable communication and organizational skills
- E. Ability to multitask
- F. Demonstrated ability to manage confidential student information

II. Status: Non-Exempt; 12 months; 8 hours per day

III. Reports To: Principal

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Responsible for the secretarial duties required by the Principal
- B. Responsible for the clerical duties involved in the lunch program including managing student lunch sales and coordinating services with the Central Office
- C. Assist the Principal in requisition, distribution and inventory of supplies and materials
- D. Respond to visitors and incoming telephone calls to the school
- E. Maintain student records including registering new students and requesting records of new enrollments from outside the district
- F. Responsible for managing count day and building days/hours reporting requirements
- G. Notify the Transportation Supervisor of new enrollees or transfers
- H. Record absences of employees
- I. Assist counselors with scheduling process
- J. Input grades into the computer and run report cards
- K. Shall assume other job related Performance Responsibilities as assigned by the building Principal or Superintendent
- L. High School Only
 - 1. Assist in issuing work permits
 - 2. Responsible for maintenance of high school activity funds
 - 3. Responsible for petty cash accounts for the high school
 - 4. Assist the AD in maintaining financial records for the athletic department
 - a. Count and deposit all monies from athletic contest
 - b. Write checks for referees
 - c. Record disbursements in computer for business office

Last updated July 2011

ASSISTANT HIGH SCHOOL SECRETARY

Job Goal: Assist the Principal and school staff by ensuring the efficient, orderly and customer-responsive operations of the school office.

I. Qualifications:

- A. High school diploma
- B. Experience managing data using a variety of software applications
- C. Significant experience working with the district's student data software (Skyward)
- D. Impeccable communication and organizational skills
- E. Ability to multitask
- F. Demonstrated ability to manage confidential student information

II. Status: Non-Exempt; 10 months; 8 hours per day

III. Reports To: High School Principal and 7-12 Athletic Director

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Assist the Athletic Director – duties will include, but not be limited to
 - 1. Managing weekly eligibility
 - 2. Type and send out athletic contracts
 - 3. Issue checks for payment of officials
 - 4. Maintain records of all waiver forms
 - 5. Maintain records on file of health reports
- B. Assist the Principal in the following attendance procedures
 - 1. Keep records of student daily attendance
 - 2. Keep records of student class attendance
 - 3. Follow through on daily attendance by telephoning parents
 - 4. Record quarterly attendance on CA-60
 - 5. Issue teachers daily report on unexcused absences
 - 6. Enter daily attendance in computer
- C. Assist the High School Counseling Office – duties will include but not be limited to
 - 1. Facilitating and managing the student scheduling process
 - 2. Assist in scheduling meetings with students
 - 3. Facilitate the scholarship and award process
 - 4. Other duties as needed
- D. Telephone receptionist for the high school
- E. Daily bulletin/announcements to teachers
- F. Assist the high school secretary in the issuance of work permits
- G. Assist the high school secretary in all matters pertaining to supplies and materials
- H. Assume other performance responsibilities as assigned by the High School Principal or Assistant Principal / Athletic Director

Last updated July 2011

SECRETARY FOR TRANSPORTATION AND GRADES 6-8

Job Goal: Assist the Principal and school staff by ensuring the efficient, orderly and customer-responsive operations of the school office; Assist the Transportation Supervisor and school staff by ensuring the efficient, orderly and customer-responsive operations of the Transportation Department.

I. Qualifications:

- A. High school diploma
- B. Experience managing data using a variety of software applications
- C. Significant experience working with the district's student data software (Skyward)
- D. Impeccable communication and organizational skills
- E. Ability to multitask
- F. Demonstrated ability to manage confidential student information

II. Status: Non-Exempt; 10 months; Part-time based on need

III. Reports To: Principal and Transportation Supervisor

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

A. School Secretary:

- i. Responsible for the secretarial duties required by the Principal
- ii. Responsible for the clerical duties involved in the lunch program including managing student lunch sales and coordinating services with the Central Office
- iii. Assist the Principal in requisition, distribution and inventory of supplies and materials
- iv. Respond to visitors and incoming telephone calls to the school
- v. Maintain student records including registering new students and requesting records of new enrollments from outside the district
- vi. Responsible for managing count day and building days/hours reporting requirements
- vii. Notify the Transportation Supervisor of new enrollees or transfers
- viii. Record absences of employees
- ix. Assist counselors with scheduling process
- x. Input grades into the computer and run report cards

B. Transportation:

- i. Respond to parent inquiries pertaining to the Transportation Department
- ii. Assist in the development and publication of bus routes
- iii. Assist the school staff to ensure safe and orderly transportation to and from school
- iv. Serve as a conduit between the school and the Transportation Department
- v. Resolve schedule and route issues as they arise
- vi. Communicate any special needs or circumstances to staff

C. Assume other performance responsibilities as assigned by the Transportation Supervisor

Last updated July 2011

CUSTODIAN

Job Goal: Ensure district buildings are maintained to the highest level of cleanliness and are aesthetically pleasing at all times.

I. Qualifications:

- A. Ability to get along with people
- B. May be required to demonstrate possession of skills commonly associated with the position such as:
 - 1. Ability to operate a plow
 - 2. Ability to use cleaning equipment
 - 3. Demonstrate a basic mechanical ability or aptitude
 - 4. Functional reading and writing skills
 - 5. Display basic knowledge and use of tools
- C. Personal pride in his/her work
- D. Dependable
- E. Additional qualifications for custodians assigned to operate the pool include
 - 1. Knowledge of the swimming pool operation
 - 2. Knowledge of swimming pool equipment and controls
- F. As needed, Custodians may be required to hold the qualifications to drive a school bus

II. Status: Non-Exempt; 12 months, full or part-time based on need and assignment

III. Reports To: Maintenance Supervisor and Principal

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Responsible for keeping assigned area clean and sanitary
 - 1. Clean and refinish floors and walls
 - 2. Clean furniture and windows
 - 3. Clean light fixtures and air vents
 - 4. Clean chalkboards
 - 5. Clean toilet partitions, toilet bowls and urinals
 - 6. Clean drinking fountains
 - 7. Clean floor drains
 - 8. Clean shower columns
 - 9. Clean sinks and mirrors
 - 10. Clean garbage cans
 - 11. Empty trash receptacles and pencil sharpeners
 - 12. Refill paper and soap receptacles
 - 13. Dust lockers, window sills, and rails
- B. Operate cleaning machines and cleaning tools provided by the district
- C. Responsible for keeping cleaning machines and cleaning tools in a clean condition
- D. Responsible for replacing burned out light bulbs and fluorescent tubes
- E. Responsible for reporting to the principal or maintenance personnel any damage that is done to the school building or school property

- F. Responsible for reporting to the principal or maintenance personnel any maintenance repair that is needed
- G. Understand the basic operation of the assigned building's heating operation, fire protection system, and swimming pool, if building has one
- H. Responsible for making sure building is secured and all doors are locked when building is closed
- I. Responsible for assisting in the operation of the school laundry, if assigned building has one
- J. Responsible for assisting with snow removal or ground maintenance if instructed to do so by the principal or maintenance personnel
- K. Attend workshops or seminars pertaining to job if directed to do so by the principal or superintendent
- L. Required to assist the maintenance person if needed
- M. Able to lift 50 pounds on a regular basis, occasional heavier amounts may need to be lifted with assistance
- N. Assume other job related Performance Responsibilities as assigned by the principal or superintendent
- O. As needed, Custodians may be assigned to drive a school bus on an emergency or permanent basis

MAINTENANCE SUPERVISOR

Job Goal: Ensure district buildings and facilities are maintained to the highest level of cleanliness, aesthetically pleasing and operating efficiently.

I. Qualifications:

- A. Knowledge of boiler operation and heating systems, carpentry, electricity, plumbing and other general repairs
- B. Demonstrate (through testing) possession of skills commonly associated with the position such as
 - 1. Working knowledge of plumbing and electrical problems
 - 2. Ability to operate the school plow and front-end loader
 - 3. Display functional reading and writing skills
 - 4. Possess basic welding ability
 - 5. Possess mechanical ability to learn building heating operation
 - 6. Display knowledge of carpentry and use of tools
- C. Ability to get along with people
- D. Demonstrated pride in his/her work
- E. May be required to hold credentials to operate a school bus

II. Status: Non0-Exempt; 12 months, full or part-time based on need and assignment (note: may be combined/consolidated with custodial position as needed)

III. Reports To: Principal

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Supervise custodial staff work in the building
- B. Responsible for calling substitute custodians
- C. Responsible for the operation and repair of the heating system which includes the boilers, pumps, and air handling unit
- D. Responsible for plumbing repair such as water pipes, lavatories, sinks and drinking fountains
- E. Minor electrical work
- F. Basic carpentry work
- G. Repair or replace hardware
- H. Replace broken windows
- I. Repair and refinish ceilings and walls
- J. Clean and refinish floors
- K. Haul school garbage
- L. Responsible for snow removal
- M. Inform groundskeeper of areas to be done
- N. Assume other job-related Performance Responsibilities as required by the building principal or superintendent
- O. As needed, Maintenance Supervisors may be assigned to drive a school bus on an emergency or permanent basis

HEAD COOK/FOOD SERVICE SUPERVISOR

Job Goal: Serve the students nutritious meals in an atmosphere of efficiency, cleanliness, and warmth while maintaining high standards of food preparation as established by the district and the appropriate state and federal regulations.

I. Qualifications:

- A. Associates degree or high school diploma/GED and equivalent work experience/training in food service management or preparation
- B. Two (2) years of full-time or its part-time equivalent paid work experience in the preparation of food on a large scale
- C. Knowledge of FDA requirements
- D. Knowledge of quantity food preparation, usage and care of institutional equipment necessary in performing duties
- E. Excellent verbal and written communication skills

II. Status: Non-Exempt/AFSCME Union; 9-months, Contract

III. Reports To: Superintendent

IV. Compensation and Benefits: Hourly position with paid vacation and holidays as outlined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Implement planned quality menus incorporating timesaving production techniques, effective merchandising, and nutrition education activities
- B. Assume responsibility for receiving, storing, handling, preparing, and serving food according to established standards
- C. Assure that sanitation and safety practices in all phases of the school food service operation meet established standards
- D. Plans schedules and work assignments, trains, supervises, and evaluates food service staff according to established procedures
- E. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner
- F. Manages the program in accordance with federal and state requirements
- G. Assumes other duties as requested by the Superintendent
- H. Reports immediately to the Superintendent and Principal any problem or accident occurring in the kitchen or the cafeteria premises
- I. Orders on a timely basis all necessary supplies
- J. Supervises the recording of all requisitions from the storeroom, and records all meals served
- K. Supervise the activities of the Food Service staff that assist in preparing, portioning, and serving meals according to menus and in quantities sufficient for the students and staff to be served
- L. Work with the Administrative Assistant for Finance to manage budget and inventory tasks
- M. As Head Cook, prepare meals in accordance with state and federal guidelines and standards

Last updated July 2011

ASSISTANT COOK

Job Goal: Serve the students nutritious meals in an atmosphere of efficiency, cleanliness, and warmth while maintaining high standards of food preparation as established by the district and the appropriate state and federal regulations.

I. Qualifications:

- A. Minimum of one year of quantity cooking experience or vocational education training
- B. May be required to demonstrate possession of skills commonly associated with the position such as: basic math (adding, subtracting, fractions, etc.), basic reading (labels, recipes, etc.)
- C. Knowledge of small and large commercial kitchen equipment
- D. Knowledge of safety and sanitary practices in the commercial kitchen
- E. Courteous, tactful, cooperative, polite, and helpful in dealing with students, staff, and fellow employees
- F. Dependable

II. Schedule: 9 months, full or part-time based on need and assignment

III. Reports To: Food Service Supervisor/Principal

IV. Compensation and Benefits: Hourly position defined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Assist the head cook in the production and preparation of all food items on the menu
- B. Responsible for operation of the dishwashing area
- C. Maintain work areas and equipment to optimum sanitary standards. Notify food service director or building principal of malfunctions in equipment
- D. Responsible for serving food to students in proper portions in an attractive manner
- E. Responsible for observing safety, health, and sanitary codes, regulations, or practices required by the NICE Community School District or other governmental agencies
- F. Assume the responsibilities of the head cook in his/her absence
- G. Perform duties of lower classification when required
- H. Assume other job related Performance Responsibilities as assigned by the food service director, principal, or superintendent
- I. Suggest improvements or changes for better or improved food service operation to the business manager/food service director

Last updated July 2011

COOK'S HELPER

Job Goal: Serve the students nutritious meals in an atmosphere of efficiency, cleanliness, and warmth while maintaining high standards of food preparation as established by the district and the appropriate state and federal regulations.

I. Qualifications:

- A. High school diploma/GED
- B. May be required to demonstrate possession of skills commonly associated with the position such as: basic math (adding, subtracting, fractions, etc.), basic reading (labels, recipes, etc.)
- C. Shall be courteous, tactful, cooperative, polite, and helpful in dealing with students, staff, and fellow employees

II. Status: Non-Exempt; 9 months, full or part-time based on need and assignment

III. Reports To: Food Service Supervisor/Principal

IV. Compensation and Benefits: Hourly position defined in the AFSCME Master Agreement

V. Performance Responsibilities

- D. Responsible for assisting food preparation and production of all food items on the menu
- E. Responsible for serving food in proper proportions and in an attractive manner.
- F. Responsible for operation and care of equipment.
- G. Responsible for observing safety, health, and sanitary codes, regulations, or practices required by the NICE Community School District or other governmental agencies
- H. Assume other job related duties or responsibilities as assigned by the Food Service Supervisor, Principal, or Superintendent

SERVER

Job Goal: Serve the students nutritious meals in an atmosphere of efficiency, cleanliness, and warmth while maintaining high standards of food preparation as established by the district and the appropriate state and federal regulations

I. Qualifications:

- A. Courteous, tactful, cooperative, and helpful in dealing with students, and fellow employees
- B. Demonstrate possession of skills commonly associated with the position such as: basic math (adding, subtracting, fractions, etc.), basic reading (labels, recipes, etc.)
- C. Dependable

II. Schedule: 9 months, full or part-time based on need and assignment

III. Reports To: Principal

IV. Compensation and Benefits: Hourly position defined in the AFSCME Master Agreement

V. Performance Responsibilities

- A. Responsible for assisting food preparation and production of all food items on the menu
- B. Responsible for serving food in proper proportions and in an attractive manner
- C. Responsible for operation and care of equipment
- D. Responsible for observing safety, health, and sanitary codes, regulations, or practices required by the NICE Community School District or other governmental agencies
- E. Assume other job related duties or responsibilities as assigned by the food service director, principal, or superintendent
- F. Suggest improvements or changes for better or improved food service operation to the business manager/food service director

Last updated July 2011

CHIEF MECHANIC

Job Goal: Maintain district vehicles and equipment in such a state of operating excellence that they cause no interruptions to the educational program.

I. Qualifications

- A. Two years of full time hands-on working experience as an automotive bus or truck mechanic
- B. State Mechanic Certification in at least one area of truck systems as listed
- C. Extensive knowledge of all facets of engine/transmission, alignment, brakes, electrical systems, body and heating/cooling systems repair
- D. Shall be able to be certified as a bus driver
- E. Able to operate a plow and front-end loader

II. Status: Non-Exempt; 12 months; Full-time

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Transportation Supervisor

V. Performance Responsibilities

- A. Responsible for all mechanical and body repairs to school district vehicles and equipment
- B. Responsible for bus inspection and maintenance
- C. Maintain a clean and orderly garage at all times
- D. Responsible for the general maintenance of the garages
- E. Responsible for protecting and securing the school transportation system property and equipment
- F. Responsible for accurate maintenance records for all vehicles
- G. Attend workshops and schools as directed
- H. Drive a school bus upon the request of the transportation supervisor
- I. Perform any additional duty assigned by the Transportation Supervisor or Superintendent within traditionally-accepted parameters of the job
- J. As needed, the Chief Mechanic may be assigned to drive a school bus on an emergency or permanent basis

BUS DRIVER

Job Goal: To ensure the safe and orderly arrival and departure of students every day.

I. Qualifications

- A. At least five years experience in driving automobiles, or experience in driving large trucks or buses
- B. May be required to demonstrate possession of skills commonly associated with the position such as: functional reading and writing skills, common sense understanding of dealing with students, basic knowledge of vehicle mechanical problems **and** basic first aid
- C. Driving record not exceeding points allowed to maintain an active CDL.
- D. Have a valid chauffeur's license with class B/P endorsement (under no conditions will a restricted license be accepted)
- E. Meet all requirements for school bus drivers as set forth by the State of Michigan Department of Education and the NICE Community School District
- F. Such additional health, age, and other requirements as may be required by the State of Michigan or the NICE Community School District
- G. Alternates to the above qualifications may be considered as may be found appropriate and acceptable

II. Status: Non-Exempt; 9 months; Full-time or Part-Time as needed

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Transportation Supervisor

V. Performance Responsibilities

- A. Drive a bus only after a physician certifies annually that the driver is physically qualified to drive
- B. Free from adverse effects of medication, alcohol, and drugs which may impair the ability to drive
- C. Work cooperatively with administrators, teachers, students, and parents
- D. Concerned with the safety and welfare of the students
- E. Maintain emotional control in dealing with all situations and conditions
- F. Shall study the First Aid Procedures which will prevent death or severe and/or permanent injury to passengers and to others injured in school bus accidents. The Bus Driver shall, unless disabled, use First Aid when it is apparent that death or severe and/or permanent injury to others may follow if First Aid is not provided. No medication shall be administered without a physician's directive
- G. Know how to conduct an emergency bus evacuation. Bus evacuation drills shall be conducted on a school site as scheduled
- H. Drive a bus only when the seat belt installed is securely buckled around the driver
- I. Use all signal lamps only as specified by law and district policies
- J. Avoid, if possible, the backing of the school bus. When backing maneuvers cannot be avoided, the backing maneuver shall be made after the pickup or before the drop off of students

- K. Be assured that there is a clear and unobstructed view of traffic conditions which affect the safe operation of the school bus
- L. Maintain a clear and unobstructed path to emergency equipment and exits from the vehicle
- M. Responsible for keeping the interior of the bus clean and shall prohibit eating or drinking on the bus on all bus trips
- N. Set the parking brake, remove the ignition key, if it is necessary to leave the bus because of an emergency or to check the exterior when students are inside the bus. The Bus Driver shall not leave the immediate vicinity of the bus if there are students on the bus. The Bus Driver must be on the bus when loading and unloading passengers
- O. Make a safety test or check of tires, lights, exhaust, oil, water, brakes, and steering before receiving any passenger
- P. Be assured that the school bus is free of physical or mechanical conditions which present danger to the well-being of the passengers
- Q. Report bus conditions to the Transportation Supervisor and/or the mechanic at the earliest opportunity upon recognizing a bus condition which presents an immediate danger to the passengers
- R. Report in writing to the mechanics and the Transportation Supervisor all bus conditions which require mechanical adjustment or repair
- S. Report all accidents, personal injury or property damage, no matter how small, to the principal and the transportation supervisor
- T. Not refuel the bus while there are students on the bus
- U. Have no authority to slap, spank, or abuse any student
- V. Be neat in appearance at all times when driving a school bus
- W. Assume other job related Performance Responsibilities as assigned by the transportation supervisor or superintendent

Last updated July 2011

BUS AIDE

Job Goal: To ensure the safe and orderly arrival and departure of students every day.

I. Qualifications

- A. High School diploma/GED (preferred) or equivalent
- B. Ability to work with trainable and severely mentally impaired children
- C. Ability to lift and move students, as required
- D. Ability to follow instructions
- E. Ability to work smoothly as a team member with the bus driver
- F. Ability to work with students who exhibit inappropriate behavior
- G. Experience in working with handicapped, advanced first aid, and CPR certified

II. Status: Non-Exempt; 9 months; Full-time

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Transportation Supervisor

V. Performance Responsibilities

- A. Assist bus driver in management and protection of children while en-route from home and school
- B. Assist bus drivers, as directed by the transportation supervisor, with loading and unloading at the school building
- C. Assist bus driver in helping children on and off buses, including lifting when necessary, and provide appropriate auxiliary services to the student for transportation safety
- D. Attend meetings and in-services as necessary and directed
- E. Assume other job related Performance Responsibilities as assigned by the superintendent

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GROUNDSKEEPER

Job Goal: Ensure district grounds are maintained to the highest level of cleanliness and are aesthetically pleasing at all times.

I. Qualifications:

- A. Capable of operating machines that are related to grounds keeping
- B. Willing and capable of accepting responsibilities
- C. Personal pride in his/her work
- D. Dependable

II. Status: Non-Exempt; Part-time

III. Compensation and Benefits: Hourly position; compensation and benefits outlined in the AFSCME Master Agreement

IV. Reports To: Transportation Supervisor

V. Performance Responsibilities

- A. Responsible for maintenance of athletic fields
- B. Responsible for keeping athletic field building clean and sanitary
- C. Responsible for keeping broadcast booth clean and sanitary
- D. Responsible for replacing burned out light bulbs or fluorescent tubes in athletic field buildings
- E. Responsible for reporting to the principal's office or maintenance supervisor of any damage done to school property
- F. Responsible for reporting to the principal's office or maintenance supervisor any maintenance repair that is needed
- G. Responsible for keeping machines clean and make service checks on same
- H. Perform any additional duty assigned by the Transportation Supervisor or Superintendent within traditionally-accepted parameters of the job

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