

**AKRON CENTRAL SCHOOL DISTRICT
NON-INSTRUCTIONAL
JOB DESCRIPTIONS**

Board Staff

Claims Auditor.....	10.01
District Clerk.....	10.02
Records Management Officer.....	10.03
School Attorney.....	10.04
School District Auditor.....	10.05
School District Treasurer.....	10.06
School Tax Collector.....	10.07
Secretary to the Superintendent.....	10.08

Supervisors

Director of Facilities III.....	20.01
Director of Food Service/School Lunch Manager.....	20.02
Director of Transportation/Transportation Supervisor.....	20.03

Clerical

Account Clerk Typist.....	30.01
Clerk.....	30.02
Clerk Typist.....	30.03
Payroll Clerk.....	30.04
Principal Clerk Typist.....	30.05
Senior Clerk.....	30.06
Senior Clerk Typist.....	30.07

Facilities

Cleaner.....	40.01
Custodian.....	40.02
Grounds Crew Chief.....	40.03
Groundswoker.....	40.04
Head Custodian: Schools.....	40.05
Laborer.....	40.06
Maintenance Mechanic.....	40.07
Maintenance Mechanic Crew Chief.....	40.08
Senior Custodian: Schools.....	40.09
Stores Clerk.....	40.10

Food Service

Cook.....	50.01
Cook: Assistant.....	50.02
Cook: Manager.....	50.03
Food Service Helper.....	50.04

**AKRON CENTRAL SCHOOL DISTRICT
NON-INSTRUCTIONAL
JOB DESCRIPTIONS**

Teacher Aides/Monitors

Health Aide/Nurse's Aide	60.01
Library Media Aide	60.02
School Monitor: Schools	60.03
Teacher Aide.....	60.04

Transportation

Auto Mechanic Helper.....	70.01
Automotive Mechanic.....	70.02
Bus Attendant	70.03
Bus Driver.....	70.04
Head Bus Driver	70.05
Head Mechanic	70.06

Other

Assistant Public Relations Director	80.01
Copy Machine Operator.....	80.02
Director of Continuing and Community Education.....	80.03
Home-School Coordinator.....	80.04
Licensed Practical Nurse: School	80.05
Lifeguard.....	80.06
Microcomputer Technical Support Specialist.....	80.07
Occupational Therapist	80.08
Physical Therapist: Schools.....	80.09
Registered Professional Nurse: School.....	80.10

Claims Auditor

TITLE: CLAIMS AUDITOR**Distinguishing Features of the Class:**

The Claims Auditor is appointed by the Board of Education. On a regular basis, the Claims Auditor audits and approves all claims against the District, certifying that each claim listed on the warrant was audited and payment was authorized. This is a responsible position where the incumbent has knowledge of the purchasing and disbursement cycle within the District, along with knowledge of District policies and regulations authorizing expenditures of funds.

Typical Work Activities:

Approves all claims prior to payment;

Recalculates all computations on claims to check mathematical accuracy;

Determines that charges are not duplicates of items already paid;

Compares vouchers with purchase orders;

Determines that vouchers are properly itemized;

Assures that claims have the proper approval of the Purchasing Agent;

Assures that the voucher is accompanied by a receipt of the employee who actually receives the materials/equipment for which the claim is made;

Determines that the proposed claim is for a valid and legal purpose; the obligation was incurred by an authorized District official; and the voucher is in proper form (e.g., mathematically correct, does not include taxes for which the District is exempt, includes discounts to which the District is entitled, does not include charges previously claimed and paid);

Reports problems to the School Business Administrator and/or Superintendent of Schools for corrective action.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Attention to detail, accurate, basic math and accounting skills, ability to read, interpret and verify compliance with state law and District policies and regulations, demonstrates informed judgement in investigating the appropriateness of claims and resolving inconsistencies.

(Continued)

Claims Auditor

TITLE: CLAIMS AUDITOR (Cont'd.)**Minimum Qualifications:**

Possesses, at minimum, a High School Diploma.

Exhibits fundamental knowledge of math and an ability to perform mathematical functions quickly and accurately, either manually or through the use of calculating equipment.

Exhibits good judgment and a high degree of personal/professional integrity.

Possesses other skills/qualifications, as deemed appropriate by the Board of Education, including some knowledge of purchasing, bidding and claims.

Reports To:

Board of Education.

Certification:

The Claims Auditor shall convey the warrant of claims to the Treasurer and shall certify that claims are eligible for payment.

Appointment:

Annual.

Evaluation:

At least annually.

District Clerk

TITLE: DISTRICT CLERK**Distinguishing Features of the Class:**

This is a responsible School District officer position involving work of a complex clerical nature which calls for the exercise of mature judgment in independently carrying out Board policies and legally required procedures concerned with the management of a School District. The work is performed under the general direction of the Board of Education, in accordance with Section 2121 and other applicable sections of the Education Law. The work may involve use of stenographic skills in taking and transcribing minutes of Board meetings and performs related work as may be required. Appointees serve from appointment until the next annual meeting of the District, and until their successors are elected and have qualified.

Typical Work Activities:

Records proceedings of all meetings of voters;

Gives required notice of time and place of every annual and special District meeting;

Attends all meetings of trustees and keeps a record of their proceedings;

Supplies notice of election or appointment of officers to the Town Clerk and to the office holder;

Prepares registers of qualified voters for all District elections;

Keeps all records, books and papers belonging to the office; and

Prepares legal notices for publication as directed by the Board.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of laws and statutes concerned with the Office of the School District Clerk; working knowledge of office procedures and equipment; ability to maintain accurate files and records; ability to read and write legibly; clerical aptitude; high degree of accuracy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Qualifications are determined by the appointing authority. Although an officer of the District, the District Clerk need not be a resident of the District to hold office in the District (see Section 2102 of the New York State Education Law).

Reports To:

Board of Education

TITLE: RECORDS MANAGEMENT OFFICER**Distinguishing Features of the Class:**

The Records Management Officer will initiate, coordinate, and promote the systematic management of the District's records in consultation and cooperation with other local officers. Must be appointed by the Board of Education, but need not be reappointed annually.

Typical Work Activities:

Duties of the Records Management Officer include, but need not be limited to, the following:

Recommends and guides the development and application of records management practices for District employees;

Coordinates the continuous disposition of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposition schedules;

Recommends to the Commissioner of Education suitable retention periods for any records not covered by records retention, and disposition schedules;

Coordinates the storage and management of inactive records, those no longer needed for the conduct of the day to day business of the District;

Reviews and makes recommendations on requests for records storage equipment;

Participates in the development of, reviews proposals for, or coordinates any micrographics or electronic information systems; and

Organizes or coordinates a program for the identification, administration and use of records of enduring value.

Other Activities May Include

- 1) *Surveying and analyzing existing records.* Surveying records means checking storage areas and containers to determine what records exist regardless of physical format (paper, microfilm, computer tape, or disk), where they are located, what condition they are in, how old they are, and what information they contain. An analysis of these record holdings will indicate which ones are obsolete and may be disposed of; which are needed for current use; and, which have enduring legal, fiscal, administrative, or historical value and should be retained permanently.

(Continued)

TITLE: RECORDS MANAGEMENT OFFICER (Cont'd.)

- 2) *Conferring regularly with colleagues and department heads to determine their records management needs.* How long does the department or school need a particular records series to conduct routine business? How often do staff refer to the files for information? Has the office retained files longer than applicable State Archives' Records Retention and Disposition Schedules or the District's needs require? How do school officials dispose of outdated information? The Records Management Officer and the department heads will work together to answer these questions.
- 3) *Conducting meetings when problems arise, or when the Records Management Officer has an agenda item to be reviewed by the Records Advisory Board.* Situations may occur where the Records Management Officer will need the advice of the Board, or its assistance in gaining support for the program.
- 4) *Keeping colleagues informed about records management techniques and the records management program.* Workshops, manuals and other publications can provide this valuable information. The Records Management Officer may develop educational programs to present to staff and colleagues.
- 5) *Consulting with the New York State Archives as often as necessary about any records concerns.* State Archives is the organizational unit within the State Education Department which has responsibility to administer the local government records management program. Professional organizations such as the Society of American Archivists (SAA), the Association of Records Managers and Administrators (ARMA), and the National Association of Government Archivists and Records Administrators (NAGARA) may also be contacted.
- 6) *Reporting the economic advantages and the tax dollar savings which the records program provides to other government officials and the public whenever possible.* Various public information tools, such as news releases, annual reports, newsletters and the news media may be used to publicize the records program.

Minimum Qualifications:

Bachelor's degree.

Reports To:

Superintendent.

School Attorney

TITLE: SCHOOL ATTORNEY**Definition:**

Performs professional legal work for a school district; does related work as required.

Distinguishing Features of the Class:

This is responsible professional work performed with considerable leeway for the exercise of independent judgment in the analysis and disposition of cases. Duties are performed according to established legal procedure and objectives obtained by the Board of Education. Final responsibility for accurate and efficient performance of legal work is vested in this position.

Typical Work Activities:

Attends to all suits and other matters to which the school district is a party;

Renders opinions orally or in writing whenever required by the Board of Education or other school official;

Approves forms given to and contracts made with Board;

Drafts and approves proposed regulations and other legal documents.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the principles and practices of law; ability to get along well with others; conscientiousness and thoroughness; interest in maintaining a high standard of professional ethics; good professional judgment; good physical condition.

Minimum Qualifications:

Four years of experience as a practicing attorney; and completion of a standard law school course, or any equivalent combination of the foregoing experience and education.

Special Requirements for Acceptance of Application:

A license to practice law in New York State.

TITLE: SCHOOL DISTRICT AUDITOR

General Statement of Duties:

Audits all accounts, charges claims or demands against the School District; does related work as required.

Distinguishing Features of the Class:

An incumbent in this class position performs responsible auditing, allowing or rejecting all accounts; charges claims or demands against the School District. Work is performed under the general supervision of the Board of Education.

Examples of Work: (Illustrative only)

Examines and vouches for the accuracy and completeness of bookkeeping records;

Inspects items in books of original entry to ensure proper recording of transactions;

Inspects and verifies notes receivable and notes payable;

Verifies journal and ledger entries for cash payments, purchases and expenses;

Examines and authenticates inventory items;

May prepare detailed financial statements and reports.

Required Knowledge, Skills and Abilities:

Good knowledge of methods and procedures used in keeping financial accounts and records; working knowledge of the laws, rules, regulations, and policies relating to school district finances; good knowledge of business arithmetic and English; ability to compile information and prepare correspondence and reports; ability to understand and carry out oral and written instructions; a high degree of accuracy; initiative; resourcefulness; industry; dependability; good physical condition.

Acceptable Training and Experience:

Candidates must meet the following requirement:

- 1) Graduation from a standard senior high school and three years of general business experience of which one year must have been involved in keeping or auditing financial records; or
- 2) An equivalent combination of training and experience as indicated in (1).

(Continued)

School District Auditor

TITLE: SCHOOL DISTRICT AUDITOR (Cont'd.)

NOTE: Article 35, Section 1709, para. 20-A of the Education Law notes that a member of the Board of Education, the Clerk or Treasurer of the Board of Education, the official of the District responsible for business management, the person designated as Purchasing Agent and clerical personnel directly involved in accounting and purchasing function may not be eligible for appointment to the office.

TITLE: SCHOOL DISTRICT TREASURER**Distinguishing Features of the Class:**

The work involves the performance of fiscal duties in a school district. This is a responsible position in which the incumbent exercises considerable independent judgment in maintaining a record of and reporting on the finances of a school district. Work is performed under the general supervision of the Board of Education which formulates policy. Supervision may be exercised over subordinate employees. Does related work as required.

Typical Work Activities:

- Receives and acknowledges District funds and makes deposits;
- Maintains itemized records of all receipts and payments;
- Maintains a liaison with the Board of Education regarding fiscal responsibilities;
- Prepares reports and statements concerning District finances;
- Invests School District funds as directed by the Board of Education.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the laws, regulations, procedures and policies as they relate to School District finances; general knowledge of governmental accounting principles and practices; ability to prepare and maintain accounting records and reports; ability to organize and administer a variety of fiscal activities; ability to supervise effectively; ability to deal with the public and School Board effectively; honesty and integrity; sound professional judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

The candidate must meet the minimum requirements as specified in Section 2102 of the New York State Education Law.

NOTE: The appointment to Office of School District Treasurer is made at the annual meeting of the District and the appointee holds office until the next annual meeting of the District.

School Tax Collector

TITLE: SCHOOL TAX COLLECTOR**Definition:**

Collects school district taxes; does related work as required.

Distinguishing Features of the Class:

This is routine clerical work, which calls for considerable accuracy and trustworthiness in collecting and accounting for the large sums of money involved. Employees in this class must be bonded. This is ordinarily a part-time position.

Typical Work Activities:

Receives payments of school taxes, records payments according to name, address, amount, and time of payment;

Submits list of delinquent taxpayers to county authorities.

Required Knowledge, Skills and Abilities:

Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures, and policies as they relate to school district finances; ability to follow oral and written directions and to prepare correspondence, reports, and other materials; integrity; good accounting judgement; good address; good physical condition.

Minimum Qualifications:

Three years of general business experience at least one of which shall have involved responsibility for keeping or auditing accounts; and graduation from a standard senior high school, or any satisfactory equivalent combination of the foregoing education and experience.

TITLE: SECRETARY TO SUPERINTENDENT**Distinguishing Features of the Class:**

The incumbent performs clerical and stenographic work of a responsible and confidential nature for the District Superintendent of a school district. Under supervision, an employee in this class is responsible for the performance of difficult and complex stenographic and clerical tasks to relieve a superintendent of normal administrative detail. Work is performed in accordance with general instructions with considerable leeway permitted for the exercise of independent judgment. General supervision may be exercised over the work of a small number of clerical subordinates depending upon the location of assignment. Does related work as required.

Typical Work Activities:

Acts as a personal and confidential secretary to the District Superintendent;

Independently composes and types routine correspondence by applying a knowledge of District regulations and operations;

May supervise a small number of clerical and stenographic employees engaged in performing routine duties, keeping various clerical records, and typing reports related to District operations;

May take and transcribe oral dictation of letters, articles, memoranda and other materials;

Screens telephone calls, correspondence and personal callers of the Superintendent;

Coordinates and arranges appointment schedules and reservations for the Superintendent;

Compiles and types various monthly and annual statistical reports;

Operates computing, calculating and other office machines;

Requisitions and maintains a stock level of office supplies and keeps related records;

Acts as a liaison for the Superintendent with the general public;

Acts as a receptionist, giving out routine information on policy and procedure;

Prepares, maintains and files various department policy and procedure manuals and related records;

Prepares correspondence and reports as required;

May act as stenographer at Board meetings.

(Continued)

TITLE: SECRETARY TO SUPERINTENDENT (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the principles of office management; ability to prepare and maintain personnel, budget, purchasing and other records and reports; ability to deal tactfully with school personnel, school officials, and the general public; ability to understand and carry out complex oral and written instructions; ability to plan and supervise the work of others; high clerical aptitude; high degree of accuracy, industry, dependability, and good health.

Minimum Qualifications:

- 1) Graduation from a standard senior high school or possession of a high school equivalency diploma with a major in stenography and typing and three years of satisfactory office and stenographic experience, including experience in a supervisory capacity; or in difficult and responsible stenography; or,
- 2) Five years of satisfactory office and stenographic experience, including some experience in a supervisory capacity or in difficult and responsible stenography; or,
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Director of Facilities III

TITLE: DIRECTOR OF FACILITIES III**Distinguishing Features of the Class:**

A Director of Facilities III is responsible for providing administrative direction to a School District's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. This position differs from Director of Facilities II in that the incumbent has primarily administrative responsibilities, while the Director of Facilities II has supervisory responsibilities over subordinate supervisors and staff. May have an Assistant Director of Facilities to assist with the management of day-to-day activities. The work is performed under the general supervision of the School Superintendent with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

Typical Work Activities:

Exercises administrative direction and supervision over the operations and personnel involved in the buildings and grounds department and where applicable, the transportation department of a school district;

Develops policies and procedures to ensure the preventive maintenance program is carried out to ensure buildings, grounds and equipment are maintained in a safe operating condition;

Directs, assigns, trains and evaluates the work of subordinate supervisors and personnel;

Creates and maintains records and reports relative to operations and the programs supervised;

Assists the Superintendent and School Board in the formulation of policies related to buildings and grounds maintenance, and where applicable, fleet maintenance;

Discusses capital projects, maintenance, repair and operational needs with school administrator(s);

Works with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;

Ensures that preventive maintenance is performed and meets regularly with subordinates to discuss repairs on equipment, including plumbing, HVAC and electrical systems;

Ensures that custodial, maintenance and if applicable, transportation employees receive necessary in-service training;

(Continued)

Director of Facilities III

TITLE: DIRECTOR OF FACILITIES III (Cont'd.)

Reviews the School District's expenditures from the prior year and assists the Superintendent with the budget process by forecasting and planning for the upcoming budget;

Approves purchase requests of cleaning supplies, fuel and parts for equipment and buildings;

Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;

Ensures that inspections are performed and tests of security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations are completed to ensure proper operation and compliance with applicable codes and regulations;

Ensures that inspections and reports are completed for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Recommends staffing to administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;

Establishes policies and procedures regarding work schedules, vacation, personal and sick leave requests and ensures employees have adequate leave accruals;

Responds to inquiries from employees, School District administrators and the public regarding school district buildings and grounds activities;

Attends monthly School Board meetings and other committee meetings, as required, to address issues specific to the buildings and grounds department and where applicable, the transportation department.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of applicable codes, laws, rules and regulations governing school buildings and grounds administration; thorough knowledge of safety regulations, procedures and security in the workplace and public buildings; thorough knowledge of the principles and practices of administrative supervision; good knowledge of budgeting principles, practices and procedures; working knowledge of buildings and grounds maintenance and repair practices and procedures; working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; working knowledge of the practices and techniques of one or more of the skilled trades* (defined in minimum qualifications below); ability to plan, direct and supervise a program of buildings and grounds maintenance; ability to organize, prepare and maintain accurate records and files; ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; ability to understand, interpret, and follow instructions, plans,

(Continued)

Director of Facilities III

TITLE: DIRECTOR OF FACILITIES III (Cont'd.)

diagrams, specifications and blueprints; ability to understand and follow written and verbal instructions; ability to establish, interpret and carry out oral and written policy; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to communicate effectively both orally and in writing; and organizational, technical and administrative aptitude.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and one of the following:

- 1) A Bachelor's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and three years of experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included three years of supervisory experience; or
- 2) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and five years of experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included three years of supervisory experience; or
- 3) Seven years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades such, which included or was supplemented by three years of supervisory experience.

*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber and heating, ventilating and air conditioning installers.

Non-Qualifying Experience:

Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

Subject to Civil Service Regulations and Testing

Special Requirement:

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

(Continued)

TITLE: DIRECTOR OF FACILITIES III (Cont'd.)

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

Special Requirement for Appointment in School Districts:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Reports To:

School Business Administrator

TITLE: DIRECTOR OF FOOD SERVICE/SCHOOL LUNCH MANAGER**Distinguishing Features of the Class:**

The work involves responsibility for managing a lunch program in a large school or several small schools serving 500 to 2,000 Type A and a la carte meals daily. The work is carried out in accordance with established policy with wide leeway provided for the exercise of independent judgment in the planning, implementing and overseeing the school lunch program operations to efficiently and economically provide nutritious lunches for the school children. Depending on the size of the school lunch program, work may be performed under the direction of a school lunch director or a school district administrator. Immediate or general supervision is exercised over the work of one or more cook managers and other school lunch program personnel. Does related work as required.

Typical Work Activities:

Plans and supervises the preparation and service of lunches in a large school or in several small schools;

Plans menus or recommends changes in master menus with due regard for nutritional values, acceptability and budgetary limitations;

Determines requirements and submits requisitions for foods, supplies and equipment;

Prepares layouts and makes recommendations for maintenance of and additions to equipment and plant;

Maintains approved standards of sanitation, health, and safety;

Supervises and trains school lunch personnel, makes staff assignments and evaluates work performance;

Assists in the selection of school lunch personnel;

Receives, inspects, stores and distributes supplies and maintains inventories and related records;

Supervises the collection of and accounting for cash receipts;

Makes reports relating to school lunch program activities;

Provides information to school staff, students and community agencies which will promote increased interest in the program.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of all phases of the school lunch program; good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care,

(Continued)

Director of Food Service/
School Lunch Manager**TITLE: DIRECTOR OF FOOD SERVICE/SCHOOL LUNCH MANAGER (Cont'd.)**

sanitary food handling and storage; ability to plan and supervise the work of others; ability to train personnel; ability to keep records and prepare reports; ability to maintain good personal relations with children and adults; ability to understand and carry out oral and written directions; initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Either:

- 1) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree with specialization in food service, nutrition, institutional or hotel management or closely related field;

OR,

- 2) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate degree with specialization in food service, nutrition, institutional or hotel management or closely related field, and four years of satisfactory experience in institutional management, hotel administration or restaurant management involving large quantity food service;

OR,

- 3) Graduation from high school or the possession of a high school equivalency diploma and eight years of experience in institution management, hotel administration or restaurant management involving large quantity food service;

OR,

- 4) An equivalent combination of training and experience as defined by the limits of (1), (2), and (3).

NOTE: Training in a college, university or technical institute may be substituted for experience on basis of six months of training is equal to one year of experience.

TITLE: DIRECTOR OF TRANSPORTATION/TRANSPORTATION SUPERVISOR**Distinguishing Features of the Class:**

The work involves the supervision and coordination of the overall operations of the pupil transportation services for students residing in a suburban school district. Employees of this class direct operation activities of routing, scheduling and bussing, and direct the bus maintenance and inspection program for a District-owned fleet. The incumbent also oversees the bus operator Driver Safety Training program and the maintenance of records required for obtaining state aid. Work is performed under the general direction of an administrator of higher rank, with wide latitude allowed for the exercise of independent judgment in providing safe, adequate and cost efficient transportation. Direct supervision is exercised over operations and maintenance staff. Does related work as required.

Typical Work Activities:

Recommends and implements transportation policy established by the Superintendent and the Board of Education;

Assists in the development, implementation and control of the transportation budget;

Directs and assists in the development of transportation routes for District students, including students with handicapping conditions, to District and non-district schools;

Directs and assists in the development of bus schedule time and stop locations for the various routes and in the assignment of bus operators to specific routes;

Determines special transportation needs for the handicapped and directs or arranges transportation by specially constructed District fleet or through contracted services;

Directs or arranges transportation for field trips, sports activities or other extracurricular activities;

Directs fleet maintenance program including service and repair, preventive maintenance and periodic fleet inspections;

Oversees daily records maintenance of mileage, students transported, stops made for use in state report and report to the Board of Education;

Prepares technical and statistical reports on transportation operations and expenditures for administration and Board of Education meetings;

Prepares and submits reports required by various regulating governmental agencies;

Directs transportation payroll and personnel functions, including interviewing, employee evaluation and training, and recommends discipline or discharge for employee misconduct;

(Continued)

**TITLE: DIRECTOR OF TRANSPORTATION/TRANSPORTATION SUPERVISOR
(Cont'd.)**

Checks and authorizes for payment, bills for bus repairs and contracted services;

Directs preparation of purchase specifications for vehicle and purchase requisitions;

Attends and speaks at school meetings regarding transportation policy and issues;

May conduct pupil disciplinary meetings to determine cause for suspension of transportation privileges;

Implements and conducts bus drivers' annual review of driving records, annual observation of defensive driving performance, bi-annual oral and/or written examination and bi-annual behind-the-wheel examination;

Process employee grievances and participates in the collective bargaining negotiation process when required;

May drive a school bus transporting students if necessary.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of state Education Law as it pertains to reimbursement, minimum student transportation limits, transportation of the handicapped, bus operator training, and medical standards for operators; thorough knowledge of Transportation Law as it pertains to inspection and construction of buses; thorough knowledge of Motor Vehicle Law as it pertains to driver qualifications, bus operations, and traffic and safety requirements and precautions; thorough knowledge of District transportation policy; good knowledge of transportation routing and scheduling methods; good knowledge of state, city, and village traffic laws; good knowledge of records maintenance methods and practices; good knowledge of budget preparation and control; administrative and supervisory skills; ability to plan, assign and review the work of others; ability to develop transportation routes and to develop bus schedule times and stop locations; ability to implement applicable state law and District policy to routing; ability to prepare required state and Board reports, including narrative and tabular presentations; ability to prepare and control budgets; ability to write purchase specifications for transportation contracts; ability to review bills and authorize for payment; ability to maintain detailed records; ability to deal effectively with District administrators and parents; ability to develop inventory control procedures; patience; capable of performing the essential functions of the position with or without reasonable accommodation.

(Continued)

Director of Transportation/
Transportation Supervisor**TITLE: DIRECTOR OF TRANSPORTATION/TRANSPORTATION SUPERVISOR
(Cont'd.)****Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma and either:

- 1) Three years of satisfactory experience in the operation of a vehicle requiring a Commercial Driver's License, Class B with "P" endorsement, two years of which must have been in a supervisory capacity; or
- 2) Three years of satisfactory experience in the maintenance and repair of automobiles, trucks or buses, two years of which must have been in a supervising or administrative capacity; or
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirements:

Possession of a valid New York state Commercial Driver's License, Class B with "P" and "S" endorsements at the time of appointment and throughout the duration of employment; and

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment. A processing fee may be required.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement.

Account Clerk Typist

TITLE: ACCOUNT CLERK TYPIST**Distinguishing Features of the Class:**

The work involves performing specialized clerical tasks and typing in connection with the maintenance of financial accounts and records. Work is performed under the general supervision of a higher ranking employee who assigns work and reviews performance for conformance with procedures. Does related work as required.

Typical Work Activities:

Prepares and types vouchers, purchase orders and requisitions;

Maintains registers of simple account distributions according to standard procedures; posts by hand or machine, transactions, charge accounts or entries necessary for the balancing of accounts;

Inspects, examines or credits simple accounts according to departmental procedures for accuracy and conformance;

Balances accounts by adding machine and reconciles totals against individual accounts;

Reconciles bank statements and makes deposits, maintains related files on requisitions, orders, vouchers and amounts;

Prepares and types related reports for transmittal to other departments;

Operates an alpha-numeric keyboard to transcribe data to either tapes, magnetic discs or directly to a computer;

Receives cash and check payments tendered in person and by mail.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of modern methods of maintaining and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to type at a satisfactory rate of speed; ability to understand and follow detailed oral and written instructions; a high degree of accuracy; resourcefulness; dependability; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Accounting supplemented by a course in typing; or:

(Continued)

Account Clerk Typist

TITLE: ACCOUNT CLERK TYPIST (Cont'd.)

- 2) Completion of a minimum of 60 semester credit hours at a regionally accredited New York State registered two- or four-year college or university which included 16 semester credit hours in Accounting, supplemented by a course in typing; or:
- 3) Graduation from high school supplemented by a course in typing, and one year of experience maintaining financial records and accounts; or:
- 4) Five years of office experience, one year of which involved typing and the maintenance of financial records and accounts; or:
- 5) An equivalent combination of training and experience as defined by the limits of (1) and (4).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: CLERK**Distinguishing Features of the Class:**

The work involves the performance of routine and standardized clerical tasks. Work is performed under the direct supervision of a higher ranking employee; detailed instructions are given for new assignments and practices. Does related work as required.

Typical Work Activities:

Sorts, indexes and files mail, bills, requisitions, ledger cards, and other material alphabetically and numerically;

Pulls material from files, makes file searches, maintains charge-out records and file cards;

Checks reports and records for accuracy and completeness;

Answers telephone and gives out routine information;

Operates microfilm and simple computing machines;

Makes entries on cards, bills or in ledgers from original sources;

Assists in the preparation of payrolls and maintenance of time cards;

Opens, time stamps, sorts, and distributes mail;

Operates a telephone switchboard;

Makes simple arithmetic computations;

Gives directional information;

Operates office copy machines;

May occasionally operate an alpha-numeric keyboard to transcribe data to either punch cards, tapes, magnetic disc or directly to a computer.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of the functions and organization of the agency to which assigned; ability to understand and follow oral and written instructions; ability to write legibly; dependability; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

(Continued)

2017

30.02
2 of 2

Clerk

TITLE: CLERK (Cont'd.)

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Office clerical experience may be substituted for the High School requirement on a year for year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Clerk Typist

TITLE: CLERK TYPIST**Distinguishing Features of the Class:**

The work involves the performance of standardized clerical tasks such as routine typing. Work is performed under the direct supervision of a higher ranking employee, who gives detailed instructions for new assignments and practices. Does related work as required.

Typical Work Activities:

Types forms, form letters, payrolls, bills, vouchers, records, reports, index cards and similar materials;

Transcribes Dictaphone cylinders and longhand copy;

Relieves telephone switchboard operator;

Collects money and accounts for monies received;

Addresses envelopes on a typewriter;

Cuts and proof reads stencils;

Answers telephone, takes messages, relays information directly or over intercommunication system;

Assists in the preparation of payrolls and the maintenance of time cards;

Sorts correspondence, vouchers, and similar materials;

Makes and checks routine arithmetical computations;

Files correspondence, memoranda, reports and other materials;

Acts as receptionist, directing callers to the proper person or office; and gives information of a routine nature;

Operates an adding or other office machine;

Indexes materials;

Performs routine office work involved in the issuance of license and permits in preparation of tax rolls, and in preparation, mailing and collection of tax and utility bills;

May occasionally operate an alpha-numeric keyboard to transcribe data to either punch cards, tapes, magnetic discs or directly to a computer.

(Continued)

Clerk Typist

TITLE: CLERK TYPIST (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Working knowledge of office terminology procedures, and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing.

NOTE: Office clerical experience, including typing, may be substituted for the high school requirement on a year for year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Payroll Clerk

TITLE: PAYROLL CLERK**Distinguishing Features of the Class:**

This is a 12-month position, for 7 hours, and reports to the Assistant Superintendent. The incumbent will prepare payroll for the District payroll, under the supervision of the District Treasurer, and will also maintain payroll, benefit and other records as needed and assist with preparation of reports from these records.

Typical Work Activities:

Under the daily supervision of the Treasurer, the incumbent will:

Enter payroll data on computer terminal;

Serve as liaison with Regional Computer Center on day to day payroll matters;

Process payroll and distribute paychecks;

Prepare reports and forms related to payroll;

Process W-4 forms and records;

Process payroll deductions for dues, TSAs, etc.;

Process direct deposit of paychecks;

Maintain fringe benefit records and files relating to health, dental, vision, life, and disability insurance, workers' compensation, unemployment insurance, etc.;

Prepare ERS and TRS records and reports;

Prepare and check staffing and salary records and reports upon request;

Serve as liaison on fringe benefits with retirees;

Type payroll and benefits correspondence, reports, and records;

Calculate payroll and paycheck data;

Process requests for confirmation of employment and salary;

Accurately maintain payroll and benefits records and files and identify records for disposal;

(Continued)

Payroll Clerk

TITLE: PAYROLL CLERK (Cont'd.)

Review problems, questions, and changes in procedure with Treasurer;

Provide receptionist relief;

Operate office machines; and

Other duties as assigned by the Assistant Superintendent and Treasurer.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of payroll systems, office terminology, procedures and equipment; working knowledge of business math and English; data entry skills; ability to understand and follow oral and written instructions; accuracy with attention to detail; customer service skills with tact and courtesy.

Minimum Qualifications:

Meets Civil Service regulations and subject to competitive testing.

Reports To:

Assistant Superintendent.

Terms of Employment

Twelve-month position;

Seven hours.

Principal Clerk Typist

TITLE: PRINCIPAL CLERK TYPIST**Distinguishing Features of the Class:**

The work involves responsibility for performing difficult and responsible clerical functions for an administrative or department head in a suburban school district, Teachers Center, or municipality. General supervision is received from the administrator or department head who oversees work performance through conferences or observation of assigned tasks. Supervision may be exercised over the work of other clerical employees. Does related work as required.

Typical Work Activities:

Screens mail received and performs research to identify previous communications on the topic;

Prepares draft responses to routine correspondence by applying a knowledge of department regulations and operations;

Establishes and maintains an efficient follow-up system which will ensure a timely response by the department head or supervisor;

Answers telephone calls from the community, media and government officials effectively as representative of department head or supervisor, providing information on office operations, functions and services;

Secures requested information on departmental matters from other departments, general public, private or governmental agencies for department head or supervisor by telephone, personal contact, file or record research;

Prepares confidential correspondence and reports for supervisor, utilizing typewriter, word processor and/or personal computer;

Maintains confidential files, records and prepares reports relating to the activities of the department to which assigned;

Reviews and types accounting and financial statements, statistical tabulations and data from letters, memoranda, vouchers, reports, requisitions and other related materials;

Assists in making proper use of resource center equipment and materials;

Maintains time/attendance records and employee personnel folders, ensuring confidentiality of such information;

Maintains simple financial records and accounts relating to departmental budgets and/or expenditures for supplies and equipment;

(Continued)

Principal Clerk Typist

TITLE: PRINCIPAL CLERK TYPIST (Cont'd.)

Assists in preparing statistical reports and related documents and checks for accuracy;

Assists in preparing budgets and personnel request documents;

Requisitions and inventories office supplies and equipment;

Plans, assigns and reviews the maintaining and checking of a wide variety of records and files, and instructs employees in the specialized details of the work;

Attends policy Board meetings when required;

Lays out, oversees and checks accuracy of the work of subordinate clerical employees and assists in the installation of new methods and procedures;

Uses an alpha-numeric keyboard to transcribe data, process and extract information from a computer.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the organization and functions to which assigned; good knowledge of methods of maintaining and checking financial accounts and records; ability to compile financial and statistical data and to prepare detailed reports; ability to plan, supervise and review the work of clerical personnel; ability to operate a micro-computer and/or computer terminal; ability to type from clear copy or rough draft at a reasonable rate of speed and a high degree of accuracy; ability to understand and follow complex oral and written instructions; ability to work and communicate with staff and the public; clerical aptitude; industry and dependability; initiative and resourcefulness; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Completion of two years of study at a regionally accredited or New York State registered college or business school, supplemented by courses in typing or word processing and two years of office experience including typing or word processing;

OR

- 2) Graduation from high school or possession of a high school equivalency diploma, supplemented by courses in typing and word processing and four years of office experience including typing or word processing;

OR

- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Senior Clerk

TITLE: SENIOR CLERK**Distinguishing Features of the Class:**

The work involves the performance of a variety of clerical duties of average difficulty. The incumbent examines and verifies records, compiles reports, maintains files, posts, performs simple mathematical computations, maintains payroll and attendance records and acts as a receptionist. Work is performed under the supervision of a higher ranking employee, with leeway allowed for the exercise of some independent judgment. Supervision may be exercised over lower level clerical personnel. Does related work as required.

Typical Work Activities:

Sorts, distributes, codes and files department records and correspondence;

Acts as receptionist directing callers, securing form data required such as medical histories, making appointments;

Answers telephone and gives out information from office records;

Examines maps to determine location and other data;

Verifies payments and receipts with records, inventories and compiles report data from office records;

Maintains office supplies, supply inventory records, prepares discrepancy reports;

Searches files;

Maintains file and record controls;

Collects and verifies readily obtainable statistical data;

Posts to, and keeps, local medical, legal and like files and records;

Maintains payroll, attendance and other personnel records for department;

Computes prices and extensions on bills and receipts;

Operates an alpha-numeric keyboard to transcribe data directly to a computer;

Maintains records of petty cash fund;

Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

(Continued)

Senior Clerk

TITLE: SENIOR CLERK (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of functions and organization of agency to which assigned; ability to compile routine data and to prepare reports; ability to supervise the work of clerical personnel; ability to understand and follow difficult oral and written instructions; dependability; clerical aptitude; sound judgment; tact and courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and one year of office clerical experience.

NOTE: Additional office clerical experience, beyond the one-year requirement, may be substituted for a high school graduation on a year for year basis; and completion of a post-high school secretarial course, of at least one year's duration, may be substituted for the required office clerical experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Senior Clerk Typist

TITLE: SENIOR CLERK TYPIST**Distinguishing Features of the Class:**

The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of Clerk Typist by virtue of the more difficult and varied nature of the work performed and by the independent judgment in the application of established procedures and methods that is exercised by the incumbent. Work is performed under the general or direct supervision of a higher ranking employee, depending on the nature of the assignment. Supervision may be exercised over one or more clerical assistants. Does related work as required.

Typical Work Activities:

Types accounting and financial statements, payrolls, statistical tabulations and data, for letters, memoranda, vouchers, reports, requisitions and other material;

Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;

Indexes and files documents and correspondence;

Searches, locates, and records papers and documents;

Assembles a variety of data from office records for incorporation into various reports;

Prepares payrolls and maintains time cards;

Composes and types routine correspondence;

Assists in proofreading typewritten and printed material;

Answers telephone, gives routine information to the public and makes appointments for superior;

Operates an adding machine, calculator or other office machines;

Transcribes material from Dictaphone cylinders and belts;

Collects and maintains records of fees collected by department;

Operates an alpha-numeric keyboard to transcribe data directly to a computer;

Maintains records of petty cash fund;

Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

(Continued)

Senior Clerk Typist

TITLE: SENIOR CLERK TYPIST (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written instructions; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; sound judgment; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of high school equivalency diploma, including or supplemented by a course in typing and one year of office clerical experience.

NOTE: Completion of a one year or longer post high school secretarial course, which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, beyond the one-year requirement, may be substituted for high school on a year-for-year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Cleaner

TITLE: CLEANER**Distinguishing Features of the Class:**

The work involves performing routine manual tasks in the care and cleaning of buildings. The work requires the performance of simple cleaning tasks which require frequent bending, stretching, stooping and walking. Work is performed under the direct supervision of a higher ranking custodial or administrative employee. Does related work as required.

Typical Work Activities:

Uses mops, brushes, detergents, and other cleaning implements to wash floors, corridors, stairs and stairwells, walls, partitions and windows;

Moves furniture and equipment in connection with cleaning and care function;

Vacuums carpets;

Dusts woodwork, furniture and fixtures;

Washes light fixtures and ceilings;

Scrubs and cleans all areas of lavatories such as sinks, toilets, urinals, etc.;

Polishes wood and metal fixtures and equipment;

Gathers and disposes refuse;

Replenishes lavatory supplies.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of the properties of various cleaning substances; ability to understand and follow verbal and simple written instructions; ability to stand, stoop, bend and stretch for long periods of time; ability to use various cleaning equipment and products; thoroughness; dependability; physical condition commensurate with the demands of the position.

Minimum Qualifications:

There are no education or experience requirements. Applicants must be able to perform light laboring tasks.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Custodian

TITLE: CUSTODIAN**Distinguishing Features of the Class:**

The work involves responsibility for the cleaning, care and upkeep of a school site, buildings or an assigned section thereof in a suburban school district. Work duties include routine cleaning tasks and semi-skilled reoccurring repair and maintenance. Supervision is received from a Head or Senior Custodian, or an administrative employee of higher rank who assigns, observes and monitors the work on a frequent basis. Supervision may be exercised over a small number of cleaners and laborers by assigning their work, giving instructions, providing assistance and observing the work progress. Does related work as required.

Typical Work Activities:

Performs a variety of cleaning, including mopping floors, washing walls, ceilings and windows; dusting woodwork and furniture; stripping and finishing floors; vacuuming and shampooing carpets; collecting and disposing rubbish, etc.;

Performs skilled maintenance and repair work, such as fixing or replacing broken shelving, hardware, glazing windows, and repairing window coverings; unplugging toilets, traps and sinks; replacing faucet washers, repair and adjust flush valves; replace blown fuses, switches, outlets, ballasts, light fixtures, etc.;

Maintains grounds by cutting grass, trimming shrubbery, raking leaves, removing snow, and maintaining power equipment used in this work;

Operates hot water and low pressure boilers, heating and ventilating systems and performs routine maintenance on heating and hot water equipment, such as replacing filters, periodically cleaning equipment and fire box to ensure efficient operation, replacing or adjusting thermostats and related controls;

Replenishes lavatories, cleaning and other supplies;

Supervises lower level custodial personnel in cleaning and care activities;

Reports damage or needed maintenance repairs requiring a higher level repair capability;

May be required to serve as watch attendant;

May set up equipment and seating facilities for meetings, demonstrations, etc.

(Continued)

TITLE: CUSTODIAN (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of commercial cleaning practices and procedures; working knowledge of the maintenance and repair practices and procedures related to buildings, its fixtures and operating equipment; working knowledge of the properties of various cleaning substances; ability to make semi-skilled plumbing, heating, electrical, carpentry and mechanical repairs; ability to operate plumbing, electrical, heating, ventilating and air conditioning systems following established procedures; ability to use various cleaning equipment and products; working knowledge of ground maintenance; ability to understand verbal and written instructions; ability to stand, stoop, bend, stretch for long periods of time; ability to set up and climb ladders or scaffolds; ability to supervise a small staff; thoroughness, dependability, physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from High School or Vocational School or possession of a High School Equivalency diploma and one year of experience in commercial cleaning practice or general building maintenance including experience in any one of the following trades; Carpentry, Electrical, HV and AC Systems; Plumbing; or:
- 2) Five years of experience in commercial cleaning practices or general building maintenance, including experience in any one of the following trades; Carpentry, Electrical, HV and AC Systems; Plumbing; or:
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirement:

Possession of a valid Class D New York State driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Grounds Crew Chief

TITLE: GROUNDS CREW CHIEF**Distinguishing Features of the Class:**

The work involves responsibility for the supervising and planning aspects of the grounds maintenance and upkeep of outdoor school facilities in a suburban school district. The incumbent is responsible for the grounds personnel and equipment to perform site maintenance duties. Work is performed under the direct supervision of the Superintendent of Buildings and Grounds or his assistant, allowing individual leeway for the exercise of independent judgment in the performance of duties. Work is reviewed through verbal reports or on site visits by the department supervisor. Direct supervision is exercised over a staff of skilled or unskilled employees. Does related work as required.

Typical Work Activities:

Supervises the employees assigned to the grounds crew and plans the daily and long range schedules;

Supervises and participates in the various routine job assignments, cutting grass, raking leaves, cleaning walks, trimming bushes, shrubs and trees;

Supervises and participates in the maintenance and repair of all concrete and black top surfaces, including sidewalks, parking lots, roads, athletic fields and tracks;

Supervises and participates in the care of lawns, trees, shrubs, flower gardens;

Supervises and participates in the development of new ornamental horticulture displays and plans nursery stock development;

Develops, implements, supervises and participates in the snow removal plan to allow the opening of school roads, parking lots, access walks and building entrances including the handling and distribution of sand, salt and other materials;

Supervises and participates in the hauling of supplies, removal of rubbish, grass and other debris;

May requisition supplies and equipment as required;

May plan budget requests as to personnel, equipment and supplies;

May evaluate work of assigned grounds employees.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of the principles, practices and techniques of general grounds maintenance; good knowledge of the methods used in propagating, planting, cultivating, pruning and general care of plants, flowers, shrubs and lawns; good knowledge of the growth characteristics of flowers, plants and

(Continued)

Grounds Crew Chief

TITLE: GROUNDS CREW CHIEF (Cont'd.)

bulbs; good knowledge of the methods, equipment and materials used in snow plowing and maintenance of roadways, paths, entrances and exits to buildings; ability to establish and meet work performances for scheduled completion; ability to estimate accurately the cost of repairs; ability to maintain accurate records on materials and supplies used, site maintenance budget and equipment usages; ability to prepare detailed reports; ability to plan and supervise the work of others; ability to get along well with others; initiative and resourcefulness; ability to follow written and oral instructions; industry and dependability; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from high school or vocational school or possession of a high school equivalency diploma and five years of experience in site maintenance or grounds maintenance work, one year of which was in a supervising capacity; or:
- 2) Nine years of experience in site maintenance or grounds maintenance work, one year of which was in a supervisory capacity; or:
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirement:

Possession of a valid New York State Commercial Driver's License (CDL) appropriate for class of vehicle operated.

May be required to apply for a pesticide applicator's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Groundswoker

TITLE: GROUNDWORKER**Distinguishing Features of the Class:**

The work involves performing unskilled or limited semi-skilled manual tasks of grounds maintenance and upkeep of outdoor school facilities in a suburban school district. The incumbent is responsible for satisfactory performance of a variety of tasks. Some assignments, including elementary equipment operation, may require skills which may be readily learned on the job. Work is performed under the direct supervision of the Grounds Crew Chief, the Superintendent of Buildings and Grounds or assistant, but many tasks assigned may be routine and repetitive in nature, and once learned can be carried on without difficulty and only general supervision. Does related work as required.

Typical Work Activities:

Performs a variety of grounds maintenance work, cutting grass and weeds, raking leaves;

Plants, transplants, cultivates, prunes, sprays, and trims shrubs, bushes and trees;

Assists in the maintenance and repair of all concrete and blacktop surfaces, including sidewalks, parking lots, roads, athletic fields and parks;

Operates snow removal equipment and removes snow, salts and sands driveways, sidewalks and performs other related manual tasks during the winter;

Performs routine tasks, handling of supplies, equipment, removal of rubbish, weeds grass and other debris.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the principles, practices and techniques of general grounds maintenance; working knowledge of the methods used in propagating, planting, cultivating, pruning and general care of plants, flowers, shrubs and lawns; working knowledge of the growth characteristics of flowers, plants and bulbs; good knowledge of the methods, equipment and materials used in snow plowing and maintenance of roadways, paths, entrances and exits to buildings; ability to get along well with others; initiative and resourcefulness; ability to follow written and oral instructions; industry and dependability; good judgment; physically capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

- 1) Graduation from high school or vocational school or possession of a high school equivalency diploma and one year of experience in site maintenance work; OR:
- 2) Six years of experience in site maintenance or grounds maintenance work; OR:

(Continued)

2017

40.04
2 of 2

Groundswoker

TITLE: GROUNDWORKER (Cont'd.)

3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirements:

Possession of a valid New York State Driver's License commensurate of vehicles required to drive at completion of probationary period.

May be required to apply for a pesticide applicator's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: HEAD CUSTODIAN: SCHOOLS**Distinguishing Features of the Class:**

The work involves responsibility for scheduling, supervising, evaluating employees and participating in the cleaning and maintenance activities of a large school building or buildings in a suburban school district. The work is carried out in accordance with established procedures, with leeway allowed for the exercise of independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Work is performed under the general supervision of the Superintendent of Buildings and Grounds or an administrative employee of higher rank. Supervision is exercised over a number of employees engaged in various custodial and cleaning activities. Does related work as required.

Typical Work Activities:

Supervises the cleaning of classrooms and other areas in a school building, makes frequent inspections of areas to determine if work is properly done;

Assigns custodial, cleaning and maintenance personnel as required;

Makes periodic inspections of maintenance activities to see they are being performed according to regulations;

Supervises the operation and maintenance and may operate or perform minor maintenance work in low and high pressure steam boilers and oil burners;

Maintains necessary records, papers and required reports relating to personnel, supplies, equipment and work performed;

May inspect work performed by private contractors; Assists with custodial maintenance work when required;

Opens work areas and secures areas upon completion of work; Evaluates work performance of subordinate employees.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of building cleaning practices, supplies and equipment; thorough knowledge of the operation and maintenance of gas or oil fired low and high pressure boiler equipment; good knowledge of the tools, terminology and practices of the skilled trades; good knowledge of ground maintenance; ability to plan and supervise the work of custodial, cleaning and maintenance personnel; ability to understand and follow oral and written instructions; ability to deal with school and civic groups in a courteous and tactful manner; dependability, thoroughness, physical condition commensurate with the demands of the position.

(Continued)

TITLE: HEAD CUSTODIAN: SCHOOLS (Cont'd.)**Minimum Qualifications:**

- 1) Graduation from high school or vocational school or possession of a high school equivalency diploma and three years of experience in commercial cleaning practices or general building maintenance, which includes experience in any one of the following trades, Carpentry, Electrical, HVAC Systems or Plumbing, one year of which was in a responsible supervisory capacity; OR
- 2) Seven years of experience in commercial cleaning practices or general building maintenance, which included experience in any one of the following trades, Carpentry, Electrical, HVAC Systems or Plumbing, one year of which was in a responsible supervisory capacity; OR
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirement:

Possession of a valid Class 5 New York State driver's license at the time of appointment.

Promotional Examination:

Must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test as a Senior Custodian, or 24 months immediately preceding the date of the written test as a Custodian.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: LABORER**Distinguishing Features of the Class:**

The work involves performing routine manual work requiring physical endurance and willingness to perform a variety of routine and repetitive tasks. Direct supervision is received from a variety of higher ranking employees who make work assignments and review work completed. Supervision is not a function of this position. Does related work as required.

Typical Work Activities:

Cleans and services buildings by sweeping and mopping offices, halls, stairways, etc.;

Waxes and buffs floors with mechanical equipment;

Oils, lubricates or greases motors such as found in engine room, laundry, elevators, vehicles, etc.;

Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture and equipment and washes walls;

Assists with outside work such as sweeping walks, shoveling snow, cutting lawns, trimming hedges, etc.;

Loads and unloads trucks;

Cleans and performs minor maintenance on trucks, tractors, other vehicles, including changing tires, checking fluid levels, etc.;

Picks up and disposes trash or soiled linen;

Complies with various Occupational Safety & Health Administration laws and regulations, including reading and understanding Material Safety Data Sheets relating to hazardous materials and other substances;

Delivers clean linen;

Acts as a messenger;

May occasionally act as a crew leader for part-time, seasonal and less senior personnel in training.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of the maintenance and repair of buildings, fixtures and equipment; ability to make a variety of simple repairs and adjustments to buildings and equipment; ability to lift medium weights; willingness to perform routine manual work; willingness to work under all weather conditions.

(Continued)

2017

40.06
2 of 2

Laborer

TITLE: LABORER (Cont'd.)

Minimum Qualifications:

Applicants must be able to perform moderately heavy physical labor, and be able to read, write and understand the English language.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rate toward meeting full-time experience requirements.

TITLE: MAINTENANCE MECHANIC**Distinguishing Features of the Class:**

The work involves performing one or more of the skilled building or service trades on a journeyman level in the maintenance and repair of buildings, under the direct supervision of a department supervisor who assigns and inspects work for conformance with procedures and standards. The incumbent is given considerable leeway for planning technical details for each assignment. General supervision may be exercised over other department personnel. Does related work as required.

Typical Work Activities:

Performs skilled work in one or more of the building or service trades;

Plans work, estimates material and supplies required, may read blueprints to determine outcome of work indicated, interprets diagrams, charts and specifications, requests supplies and equipment;

Operates power equipment, hand tools and testing equipment, maintains equipment and shop in good condition;

May repair trucks, tractors, lawn mowers and other equipment;

Repairs and refinishes desks, tables, and other furniture;

Cleans and paints walls, woodwork and floor;

Inspects, installs and replaces steam and other piping, radiator traps, valves, gauges, pumps and other accessories and fittings;

Grinds and packs valves, packs pumps, replaces worn pipe flanges and gaskets;

Replaces lightbulbs, fuses and fixtures and makes minor electrical installations;

Replaces window glass, cords, and repairs window frames;

Repairs cabinets, desks, tables and other office equipment.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the tools, terminology, procedures and equipment of one or more of the skilled maintenance or repair trades; ability to make a variety of skilled repairs and installations rapidly and accurately; ability to read and interpret plans, blueprints and specifications; ability to get along well with others; mechanical aptitude and manual dexterity; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

(Continued)

Maintenance Mechanic

TITLE: MAINTENANCE MECHANIC (Cont'd.)**Minimum Qualifications:**

- 1) Graduation from high school or vocational school or possession of a high school equivalency diploma and three years of experience in the building or service trades;

OR

- 2) Seven years of experience in the building or service trades;

OR

- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirements:

Possession of a valid Class D (formerly Class 5) New York State driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Maintenance Mechanic
Crew Chief**TITLE: MAINTENANCE MECHANIC CREW CHIEF****Distinguishing Features of the Class:**

The work involves responsibility for the efficient operation and upkeep of school mechanical and electrical equipment in a suburban school district. The incumbent is responsible for the repair and maintenance of all facilities and equipment. Work is performed under the direct supervision of the Superintendent of Buildings and Grounds or assistant, allowing considerable leeway for the exercise of independent judgement in the performance of duties. Direct supervision is exercised over a staff of skilled and unskilled employees. Does related work as required.

Typical Work Activities:

Assigns and plans skilled work in one or more of the building or service trades;

Is responsible for the repair and maintenance of plumbing and heating facilities, washrooms and related piping, traps, storm drains, gas lines, steam piping, boilers, return vacuum pumps, and various types of control apparatus;

Is responsible for the repair and maintenance of all electrical equipment in the system, including ventilators, motors and controllers, stage and room lighting, electrical, oil burning equipment and controls, power machinery and miscellaneous pumps;

Is responsible for repair and maintenance of exterior of buildings, including glazing, sheet metal work, slate, tar and gravel roofs;

May requisition supplies and equipment as required;

May supervise the repair of trucks, tractors, lawn mowers and other equipment;

May be responsible for grounds maintenance, including sidewalks, roadways, fences, playgrounds and all related equipment, athletic fields, etc.;

Estimates costs, time and material required for specific projects;

Inspects equipment used in building operations to ensure efficient operation and safety;

Maintains records appropriate to operations of the maintenance staff;

Evaluates work performance of subordinate employees.

(Continued)

TITLE: MAINTENANCE MECHANIC CREW CHIEF (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Thorough knowledge of the operation and maintenance of heating and ventilating systems; thorough knowledge of the principles, practices, terminology and tools used in the carpentry, electrical, plumbing and heating trades; thorough knowledge of the use of power and hand tools; working knowledge of grounds maintenance; ability to estimate accurately the cost of repairs and amount of time required to complete projects; ability to prepare detailed reports; ability to plan and supervise the work of others; ability to get along well with others; initiative and resourcefulness; ability to follow written and oral instructions; industry and dependability; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from high school or vocational school or possession of a high school equivalency diploma and five years of experience in the building or service trades, one year of which was in a supervisory capacity; OR
- 2) Nine years of experience in the building or service trades, one year of which was in a supervisory capacity; OR
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirements:

Possession of a valid Class 5 New York State driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: SENIOR CUSTODIAN: SCHOOLS**Distinguishing Features of the Class:**

The work involves responsibility for the efficient and economical cleaning and maintenance of a medium-sized school building or an assigned area in a large school building in a suburban school district. This class differs from the Custodian in that more responsibility is assumed and in some districts, this position also functions as a night supervisor over the custodial and cleaning activities performed. Supervision is received from a Head Custodian or an administrative employee of higher rank, with leeway allowed for the exercise of independent judgment. Supervision is exercised over custodians, cleaners, laborers and other maintenance personnel assigned. Does related work as required.

Typical Work Activities:

Supervises and participates in the cleaning of classrooms and other areas in a school building, makes frequent inspections of areas to determine if work is properly done;

Supervises and participates in the sweeping, mopping, waxing and polishing of floors;

Makes minor carpentry, plumbing, electrical or other building repairs;

Supervises and participates in cutting grass, removing snow and performs other grounds maintenance tasks as required;

Operates an oil or gas low or high pressure boiler;

Opens work areas and secures them upon completion of work;

Supervises and assists in the moving of office and institutional furniture and equipment;

Trains new employees in such duties as sweeping, mopping and waxing floors, washing windows, cleaning lavatory fixtures and replenishing necessary supplies;

Evaluates work performance of subordinate employees.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of gas or oil fired low and high pressure boiler equipment; working knowledge of the tools, terminology and practices of the skilled trades; working knowledge of ground maintenance; ability to plan and supervise the work of custodial, cleaning and maintenance personnel; ability to understand and follow oral and written instructions; ability to deal with school and civic groups in a courteous and tactful manner; dependability; thoroughness; physical condition commensurate with the demands of the position.

(Continued)

TITLE: SENIOR CUSTODIAN: SCHOOLS (Cont'd.)**Minimum Qualifications:**

- 1) Graduation from high school or vocational school or possession of a high school equivalency diploma and two years of experience in commercial cleaning practice or general building maintenance, including experience in any one of the following trades: Carpentry, Electrical, HV & AC Systems, Plumbing; or
- 2) Six years of experience in commercial cleaning practice or general building maintenance, including experience in any one of the following trades: Carpentry, Electrical, HV & AC Systems, Plumbing; or
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirement:

Possession of a valid Class D New York State driver's license at the time of appointment.

Promotional Examination:

Must be serving and have served continuously on a permanent or contingent permanent basis in the Competitive Class for 12 months immediately preceding the date of the written test as a Custodian.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Stores Clerk

TITLE: STORES CLERK**Distinguishing Features of the Class:**

The work involves receiving, checking, storing and delivering institutional supplies and maintaining inventory and supplies records. The incumbent performs routine work in the operation of a storeroom stocking miscellaneous supplies and equipment for a department or institution. The position involves the performance of routine tasks with limited independent judgment. Work is performed under the direct supervision of a more senior professional, administrative or technical employee. Does related work as required.

Typical Work Activities:

Receives and checks deliveries for quantity, quality and condition against purchase orders, suppliers' invoices or other necessary authorization or records;

Sorts and stores supplies;

Fills requisitions and delivers orders to department;

Keeps inventory and supply related records and prepares reports;

Assists in physical inventories;

Performs routine maintenance on and may make minor repairs to equipment;

Breaks down and bottles or re-packages bulk receipts;

Dispenses gasoline to cars;

Operates lift trucks when required;

May occasionally operate an alpha-numeric keyboard to transcribe data to either punch cards, tapes, magnetic discs or directly to a computer;

Issues and delivers needles and syringes, as well as other controlled items, performs a monthly inventory;

Receives, processes and distributes office supplies and medical gas cylinders;

Orders, receives, checks, stocks and distributes consignment items.

(Continued)

Stores Clerk

TITLE: STORES CLERK (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of methods of receiving, storing, maintaining and issuing supplies and equipment; working knowledge of office terminology, procedures and equipment; ability to maintain simple stock records; ability to make routine arithmetic computations; ability to operate a lift truck; ability to understand and follow routine oral and written instructions; industry and dependability; physical strength and stamina; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from a standard senior high school or possession of an equivalency diploma; or:
- 2) Completion of two years of high school supplemented by one year of satisfactory experience as a stores clerk or in a related position; or:
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: COOK**Distinguishing Features of the Class:**

The work involves responsibility for preparing and cooking large quantities of food for consumption in a meal program. Work is performed under the general supervision of a site manager or program director and direct supervision may be exercised over an assistant or food service helper. Does related work as required.

Typical Work Activities:

Prepares and cooks broths, soups and stews;

Prepares and cooks meats and vegetables;

Uses herbs, spices and other enhancers to flavor foods being prepared;

Makes salads, sandwiches, and a variety of other foods;

May oversee an assistant preparing ingredients;

Actively participates and may oversee the cleaning of tools and equipment used in food preparation;

May serve prepared food from the steam table, plan menus or purchase food.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the methods and procedures in preparing and cooking and baking food in large quantities; good knowledge of modern cooking and baking utensils, appliances and equipment; good knowledge of cleaning and sanitary methods, procedures and equipment; ability to plan with a view to economy and efficiency in the use of supplies, ingredients, equipment and food; ability to follow oral and written directions and recipes; dependability; resourcefulness; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the preparation of food in large quantities; or
- 2) Completion of a standard grade school and five years of food service experience, one year of which included experience in the preparation of food in large quantities; or
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: COOK: ASSISTANT**Distinguishing Features of the Class:**

This is a 10 to 12-month position, part-time, not to exceed 17.25 hours per week. The work involves assisting the cook in preparing and cooking food for the school lunchroom.

Typical Work Activities:

Follows standardized recipes for accurate food preparation;

Prepares and cooks food in quantity;

Receives and inspects food to be cooked;

Carves cooked meats, prepares salads, and seasons food;

Oversees the work of food service helpers;

Assists in serving food;

Substitutes for the cook;

Cleans tables, chairs, serving tables and other equipment;

Acts as cashier upon request;

Wears clothing appropriate for health, safety, and sanitation; and

Performs related duties as required or assigned.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Knowledge of approved methods of food preparation; ability to take instruction and follow directions, both written and oral; basic cooking and baking skills including following a recipe.

Minimum Qualifications:

Some knowledge of the food preparation, cooking and serving procedures and equipment; ability to work in areas which are often uncomfortable, warm, noisy, wet, and slippery; ability to and willingness to work in a school kitchen area where employees may be exposed to minor cuts, bruises, burns, scalds, and extreme temperatures of the hot kitchen, and the walk-in refrigerator and freezers; ability to manually move, shelve, stack, or raise from floor to table or serving area heavy objects (pots,

(Continued)

2017

50.02
2 of 2

Cook: Assistant

TITLE: COOK: ASSISTANT (Cont'd.)

pans, trays, and food supplies) weighing up to thirty-five (35) pounds; ability to follow directions in English, both written and oral, to ensure safety of food preparation and service; skill in the efficient and economical preparation of assigned food items; and demonstrates courtesy and tact in dealing with students and school personnel.

Additional Requirement:

Free of any infectious or communicable disease which, according to a determination by the United States Secretary of Health and Human Services, poses a risk of transmission through the handling of food.

Reports To:

Food Service Director

Cook: Manager

TITLE: COOK: MANAGER**Distinguishing Features of the Class:**

The work involves preparing and cooking food, and supervising of personnel in a school lunchroom. Work is performed under the general supervision of a school lunch manager or other supervisor. Supervision is exercised over the work of cooks, bakers, and food service helpers. May also be assigned to bookkeeping and clerical duties in the Food Services Offices. Does related work as required.

Typical Work Activities:

Supervises and participates in the preparation and serving of food;

Supervises the storage and care of foods and supplies;

Supervises and participates in the cleaning of the kitchen, serving, storage and dining areas, and the care of equipment;

Keeps simple records on food and supplies received and used;

Keeps employee time records;

Plans work schedules.

When Assigned to the Office of the Director of Food Services:

Assists in the training of cashiers and food servers;

Works on cafeteria lines when short-handed;

Assists in catering duties;

Assists in maintaining and processing of financial records for the Food Service Division;

Assists with month end inventory and sales reports;

Assists in processing of various government required forms;

Assists in coordinating the "Free and Reduced" lunch program;

Assists in other food service duties as assigned.

(Continued)

Cook: Manager

TITLE: COOK: MANAGER (Cont'd.)**Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of approved methods of food preparation; good knowledge of nutritional values of food; ability to supervise the work of others; ability to keep simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Food Service Management or a related field and one year of experience in the preparation of food on a large scale; or:
- 2) Graduation from high school or possession of a high school equivalency diploma and two years of experience in the preparation of food on a large scale; or:
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Food Service Helper

TITLE: FOOD SERVICE HELPER**General Statement of Duties:**

Assists in the preparation and serving of food, in the cleaning of kitchen equipment; does related work as required.

Distinguishing Features of the Class:

This is simple routine manual work performed under immediate supervision in connection with preparing and serving food in a cafeteria or other eating place and cleaning kitchen equipment, silver and dishes.

Typical Work Activities:

Helps to prepare vegetables and meats;

Makes sandwiches and salads;

Sets tables;

Serves food from steam tables in cafeteria-type dining hall;

Clears tables of dirty dishes;

Fills sugar bowls and salt and pepper shakers;

Washes and dries dishes;

Cleans tables, chairs, serving tables and other equipment;

Acts as cashier.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Elementary knowledge of the proper method of serving food and the care of tableware, glassware, silver and kitchen appliances; practical working knowledge of modern cleaning methods and the use of cleaning supplies and appliances; ability to follow simple oral and written directions; physical strength and stamina; good physical condition.

Minimum Qualifications:

Some experiences in domestic work including food service and ability to read and write English or any equivalent combination of the foregoing training and experience.

Health Aide/Nurse's Aide

TITLE: HEALTH AIDE/NURSE'S AIDE**Distinguishing Features of the Class:**

The work involves responsibility for assisting a registered professional nurse in setting up and operating a clinic or health office. The work entails performing a variety of assigned simple tasks and patient care. Work is performed under the direct supervision of a registered professional nurse. Does related work as required.

Typical Work Activities:

Assists in the setting up of the clinic by arranging equipment, checking supplies, cleaning and sterilizing equipment, and ordering supplies;

Maintains order in the clinic;

Registers and calls patients for treatment or examination;

Weights and measures patients, takes temperatures and tests vision;

Prepares patients for immunizations and assists in holding patients;

Cleans up clinic after use, washing and sterilizing equipment and rearranging furniture;

Makes simple and routine entries on forms such as dates of visit and treatment;

Carries out semi-technical duties such as vision test screening, autoclaving and preparing medical supplies.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of housekeeping materials and procedures; ability to understand and carry out oral and written directions; physical strength and mental alertness; emotional and mental maturity; sympathetic attitude; ability to get along well with others; dependability; neat appearance; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from a high school or possession of a high school equivalency diploma.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Library Media Aide

TITLE: LIBRARY MEDIA AIDE**Distinguishing Features of the Class:**

The work involves responsibility for assisting teachers and students in locating reference and instructional material in a school's Library Media Center. Work is performed under the direct supervision of a Library Media Specialist and does not exercise any supervisory responsibilities but may oversee and monitor student activity. Does related work as required.

Typical Work Activities:

Assists students and teachers in locating reference and instructional books and materials;

Checks in returned books and places them back on shelves;

Maintains nonfiction books in order using the Dewey Decimal System;

Inventories books on shelves;

Prepares books for shelf and distribution utilizing an automated cataloging system;

May make minor repairs and recover old books;

Types and maintains media center records;

Maintains library media circulation system;

Assists students to access information on computer and audio visual equipment;

Maintains bulletin boards and other learning displays.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of terminology, procedures and equipment which are used in a Library Media Center; working knowledge of the practices, procedures and equipment used in a school environment; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow directions; ability to supervise the work of others; aptitude for library work; mental alertness and physical stamina; willingness to follow a prescribed routine; accuracy; sound professional judgment; initiative; tact; resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

(Continued)

2017

60.02

2 of 2

Library Media Aide

TITLE: LIBRARY MEDIA AIDE (Cont'd.)

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and at least one year of typing/keyboarding experience which included the use of computers.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: SCHOOL MONITOR: SCHOOLS**Distinguishing Features of the Class:**

The work involves performing non-teaching duties in overseeing student activities during regular school session and after hours in a suburban school district. This is work of ordinary difficulty, involving responsibility of assisting teachers and administrators by performing assigned routine tasks, including the supervision and care of children. The incumbent must be firm, but courteous and congenial in exercising their influence on students. Since there are definite limits in the type and complexities of assignments, the class of school monitor differs in that respect from Teacher Aide, which usually involves duties of greater difficulty, generally requiring specific skills or abilities. Work is performed under the direct supervision of a principal, teacher or school administrator. Does related work as required.

Typical Work Activities:

Assists in supervising recreation and lunch periods and study halls;

Guides children safely across streets and intersections;

Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas before and after school;

Oversees students passing between classes and in locker rooms and on premises before and after school;

Issues athletic supplies and equipment when required;

Helps children in lower grades with wearing apparel;

May assist in arranging and ordering films, projectors, VCR and other learning aids as required;

May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Ability to establish good relationships and get along well with children, and command their respect; ability to maintain order and to enforce school regulations with firmness; ability to get along with teachers, administrators, and others; ability to understand and follow oral and written instructions; good power of observation; dependability; neat personal appearance; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

(Continued)

TITLE: SCHOOL MONITOR: SCHOOLS (Cont'd.)**Minimum Qualifications:**

- 1) Graduation from high school or possession of a high school equivalency diploma; OR
- 2) Four years' experience in the care and supervision of children; OR
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Teacher Aide

TITLE: TEACHER AIDE**Distinguishing Features of the Class:**

The work involves relieving school teachers in a large suburban school district of that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The work requires the incumbent to have some knowledge of the specific area of instruction performed by the teacher, to which the teacher aide is assigned. The incumbent is expected to exercise good judgment and to have considerable ability in getting along with children. All work is performed under the direct supervision of the teacher or school principal. Does related work as required.

Typical Work Activities:

Oversees students in completing assigned projects;

Assists the teacher in recording grades and marks;

Proctors and otherwise helps to conduct examinations;

Assists the teacher in correcting test papers, themes and essays;

Manages records, materials and equipment;

Supervises students doing remedial work directed by teacher;

Assists in preparing bulletin boards, teacher aids and organization of necessary materials;

Assists in operating audio-visual equipment when required;

May arrange for films and projectors, as well as ordering other related equipment and supplies;

Reads in a foreign language from prepared scripts for tape recording purposes;

Assists in overseeing technical operations of language laboratory equipment;

Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;

Helps in the technical preparation and production of television programs;

Reads to and plays records for children in primary grades;

Provides piano, violin or other musical accompaniment;

(Continued)

Teacher Aide

TITLE: TEACHER AIDE (Cont'd.)

Assists teachers in the supervision of students and performs other support services which are determined and supervised by teachers.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Ability to establish good relationships with students, teachers and others; ability to gain and hold the confidence of and to maintain a patient and understanding attitude towards school children; ability to maintain order in classrooms and to enforce school regulations with firmness; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; resourcefulness in conducting activities indirectly related to teaching process; ability to understand and follow oral and written instructions; dependability; neat personal appearance; tact; courtesy; good judgment; physically capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

- 1) Graduation from high school or possession of a high school equivalency diploma; or:
- 2) Four years of experience and knowledge in a particular field where specialized duties are involved; or:
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

*** Special Requirement:**

When assigned responsibilities in Physical Education, candidate will be required to have completed an approved American Red Cross (ARC) lifeguard training program or other approved lifeguard training program as stipulated by the New York State Sanitary Code in addition to ARC Basic Life Support for the Professional Rescuer, cardiopulmonary resuscitation or a CPR equivalent. CPR certificate must be renewed annually.

NOTE 1: This position is not designed to replace clerical positions such as Typist, Stenographer or Clerk. Also, it is not designed to assist a Teacher in the teaching process; this is reserved for Teaching Assistants. See Section 80.33 Rules of the Board of Regents and Regulations of the Commissioner of Education.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Auto Mechanic Helper

TITLE: AUTO MECHANIC HELPER**General Statement of Duties:**

Assists a journeyman mechanic in the repair, maintenance and servicing of trucks, automobiles and other automotive equipment; does related work as required.

Distinguishing Features of the Class:

An incumbent in this position class is responsible for the performance of semi-skilled work in the repair and maintenance of automotive equipment. Incumbent may independently perform minor repair work but usually work is performed under general supervision of the journeyman mechanic.

Typical Work Activities (Illustrative only):

Assists in repairing trucks, automobiles and other automotive equipment;

Repairs flat tires, changing and rotating them;

Replaces worn or faulty parts, including gaskets, spark plugs and windshield wipers;

Dismantles, cleans and assembles parts of motors;

Washes, greases and changes oil automotive equipment;

Charges batteries;

Pumps gasoline;

May occasionally operate trucks and automobiles.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of the common practices, tools, terminology and safety precautions, associated with the automotive mechanics trade; mechanical aptitude; ability to follow oral and written instructions; physical strength and agility; good physical condition.

Acceptable Training and Experience:

Candidates must meet the requirements of one of the following:

Auto Mechanic Helper

TITLE: AUTO MECHANIC HELPER (Cont'd.)

- 1) An elementary education and one year of satisfactory experience in the repair of automotive equipment; OR
- 2) An elementary education and completion of an approved one-year training course in automotive repair work; OR
- 3) An equivalent combination of training and experience as indicated in (1) and (2).

TITLE: AUTOMOTIVE MECHANIC**Distinguishing Features of the Class:**

The work involves performing a wide variety of skilled maintenance and repair tasks on all types of automotive equipment. Work assignments are initiated by oral instructions or written work orders. The more complex assignments require diagnosis of mechanical difficulties by the incumbent. Work is performed under the general supervision of a higher ranking employee. Supervision may be exercised over a small number of assistants. Does related work as required.

Typical Work Activities:

Diagnoses and troubleshoots mechanical, electrical or electronic malfunctions of motorized equipment;

Removes and repairs gasoline or diesel internal combustion engines, including the fitting of crank shafts, pistons, pins and bearings;

Removes and adjusts carburetors, distributors, etc.;

Removes and overhauls transmissions and differentials;

Maintains and repairs fuel, cooling and exhaust systems;

Inspects, maintains and repairs electrical systems, electronic components, chassis units and accessories;

Pre-inspects vehicles for New York State motor vehicle inspections;

Operates valve-grinder, drill press, lathe, welding and burning equipment, and other related tools;

Refers to and uses repair manuals and related literature to accomplish needed repair work;

Repairs or assists in the repair of snow plows, road rollers, mowers, pumps, or any sewerage operational equipment;

Assists with emergency snow removal;

Operates motorized equipment;

Complies with various Occupational Safety & Health Administration laws and regulations, including reading and understanding Safety Data Sheets relating to hazardous materials and other substances;

Performs manual laboring tasks connected with highway construction and maintenance, or sewage operation and maintenance;

Maintains related automotive records and prepares simple reports.

(Continued)

TITLE: AUTOMOTIVE MECHANIC (Cont'd.)**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; good knowledge of accident and safety precautions of the trade; ability to perform difficult repairs of all types on automotive equipment; ability to diagnose mechanical difficulties readily; ability to work from oral and written instructions, and without instruction from own diagnosis; ability to learn and update skills on new advances in the trade; ability to read, write and understand the English language; ability to supervise and instruct helpers in simple repair or maintenance work; ability to get along well with others; capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

- 1) Elementary education supplemented by completion of an approved one-year training course in automotive repair and two years of experience in the repair of automotive equipment; or:
- 2) Elementary education and three years of experience in the repair of automotive equipment.

Special Requirements:

- 1) Ability to read, write and understand the English language; and
- 2) Possession of a valid Commercial Driver's License (CDL) as appropriate for class of vehicle operated; and
- 3) Possession of a valid New York State Motor Vehicle Inspectors License within six months of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Bus Attendant

TITLE: BUS ATTENDANT**Distinguishing Features of the Class:**

This is responsible work which involves maintaining order and ensuring the safety of the children who will ride his or her assigned route and extends to walking students across the street for purposes of boarding or disembarking the school bus at assigned stops. The attendant at all times must be concerned about the safe behavior of the children while the bus is en route. Employees of this class may be required to assist physically or mentally handicapped students if assigned to their route and are required to wear safety belts and, if assigned, uniforms. Work is performed under the direct supervision of the School Bus Driver. Does related work as required.

Typical Work Activities:

Accompanies bus driver and students on scheduled route;

Boards and gets off the bus at each stop to escort students across the street;

Supervises the boarding and unloading of student passengers at each stop, at transfer points, and at school sites;

Assists and lifts physically handicapped and mentally retarded students to and from the bus;

Maintains order of buses;

Enforces District policy governing the student behavior while bus is in operation;

Assists driver when backing up bus;

Reports orally and in writing instances of continuing disruptive student behavior;

Requests driver to summon emergency aid by two-way radio or operates two-way radio;

Reports trouble at bus stops to driver, terminal, bus garage, or Transportation Office;

Assists students with special needs;

Attends scheduled job training classes and workshops and parent/school/driver meetings;

Ensures students are seated before bus is in motion.

(Continued)

Bus Attendant

TITLE: BUS ATTENDANT (Cont'd.)**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Ability to understand and follow simple oral and written instruction; ability to work well with drivers, students, school personnel, and the Transportation Department; ability to understand students in their care; ability to be helpful to students and fellow workers as needed; good judgment; dependability; common sense in exercising control; patience; conscientiousness; physically capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

There are no education or experience requirements.

NOTE: Candidate must satisfy the requirements for School Bus Attendant as set forth in the Rules and Regulations of the New York State Commissioner of Education.

Bus Driver

TITLE: BUS DRIVER**Distinguishing Features of the Class:**

The work involves operating bus on an assigned route and when necessary performs maintenance tasks in connection with such operation. This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the passengers. The work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. Does related work as required.

Typical Work Activities:

Operates a bus on a regular schedule or on special occasions;

Checks the operating condition of the bus before starting on a trip;

Reports any mechanical defect to immediate superior;

Instructs or informs passengers about safety practices when entering and leaving bus;

Maintains orderly conduct of passengers on bus;

May be required to operate a station wagon or other similar vehicle;

May be required to perform minor maintenance tasks on the vehicle.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with and command their passengers' respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Eligibility for a Class II chauffeur's license issued by the New York State Department of Motor Vehicles at the time of application for appointment.

Possession of the license at the time of permanent appointment.

Head Bus Driver

TITLE: HEAD BUS DRIVER**Distinguishing Features of the Class:**

The work involves the responsibility for leading the work activities of maintaining the school buses in a safe and efficient condition. The incumbent oversees the performance of maintenance on school buses and also drives a school bus. Work is performed under the general supervision of an administrative employee of higher rank. Supervision is exercised over bus drivers. Does related work as required.

Typical Work Activities:

Drives a school bus, making special trips as required;

Ensures the minor mechanical work of bus drivers is completed;

Keeps simple records of gas, oil and other supplies used;

Changes oil, checks batteries, tires and lights, and performs a variety of other simple manual tasks;

Occasionally makes minor repairs;

May assist in the implementation of the bus drivers' annual review of driving records, annual observations of defensive driving performance, biennial oral and/or written examinations and biennial behind-the-wheel examinations;

May assist in the implementation of bus driver pre-employment procedures and biennial physical examinations.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the operation of buses; good knowledge of general automotive maintenance and repair methods and procedures; ability to read, understand and perform work from plans, rough sketches, schematics diagrams, written specification and oral instructions; ability to layout work for self and others; mechanical ability to perform repairs on automotive and other mechanical equipment; industry; mature judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Completion of an elementary grade school and either:

- 1) Three years of experience as an automotive mechanic in the repair of school buses; or:

(Continued)

2017

70.05
2 of 2

Head Bus Driver

TITLE: HEAD BUS DRIVER (Cont'd.)

- 2) Three years of experience in operations of a school bus; or:
- 3) An equivalent combination of training and experience as defined by the limits of (1) and (2).

Special Requirement:

Possession of a valid Commercial Driver's License-Class B with Passenger (P) endorsement by the State of New York at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Head Mechanic

TITLE: HEAD MECHANIC**Distinguishing Features of the Class:**

This person assists the Transportation Supervisor in the responsibility for operating an ongoing maintenance and preventative maintenance program for the District's transportation fleet and grounds equipment.

Typical Work Activities:

Conducts continuous vehicle safety inspections;

Maintains and repairs all school vehicles and equipment;

Road tests vehicles to ascertain completion of servicing and repairs;

Responds to daily vehicle malfunctions;

Completes records and reports for each vehicle;

Prepares preventive maintenance schedules for each vehicle;

Temporarily assists in driving buses in emergencies;

Assists with the custodial chores at the bus garage;

Diagnoses and services the following problems for each vehicle: engine block components, fuel systems, ignition systems, braking systems, steering mechanisms, wheel toe-ins, transmission, rear axle and drive line components, electrical systems, cooling systems, exhaust systems, and repairs passenger seats;

Eligibility for the appropriate level of New York State Driver License at the time of application;

Assigns work to the mechanics;

In absence of Transportation Supervisor, will assume his or her duties;

Other related duties as required.

Minimum Qualifications:

Must be able to pass a physical examination; must have extensive prior experience as a mechanic; a high school diploma or equivalency is highly desirable in addition to training in a mechanical-vocational training program. He or she must be extremely conscious of superior work quality. Must have five years' experience as a journeyman automotive mechanic or equivalent combination of training and experience.

(Continued)

2017

70.06

2 of 2

Head Mechanic

TITLE: HEAD MECHANIC (Cont'd.)

Reports to:

Transportation Supervisor

Terms of Employment:

12-month position

Evaluation:

Performance of this job will be evaluated annually in accordance with Board of Education policy on Non-Instructional Personnel.

TITLE: ASSISTANT PUBLIC RELATIONS DIRECTOR**Distinguishing Features of the Class:**

The work involves responsibility for assisting the Director in conducting informational, educational programs to explain, promote and inform the general public on School District matters. The work is performed under the general or direct supervision of the Public Relations Director and general or direct supervision may be exercised over a small number staff that is providing clerical or technical assistance. Does related work as required.

Typical Work Activities:

Assists in coordinating public relation activities in accordance with School District policies;

Writes, edits and compiles educational material in the form of pamphlets, reports and weekly bulletins for review by the Director prior to distribution;

Assists in writing news releases;

Assists in the planning and construction of school promotional displays;

Answers routine correspondence and requests for information or articles;

Attends School Board meetings, assemblies and related events to secure information and photographic coverage;

Processes press releases to local and area newspapers;

Processes written items for publication in newsletters and reports.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the principles, practices and techniques of public relations; good knowledge of the principles of journalism; working knowledge of the principles of graphic art and its use in promotional publicity work; working knowledge of layout and design principles, skill in writing clearly and concisely; ability to develop and maintain harmonious relations with the press and the general public; resourcefulness; sound professional judgment; tact; courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in journalism or public relations and one year of experience in the field of public relations or journalism; or:

(Continued)

2017

80.01
2 of 2

Assistant Public Relations
Director

TITLE: ASSISTANT PUBLIC RELATIONS DIRECTOR (Cont'd.)

- 2) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree and two years of experience in the field of journalism, public relations or community relations; or:
- 3) Graduation from high school or possession of a high school equivalency diploma and six years of experience in the field of journalism or public relations or community relations; or:
- 4) An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Copy Machine Operator

TITLE: COPY MACHINE OPERATOR**Distinguishing Features of the Class:**

The work involves performing manual tasks in operation and general maintenance of a high speed copy machine, decollator and bursting machine. No record keeping or other clerical work is involved. Work is performed under the direct supervision of a higher ranking clerical, technical or administrative employee. Assists in the processing of printed output from a computer via the operation of a burster and decollator machine. Does related work as required.

Typical Work Activities:

Operates high speed, state of the art, copy equipment;

Assists in the sorting, arranging and copying of materials;

Receives printed output from a computer and performs the required separating via operation of a decollator machine;

Loads paper and makes necessary adjustments and minor repairs to copy machines;

Operates a burster machine;

Stops machines if they malfunction or output is unsatisfactory and notifies supervisor of problem;

Maintains records on output processed and delivered to other County departments;

Assists in the retrieving, filing and maintaining of departmental files, tapes, directories and other records;

Stores supplies for machines, such as paper and toner, according to specific instructions.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of the operation, maintenance and minor repair of high speed copy equipment; ability to operate copy machines, decollator and burster after training; ability to understand and follow moderately difficult oral and written instructions; ability to identify unsatisfactory machine output; tact and courtesy; physically capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

One year of experience in the operation of a high speed state of the art copy machine utilizing digipath production software or a similar operating system.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: DIRECTOR OF CONTINUING AND COMMUNITY EDUCATION**Distinguishing Features of the Class:**

The work involves responsibility for the overall direction and administration of the School District's continuing and community education programs. The incumbent is also responsible for staff development programs offered to the School District's classified employees. The work is performed under the general direction of higher level administrator and general or direct supervision is exercised over teachers, instructors and administrative support staff. Does related work as required.

Typical Work Activities:

Plans, develops and oversees the implementation of curriculum and courses that are offered in the continuing and community education and staff development programs for classified employees;

Recruits, interviews and recommends the appointments of teachers, instructional and support staff to the Board of Education;

Evaluates, trains and develops instructional and support staff to ensure their knowledge and understanding of their responsibilities to the continuing educational and staff development goals;

Oversees and actively participates in preparation and distribution of informational course offering brochures, newsletter and other informational material related to the programs;

Prepares program budgets, and oversees collection of course tuition costs and fees and the preparation of financial records and reports;

Directs the operational aspects of educational and classified staff development programs ensuring appropriate class schedules, room and building assignments, etc.;

Conducts needs and assessment surveys to determine program development needs and results;

May attend meetings to inform various groups of the education services that are available in the program.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of school organization administration as it relates to community; continuing and staff development education programs for classified employees; good knowledge of the methods and techniques of educational program development; good knowledge of current trends of public educational interests; ability to plan, organize, direct, control and select staff for continuing, community and staff development educational programs; ability to work well with others; ability to express ideas both orally and in writing; ability to maintain records and prepare reports; resourcefulness; sound professional judgment; tact; courtesy; physical condition commensurate with the demands of the position.

(Continued)

TITLE: DIRECTOR OF CONTINUING AND COMMUNITY EDUCATION (Cont'd.)**Minimum Qualifications:**

- 1) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education, Educational Administration, Adult and Continuing Education, Business Administration, Vocational Education or closely related field and one year of experience in education or vocational training or business management experience which included employee seminars, training or related duties; or:
- 2) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Educational Administration, Adult and Continuing Education, Business Administration, Vocational Education or closely related field and three years of experience in education or vocational training or business management experience which included employee seminars, training or related duties; or:
- 3) Completion of 60 credit hours from a regionally accredited or New York State registered college or university in Education, Educational Administration, Adult and Continuing Education, Business Administration, Vocational Education or closely related field and five years of experience in education or vocational training or business management experience which included employee seminars, training or related duties; or:
- 4) An equivalent combination of training and experience as defined by the limits of (1), (2), and (3).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: HOME-SCHOOL COORDINATOR**Distinguishing Features of the Class:**

The work involves responsibility for establishing and maintaining lines of communication between Native American students, their parents, school administrators and teachers in order to accomplish the goals of meeting the special educational and culturally related academic needs of Native American children. The work is performed under the general supervision of the school principals and Director of Instructional Services. Supervision may be exercised over subordinate staff. Does related work as required.

Typical Work Activities:

Assists the school concerning attendance problems of Native American students by visiting homes and consulting with teachers, students and parents;

Expresses concerns of Native American parents to school officials and members of the community;

Discusses with Native American students their academic progress or problems;

Assists teachers and others in developing an awareness of the social, emotional and behavioral characteristics and the needs of Native Americans;

Assists teachers by identifying, bringing and utilizing resources of the Native American community;

Acts as liaison between parents and schools in matters concerning discipline, tardiness, absenteeism, academic matters and social problems;

Provides referrals to Native American students and parents in order to assist them in dealing with medical, social, legal, or other problems;

Maintains records concerning absentee and school dropout rates of Native American students;

May provide family counseling as required;

Prepares correspondence and reports;

May assist in developing grant-in-aid proposals and in developing a monthly newsletter.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of Native American culture; working knowledge of the concepts related to the cultural, environmental and personal factors influencing the lives of Native Americans; knowledge of interviewing principles and practices; ability to effectively communicate the goals and interest of Native

(Continued)

TITLE: HOME-SCHOOL COORDINATOR (Cont'd.)

Americans; ability to establish and maintain effective interpersonal relationships; ability to understand and prepare written material; tact and understanding; physically capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and two years of experience involving either the planning, support or delivery of services or programs to members of a Native American community.

NOTE: Study at a regionally accredited or New York State registered college or university which includes 18 semester hours in education, sociology, psychology, human services, anthropology or a related field may be substituted for the experience requirement above with 30 semester credit hours equal to one year of experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement.

TITLE: LICENSED PRACTICAL NURSE: SCHOOL**Distinguishing Features of the Class:**

The work involves responsibility for performing routine sub-professional nursing services and assisting a Registered Professional Nurse or certified School Nurse-Teacher in the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health problems. The work requires understanding of and skill in routine nursing practices but does not require the exercise of professional judgment. Assignments concerning health care are given specifically and supervised closely by a Registered Professional Nurse, a certified School Nurse-Teacher or a School Physician. Does related work as required.

Typical Work Activities:

Assists the School Physician, certified School Nurse-Teacher or Registered Professional Nurse in physical, visual and auditory screening examination of students and employees;

Assists in administering first aid and emergency treatment to students and employees;

Assists at school immunization clinics;

Prepares and maintains health records and reports;

Orders, inventories, stores and distributes materials and supplies used in the health service program;

Arranges for transportation of sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;

Carries out routine therapeutic treatments, such as, preparing and applying dressings and administering certain medication upon specific instructions of a physician, certified Nurse-Teacher or Registered Professional Nurse;

Maintains Health Office in an orderly manner and cares for equipment used;

May do incidental typing.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of nursing techniques and their relation to medical practices; good knowledge of sanitation and personal hygiene; good knowledge of medication administration/pharmacology; ability to apply therapeutic treatments as prescribed; ability to understand and carry out exactly detailed oral and written instructions; ability to keep records and make reports; ability to get along well with students and others; sound judgment; physical condition commensurate with the demands of the position.

(Continued)

TITLE: LICENSED PRACTICAL NURSE: SCHOOL (Cont'd.)**Minimum Qualifications:**

- 1) Graduation from high school or possession of a high school equivalency diploma and completion of a course of study in a registered School of Practical Nursing approved by the New York State Education Department; or:
- 2) An equivalent combination of training and experience sufficient to indicate ability to do the work.

Special Requirement:

Possession of a New York State license to practice as a Practical Nurse.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Lifeguard

TITLE: LIFEGUARD**Distinguishing Features of the Class:**

The work involves responsibility for performing lifesaving patrol duties at a municipal or school district swimming pool. The work is performed on a part-time or seasonal basis and requires the exercise of sound judgment in emergencies. An error in judgment might result in the loss of life. Work is performed under the direct supervision of a recreation or pool supervisor. Does related work as required.

Typical Work Activities:

Stands watch or patrols swimming pool keeping swimmers/bathers within bounds, and goes to their aid when it appears that they are having difficulties;

Applies resuscitation techniques and otherwise renders first aid;

May instruct beginners in swimming;

Keeps pool free of debris and other material that may injure swimmers;

Maintains order and enforces rules and regulations;

May perform other duties related to cleaning and adjusting equipment.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Knowledge of first aid, lifesaving and rescue work as applied to accidents in the water; ability to swim well; ability to deal with the public and to secure cooperation without unnecessary antagonism; ability to maintain records and to make simple reports and arithmetic computations; good observation; mental alertness; good moral character; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Completion of an approved American Red Cross Lifeguard training program or other approved lifeguard training program as stipulated by the New York State Sanitary Code.

Special Requirement:

All lifeguards are required to possess American Red Cross (ARC) Basic Life Support for the Professional Rescuer cardiopulmonary resuscitation (CPR) or a CPR equivalent. Cardiopulmonary resuscitation certificates must be renewed annually.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: MICROCOMPUTER TECHNICAL SUPPORT SPECIALIST**Distinguishing Features of the Class:**

The work involves performing specialized work in the design, development and implementation of computer applications as well as local area network (LAN) operating systems in a suburban school district or municipality. Expertise is required in installing, customizing and maintaining vendor supplied operating systems and application software for Token Ring Local Area Networks. Knowledge is also required to dial-up communications and supported communications software packages. Direct supervision is received from an Information Services Administrator of higher rank with leeway allowed for the exercise of independent judgement. Supervision may be exercised over a team of technical support staff when required.

Typical Work Activities:

Responsible for the design, development, support and implementation of computer applications as well as LAN operating systems (Novell, PC LAN, OS/2, DOS);

Prepares charts, tables and diagrams to assist in analyzing problems for LANs. Advises user staff in preparing a detailed training program from LAN diagrams;

Monitors and adjusts LAN systems for optimal performance. Organizes and prepares LAN system documentation; assists in the training and instruction of users in LAN operating systems and Token Ring systems;

Analyzes, defines and designs requirement statements for dial-up communications;

Studies and evaluates substantive programs and operational methods and procedures for the purpose of determining the feasibility of adapting them to electronic data processing methods for LAN and personal computer to mainframe communications;

Generates, customizes and supports communications software (Bluelynx, IBM, Attachmate, Gateway) for OS/2;

Provides network operators with training required to efficiently use communications hardware and software facilities;

Acts as liaison between Information Center group and Network Communications group;

Performs hardware and software evaluations and provides management with reports and oral recommendations;

Studies and evaluates substantive programs and operational methods and procedures for the purpose of determining the feasibility of adapting them to electronic data processing methods;

(Continued)

Microcomputer Technical
Support Specialist**TITLE: MICROCOMPUTER TECHNICAL SUPPORT SPECIALIST (Cont'd.)**

Gathers information in the area of processing volumes, processing time and projected operating cost to assist in the analysis of cost statistics;

Performs hardware and software evaluations and provides management with written and oral recommendations;

Participates in project organization and scheduling;

Installs, customizes and maintains all vendor supplied software for LAN operation. Assists in the training and instruction of users in the area of LAN application software and Token Ring systems.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of the principles and techniques involved in mainframe to personal computer data transfer; thorough knowledge of both mainframe and personal computer operating systems; thorough knowledge of LAN topologies and operating systems; good knowledge of systems analysis concepts; ability to communicate clearly both orally and in writing; ability to work well with others; possess logical reasoning and sound judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree and two years of experience in computer programming which included, at least, one year of experience in programming and/or maintenance of vendor supplied operating software; or:
- 2) Graduation from a regionally accredited or New York State registered two- or four-year college or university with an Associate's degree in Data Processing, Computer Science, Business Administration or related field and four years of data processing experience, two years of which included computer programming, and at least one year of experience in programming and/or maintenance of vendor supplied operating software; or:
- 3) Graduation from high school or possession of a high school equivalency diploma and six years of data processing experience, two years of which included computer programming, and at least one year of experience in programming and/or maintenance of vendor supplied operating software; or:
- 4) An equivalent combination of training and experience as defined by the limits of (1), (2), (3) and (4).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

TITLE: OCCUPATIONAL THERAPIST**Distinguishing Features of the Class:**

The work involves planning and administering treatment programs for medically referred patients consisting of therapeutic activities, self-help techniques and assistive devices to prevent, reduce or remedy the disabling effects of illness, injury and birth defects. This is a professional position with responsibility for planning and administering occupational therapy treatment to patients in accordance with the physician's referral and established rehabilitation goals. The incumbent also instructs and supervises technical personnel in assisting with treatments and follow-up procedures. The position requires the exercise of independent judgment in developing rehabilitation programs for individual patients. Does related work as required.

Typical Work Activities:

Evaluates physical, psycho-social and perceptual dysfunction of referred persons as related to need for occupational therapy;

Plans, administers and supervises treatment procedures, involving selective use of creative, manual and industrial arts and crafts, recreational, educational and other activities, fabrication of hand splints, assistive devices, self-help techniques, etc.;

Coordinates occupational therapy with other patient care services concerned with restoration and maintenance of the patients' optimal level functions;

Evaluates and makes recommendations for training in another occupation more consistent with the patients' present capabilities;

Works with contractors, designers and architects to provide equipment, furniture or accommodations appropriate for handicapped patients;

Reports to the patient's physician regarding the patient's treatment status and makes recommendations for modifications of treatment and rehabilitation objectives;

Keeps accurate records on treatment and makes written reports on patients' progress for inclusion in the patients' medical record;

Attendance at conferences and clinics relating to patient care.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the principles, objectives and techniques of occupational therapy treatment; good knowledge of materials and equipment and their application or use in a progressive therapy program; ability to apply principles and practices of occupational therapy; ability to plan, direct and

(Continued)

Occupational Therapist

TITLE: OCCUPATIONAL THERAPIST (Cont'd.)

layout activities adapted to a patient's particular disability; concern and understanding for the handicapped; emotional maturity; manual dexterity; industry and dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

Minimum Qualifications:

- 1) Graduation from a regionally accredited or New York State registered four-year college with a major in Occupational Therapy; or:
- 2) Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's degree in any field and completion of an approved postgraduate program in Occupational Therapy.

Special Requirement:

Registration with the American Occupational Therapy Association and licensed by the New York State Department of Education.

TITLE: PHYSICAL THERAPIST: SCHOOLS**Distinguishing Features of the Class:**

The work involves administering physical therapy treatments under medical direction and technical supervision. Work is performed under the general supervision of a more senior professional employee. The incumbent administers all forms of physical therapy which will tend to re-educate and strengthen paralyzed muscles of the patients, relieve pain and spasms and possible prevention of physical deformities. Supervision is exercised over lower ranking non-professional employees. Does related work as required.

Typical Work Activities:

Administers massage, muscle training and coordination, corrective exercises and applies varied forms of heat therapy;

Teaches family and patients through demonstration how to apply heat;

Tests and grades patients' muscle power and functional activities;

Instructs patients how to exercise, walk, stand, balance and use supportive devices;

Observes patients' reactions to treatment and prepares written reports of treatment, progress, and results;

Explains orthopedic recommendations of physician to the patient;

Instructs patients in the use of mechanical devices, such as shoulder wheels, pulleys, parallel bars, walking ramps and steps.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of skeletal anatomy and principles involved in the application of active and passive motion related to physical conditions resulting from disease, injury, or birth defects; thorough knowledge of fundamentals of therapeutic massage and its relationship to medical rehabilitation; good knowledge of the use of the equipment and the methods used in electrotherapy, thermotherapy, and hydrotherapy; ability to demonstrate all types of physical therapy treatment and to teach families and patients home-type treatment; ability to prepare written reports; ability to follow oral and written instructions; reliability; tact; initiative; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Physical Therapy, or possession of a Bachelor's degree in any field supplemented by a post graduate physical therapy program.

(Continued)

2017

80.09

2 of 2

Physical Therapist:
Schools

TITLE: PHYSICAL THERAPIST: SCHOOLS (Cont'd.)

Special Requirements:

Eligibility for a license to practice physical therapy issued by the New York State Public Health Council at the time of application.

Possession of the license required at time of appointment.

TITLE: REGISTERED PROFESSIONAL NURSE: SCHOOL**General Statement of Duties:**

Performs professional nursing services at one or more schools in the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health problems; does related work as required.

Distinguishing Features of the Class:

This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgment and skills. This position differs from the certificated position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a school physician or school nurse-teacher. Supervision may be exercised over the work of clerical assistants.

Typical Work Activities: (Illustrative only)

Assists the school physician in physical, visual and auditory screening examinations of students and employees;

Administers first aid and emergency treatment to students and employees;

Prepares and maintains health records for school authorities;

Assists at school immunization clinics;

Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;

Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;

Orders, inventories and oversees the storage of first aid and related health supplies and equipment;

Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable diseases;

Prepares records and reports as required.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of material-medica, dietetics, sanitation and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow

(Continued)

Registered Professional
Nurse: School

TITLE: REGISTERED PROFESSIONAL NURSE: SCHOOL (Cont'd.)

technical, oral and written instructions; ability to keep records and make reports; ability to get along well with students, teachers, parents and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; good moral character; good physical condition.

Acceptable Training and Experience:

Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

Special Requirement for Acceptance of Applications:

Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse.

Possession of the license at the time of appointment.