

TALLAPOOSA COUNTY Schools

DRAFT JOB DESCRIPTIONS

Tallapoosa County Job Descriptions

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Preface

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

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

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Accounts Payable Bookkeeper

QUALIFICATIONS:

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

FLSA STATUS: Non-exempt

REPORTS TO: Chief School Financial Officer

TERMS OF EMPLOYMENT:

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Supervise the operation of the Accounts Payable department for the Central office and perform routine office procedures as needed.
2. Maintains accounts payable system in accordance with applicable laws, regulations, and General Accepted Accounting Principles.
3. Coordinate information between Central Office staff, principals, and school bookkeepers regarding Accounts Payable.
4. Serve as fixed asset clerk and supervise the accounting for fixed assets for the system.
5. Sort and match all invoices and check request for payment.
6. Verify the accuracy of input batches.
7. Communicate with vendors regarding invoice/billing procedures.
8. Direct the timely preparation and processing of bills to be paid.
9. Direct, supervise, and coordinate the accounting for specific allocations of funds.
10. Direct the processing of approved purchase orders.
11. Direct the verification of expenditure coding for school system funds.
12. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of double entry accounting and bookkeeping systems, payroll, and accounts payable procedures.
2. Demonstrated ability to work independently.
3. Ability and skills to in computer applications (word processing, spreadsheets, and accounting software.)
4. Ability to communicate clearly with the public and employees.
5. Ability to work well with others.

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Administrative Assistant to Superintendent

QUALIFICATIONS:

1. Associate's or Bachelor's degree required.
2. Secretarial training of considerable variety and complexity.
3. Minimum of five years of secretarial experience is required.
4. Administrative Assistant/Management Assistant experience preferred
5. Meet background requirements as specified by Alabama statues and State Board of Education

FLSA STATUS: Non-exempt

REPORTS TO: Superintendent/Designee

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved Compensation plan.
Length of work year and hours of employments shall be those established by the system

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates loyalty and support to the Superintendent.
2. Performs secretarial duties for the Superintendent.
3. Coordinates appointments, calendar, and reservations for the Superintendent.
4. Organizes an effective office with attention to administrative detail.
5. Processes communications and correspondence, and distribute mail, faxed documents, and e-mails related to the Office of the Superintendent.
6. Prepares and maintains memorandums, letters, reports, and other correspondence for the Superintendent.
7. Serve as the receptionist to the Superintendent's Office.
8. Maintains records related to the Superintendent's office.
9. Prepares and distributes materials to Superintendent's Leadership Team and Board members prior to meetings.
10. Coordinates and prepares meeting rooms.
11. Coordinates assignments and deadlines with other department secretaries and administrators for the Superintendent.
12. Assists Board's secretary with the preparation of the Board's agendas, correspondence, and other communications and assumes those responsibilities in the absence of the Board secretary.
13. Serves as the Board's secretary in the absence of a Board secretary.
14. Attends Board meetings, take minutes, and keep official minutes in the absence of Board's secretary.

15. Route complaints and concerns to the appropriate department and personnel.
16. Takes leave time in accordance with Board policy.
17. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

REQUIRED KNOWLEDGE , SKILLS, AND ABILITIES:

1. Ability to maintain confidentiality of specified information as required.
2. Ability to conference with visitors in person or on the telephone in a pleasant, courteous manner.
1. Ability to communicate effectively both orally and in writing.
2. Ability to use excellent English, grammar, spelling, and punctuation.
3. Ability to use computer skills required to do spreadsheets, word processing, and record keeping.
4. Ability to distribute documents in an efficient and effective manner.
5. Ability to establish and maintain effective relationships with others.
6. Ability to work with and without supervision.
7. Ability to organize materials and maintain accurate records.
8. Comprehensive knowledge of office procedures, practices, operations, and equipment.
9. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Assistant Principal

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Demonstrate commitment to and support for the vision and mission of the system and school.
2. Assist in developing, implementing, and evaluating instructional program and activities at the assigned school.
3. Assist the principal in providing an atmosphere conducive to learning and teaching.
4. Assist in coordinating the selection and acquisition of instructional materials and equipment.
5. Assist in coordinating and supervising all testing programs at the school.
6. Assist the principal in selecting, supervising, and evaluating school-based personnel.
7. Assist the principal in developing and coordinating policies and procedures for the operation of the school program and services.
8. Facilitate the implementation of the code of student conduct in accordance with school and system policy to ensure a safe and orderly learning environment and appropriate disciplinary procedures.
9. Assist with the development and implementation of an effective staff development program.
10. Assist in overseeing programs for students with identified special needs, e.g., Special Education, ESOL, and 504.

11. Assist in developing and implementing family and community involvement programs and business partnerships.
12. Analyze student performance data as a basis for curriculum improvement and staff development needs.
13. Assist in the selection and supervision of substitute personnel.
14. Assist in developing and monitoring the school budget.
15. Assist in managing student accounting and attendance procedures.
16. Prepare or oversee the preparation of required reports and maintain all appropriate records.
17. Counsel with students, parents and staff to resolve problems and concerns.
18. Maintain visibility and accessibility on the school campus and at school-related activities and extra-curricular events.
19. Collaborate with school and system personnel in planning and implementing system initiatives.
20. Assist in developing and implementing positive public relations for the school.
21. Assist the principal in the development and implementation of procedures for dealing with school crises.
22. Investigate student accidents and other incidents and take appropriate action.
23. Provide assistance with the local school guidance program.
24. Assist in the development of the school's master schedule.
25. Assist in the supervision loading and loading of buses.
26. Improve skills and knowledge through inservice and other professional development programs.
27. Assume other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Bus Driver

QUALIFICATIONS:

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

FLSA STATUS: Non-exempt

SUPERVISOR: Supervisor of Transportation/Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved Compensation plan.
Length of work year and hours of employments shall be those established by the system

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system, its vision, goals, and priorities.
2. Adheres to all traffic laws and driving safety rules.
3. Prepares and submits monthly school bus reports as required.
4. Prepares and submits an accident report when involved in an accident.
5. Performs daily pre-trip inspection of the bus and completes and submits form as required.
6. Performs post-trip inspection of the bus.
7. Performs duties in a courteous, professional manner.
8. Maintains a clean bus.
9. Maintains discipline while students are on the bus.
10. Reports students with discipline problems to the proper authority.
11. Reports all accidents immediately to the transportation office and other appropriate officials; follows school system procedures related to accidents and post-accident activities.

12. Regulates heating, cooling and/or ventilation of the bus or vehicle for the comfort and safety of passengers.
13. Notifies supervisor and/or other appropriate authorities in case of mechanical failure of bus or lateness.
14. Maintains and uses communications and/or surveillance equipment on buses according to school system regulations.
15. Maintains cooperative and appropriate relationships with students, parents, community members and other employees.
16. Picks up and discharges students at authorized stops in accordance with assigned route and schedule.
17. Prepares for and assists students in evacuating the bus when necessary.
18. Transports students on field trips and outings, athletic events, and other extracurricular or co-curricular events (evenings, nights, or other times) as assigned.
19. Attends scheduled trainings.
20. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
21. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
22. Responds to inquiries and requests in a timely and positive manner.
23. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
24. Properly cares for tools, equipment, and material resources of the school system.
25. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
26. Reports absences and takes leave in accordance with Board policies and procedures.
27. Reports identified mechanical needs to Transportation Department.
28. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor(s).

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to pass drug test in accordance with applicable law.
2. Proficient in written and verbal communication skills.
3. Ability to operate a school vehicle over an assigned route according to a defined time schedule, which may require driving during pre-daylight and dusk periods.
4. Ability to lift objects weighing up to 50 pounds.
5. Ability to exert up to 50 pounds of force.
6. Physical ability to perform all duties and responsibilities as specified by state and federal regulations, including but not limited to pre-trip inspections, post-trip inspections, and bus evacuations.

7. Ability to be punctual and in regular attendance.
8. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Central Office Secretary

QUALIFICATIONS:

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

FLSA STATUS: Non-Exempt

REPORTS TO: Designated Department Director/Coordinator

TERMS OF EMPLOYEMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Provide secretarial services for the programs under administrators' supervision.
2. Relieve administrators of clerical details, operations and administrative matters when assigned.
3. Perform public relations functions with department heads, officials, personnel and visitors.
4. Coordinate meetings, conferences, and appointments.
5. Take and transcribe dictation of correspondence..
6. Prepare and maintain a variety of complex records, reports, and purchase orders.
7. Establish and maintain a thorough knowledge of system policies and procedures pertaining to assigned areas of responsibility.
8. Route incoming mail to appropriate persons.
9. Take notes in matters of concern and report findings to administrators in order to communicate what developments have occurred.
10. Process and compile materials for meetings and maintain official records as assigned.
11. Arrange and notify personnel for attendance at meetings.
12. Communicate effectively with the public, staff members, students, parents administrators and other contact persons using tact and good judgment.
13. Maintain confidentiality regarding school/workplace matters.
14. Model and maintain high ethical standards.

15. Demonstrate initiative in the performance of assigned responsibilities.
16. Maintain expertise in assigned areas.
17. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
18. Participate in cross-training activities as required.
19. Keep supervisor informed of potential problems or unusual events.
20. Respond to inquiries and concerns in a timely manner.
21. Exhibit interpersonal skills as an effective team member.
22. Demonstrate support for the school system and its goals and priorities.
23. Demonstrate initiative in identifying potential problems or opportunities for improvement.
24. Extract data and generate reports using computer software applications.
25. Answer routine non-technical questions and refer other questions to proper department.
26. Direct visitors to proper offices and provide routine information.
27. Post/record and file correspondence and reports.
28. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Clerical Paraprofessional

QUALIFICATIONS:

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

REPORTS TO: Principal

FLSA: Non-Exempt

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Type correspondence, answer phone, copy, and perform other secretarial tasks as assigned.
2. Handles correspondence for principal and assistant principal.
3. Prepares and send student transcripts to enrolling school and colleges if assigned.
4. Assists bookkeeper with collecting and receipting money.
5. Assists teachers with instructional supplies.
6. Assists school visitors.
7. Handles attendance reporting, including daily and monthly and end-of-year reports if assigned.
8. Process student transfer and withdrawals if assigned.
9. Maintains cumulative folders on each student if requested.
10. Compiles State Department of Education and Federal Reports.
11. Assist in maintaining the security of records, materials and equipment.
12. Collect and process data for State Department of Education reports.
13. Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
14. Disperse medications according to system policies and procedures.
15. Maintain confidentiality regarding school/workplace matters.
16. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Keep supervisor informed of potential problems or unusual events.
18. Respond to inquiries and concerns in a timely manner.
19. Prepare all required reports and maintain all appropriate records.

20. Participate in cross-training activities as required.
21. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Child Nutrition Manager

QUALIFICATIONS:

1. Bachelor's Degree, preferred, or
2. High School graduate or equivalent and completion of Comprehension Assessment Tests.
3. Good physical and emotional health including ability to perform duties described in essential functions.
4. Effective interpersonal communication skills.
5. Current ServSafe Certification.
6. Three (3) years of school food service or related work.
7. Child Nutrition Program Managerial Experience preferred.
8. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations

FLSA: Non-Exempt

REPORTS TO:

Principal/Supervisor of Child Nutrition Program

SUPERVISES:

CNP Workers

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Cleans and maintains orderly, safe, and sanitary conditions in compliance with applicable regulations.
3. Orders and determines quantities of foods to be prepared daily according to standardized recipes. .
4. Receives and verifies orders accurately and in a timely manner as required.
5. Reports immediately to the School Administrator any problem or on the job injury occurring in the kitchen or the cafeteria premises.
6. Confers with the School Administrator, Child Nutrition Program Area Manager, or Child Nutrition Program Coordinator, regarding personnel problems.

7. Maintains working knowledge of kitchen equipment.
8. Prepares service lines for meal time.
9. Assumes responsibility for serving and replenishing menu items
10. Provides cordial and professional service while working cooperatively with others.
11. Assumes responsibility for storage and disposal of foods.
12. Receives, transports, and stores food deliveries appropriately.
13. Follows verbal and written instructions.
14. Maintains records as required by the Child Nutrition Program.
15. Performs duties in a manner that will promote good public relations.
16. Participates in activities that promote good public relations with students, teachers, and the community.
17. Prepares food as assigned according to the planned menu.
18. Displays good personal grooming and appropriate dress for food service.
19. Maintains regular and punctual attendance.
20. Assists in training and development.
21. Maintains confidentiality of work-related issues, records, and school related information.
22. Assumes other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Child Nutrition Worker

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Child Nutrition Program Manager

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Perform work in the school food service facility in accordance with regulations, policies and procedures.
2. Prepare and serve food as assigned.
3. Perform custodial, dish room, serving area and/or storeroom duties as assigned.
4. Maintain high standards of sanitation and work safety.
5. Operate and maintain food service equipment in a safe and skillful manner.
6. Maintain an effective working relationship with manager and other employees.
7. Provide cordial and professional service to students and others.
8. Work in any position in the department as directed by the manager.
9. Direct and supervise work of others as assigned by manager.
10. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
11. Follow attendance, punctuality and proper dress rules.
12. Ensure adherence to good safety standards.
13. Maintain confidentiality regarding school/workplace matters.
14. Model and maintain high ethical standards
15. Demonstrate initiative in the performance of assigned responsibilities.
16. Maintain expertise in assigned area to fulfill project goals and objectives.
17. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
18. Keep supervisor informed of potential problems or unusual events.
19. Respond to inquiries and concerns in a timely manner.

20. Exhibit interpersonal skills to work as an effective team member.
21. Demonstrate support for the school system and its goals and priorities.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement.
23. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Coordinator of Special Education

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: Special Education Department Personnel

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Direct, develop, and implement plans approved by appropriate local, state, and federal agencies to identify, place, and educate exceptional students in programs which best meet their individual needs.
2. Direct the development and submission of the proposal to receive Title VI-B funding for the system's program of special education.
3. Interpret and direct the implementation of Board policies and procedures related to student identification, program development, student placement, evaluation, budgeting, expenditures, operation, and management of the system special education programs.
4. Gather data, analyze information, maintain records, produce reports, and conduct inventories of equipment related to the special education programs as needed.
5. Assist with the selection, placement, supervision, evaluation, and staff development of special education personnel as required.
6. Acquire, produce, and disseminate information related to effective programs and practices in special education for the school system, personnel, and the community.

7. Initiate and/or coordinate efforts to secure grants or other forms of funding to expand or enhance the special education programs of the school system.
8. Represent the school system as directed at conferences, committees sessions, training seminars, and/or State Department of Education or community meetings.
9. Negotiate necessary support contracts for special education services as needed.
10. Coordinate, with the coordinator of transportation, arrangements for special education students as needed.
11. Coordinate, with the director of maintenance, the acquisition and/or installation of specialized equipment or modifications to classrooms for special education students.
12. Monitor and participate in the development of IEPs to ensure accuracy, completeness, and implementation according to local, state, and federal regulations.
13. Assist, educate, and direct school administrators, teachers, and other system personnel in matters specifically related to the implementation of federal and state laws and regulations involving special education.
14. Coordinate with local day care centers, institutions of post secondary and higher education, mental health agencies, hospitals, and other community agencies which directly involve special education students and/or programs.
15. Research and recommend to the Superintendent policies and/or procedures which involve special education laws and regulations.
16. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

9. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications, requesting of needed information, and supervision of special education services.
10. Mobility and visual acuity to make on-site visits as needed to improve the special education instructional program in the schools.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Coordinator of Technology

QUALIFICATIONS:

1. Positive interpersonal skills with strong leadership skills and experience in training others.
2. Extensive knowledge of contemporary technology hardware and software as it pertains to school applications.
3. Excellent computer skills with experience in coordinating and implementing educational programs utilizing technology.
4. Successful teaching in school or commercial training experience required.
5. Valid Administrative and Alabama Teacher's Certificates preferred.
6. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: Technology Technicians

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Supervise the technical installation and daily operations and security of the Local-Area networks (LANs), Wide-Area network (WAN), Wireless LANs (Wi-Fi), VoIP communications and Email systems, monitoring and content applications, Internet and Intranet, distant learning capabilities in the district schools, and future technology application systems.
2. Establish system hardware and software specifications in collaboration with appropriate system personnel.
3. Develop and coordinate with appropriate system personnel procedures for the procurement, installation, and integration of technology hardware, software, and peripherals necessary for implementing district level technology projects.
4. Approve all site-based technology related purchases funded by the SDE and system-wide grants.

5. Advise schools in the selection of locally funded technology equipment and materials.
6. Supervise technicians in providing technical assistance for equipment and operations.
7. Coordinate duties, monitor responsibilities, and assess performance of assigned staff members.
8. Coordinate system-wide technology training for personnel in the use of technology hardware and in the use and applications of appropriate software.
9. Chair the school system's technology committee.
10. Maintain an updated annual technology plan for the school system and the SDE.
11. Integrate technology goals and applications with the school system's instructional goals.
12. Serve as advisor and consultant to the local schools in the development and implementation of local technology plans.
13. Serve as educational technology consultant to other supervisors and administrative personnel.
14. Serve as Erate coordinator for the district and fulfill all requirements related to USAC School & Library Division application filings and funding guidelines.
15. Fulfill all required State Department of Education job duties and responsibilities as assigned by the superintendent for District Technology Coordinator position (See State Requirements).
16. Oversee and provide support for the implementation of the District's Student Management Software application.
17. Serve as a resource person in technology for attaining the overall educational goals of the school system.
18. Assist in providing equity and consistency in technology education opportunities throughout the school system.
19. Supervise, initiate, and direct grants, applications, and proposals related to system technology, media, and communications.
20. Develop budgets for expenditure of funds and complete reports related to technology in the school system.
21. Establish and supervise the system's presence on the Internet.
22. Develop a system-wide software selection and review process and maintain an up-to-date system-wide technology.
23. Be regular and punctual in attendance and promptly comply in carrying out the duties of the position.
24. Maintain confidentiality in all Board of Education business.
25. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Effective oral and written communication skills.

2. Knowledge of local, state, and federal mandates related to school technology.
3. Ability to use effective interpersonal and collaborative skills necessary for the successful implementation of programs, the coordination of committees, and to maintain productive relationships among colleagues and those supervised.
4. Knowledge of Board policies and procedures.
5. Mobility and visual acuity to make on-site visits to schools to improve the implementation of technology.
6. Ability to use personal computers and network technology to perform needed tasks.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Chief School Financial Officer

QUALIFICATIONS:

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

FMLA: Exempt

REPORTS TO: Superintendent

FIDUCIARY RESPONSIBILITY: Board of Education

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

TERMS OF EMPLOYMENT:

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

REQUIRED DUTIES AND RESPONSIBILITIES:

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable of accounting standards, laws, policies, rules, and regulations.
2. Knowledgeable of tax laws and applicable regulations that impact upon employee's benefits, tax forms, and related employee concerns.
3. Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system.
4. Ability to supervise and evaluate personnel assigned to the areas of business and finance.

5. Ability to communicate effectively in written and verbal form.
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.
7. Posses ability to work effectively with local superintendent and local Board of Education to assist and facilitate accomplishment of school system goals and objectives.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Custodian

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Principal

TERMS OF EMPLOYEMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

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

16. Participate successfully in training programs offered to increase skill and proficiency related to assignment.
17. Participate in cross training activities as required.
18. Assume other reasonable job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Director of Career Technical Education

QUALIFICATIONS:

1. Master's degree from an accredited university or college.
2. Valid Alabama certificate in Educational Leadership, administration, and/or supervision.
3. Minimum of five (5) years successful Career Technical Education classroom experience.
4. Minimum of three (3) years successful administrator experience (school or system level).
5. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA STATUS: Exempt

SUPERVISOR: Superintendent

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Advocates, supports, promotes, and communicates all aspects of the Tallapoosa County School System Career Technical Education programs, services, and initiatives.
3. Oversees all career technical education programs.
4. Assists in the assessment and evaluation of teachers and programs (e.g. Business Industry Certification, NCCER, NATEF, etc.).
5. Plans and manages Perkins Allocations and other related budgets.
6. Serves as a consultant to the professional staff and administrators on matters pertaining to CTE programs, career awareness programs, career readiness standards, and on the interpretation of laws affecting career technical education.
7. Assists in the recruitment and screening of CTE personnel.
8. Assists in preparing the annual CTE program application and all other required reports.
9. Provides support for all CTE teachers.

10. Coordinates, with the appropriate personnel, all CTE work-based learning experiences.
11. Collaborates with other Directors, Specialists, or leadership (Exceptional Education, Curriculum and Instruction, Assessment and Accountability, etc.) to provide appropriate career readiness, career awareness, and work experience opportunities for all students and to assist the school system in meeting state targets for career ready graduates.
12. Serves as liaison between the CTE programs and local workforce development agencies and representatives.
13. Conducts research on current CTE issues and best teaching practices to create professional development programs and experiences for CTE teachers, school counselors, and administrators; leads professional development sessions at school sites.
14. Serves as a resource to CTE teachers for locating and securing appropriate materials and equipment.
15. Assists in the CTE textbook or instructional resources adoption/selection process.
16. Serves as leader/facilitator for the school system CTE advisory committees.
17. Coordinates the purchasing, installation and maintenance procedures for all CTE equipment.
18. Maintains a current inventory of all CTE equipment according to EDGAR rules and guidelines.
19. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
20. Participates successfully in training programs, professional development, or other learning to increase skill and proficiency related to job performance and leadership.
21. Serves on school/system committees as required.
22. Responds to inquiries and requests in a timely and positive manner.
23. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
24. Maintains tools, equipment, and parts in good repair; efficiently uses time and system resources.
25. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
26. Reports absences and takes leave in accordance with Board policies and procedures.
27. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of Career Tech programs.
2. Superior leadership, collaboration, and interpersonal skills.

3. Ability to be an instructional leader across multiple settings.
4. Work collaboratively as a team member with large and/or diverse groups.
5. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
6. Models and maintains high ethical standards.
7. Ability to work a flexible schedule.
8. Proficiency in oral and written communication with the ability to produce and lead presentations through various data sources.
9. Ability to multitask.
10. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Director of Community Relations, Safety and Student Services

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Valid Alabama certification in administration.
3. Three years (3) of teaching and five (3) years of administrative experience; central office or system-wide administrative experience preferred.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.
5. Possess and maintain a valid driver's license.

FLSA STATUS: Exempt

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Provides principals and other administrators with constructive feedback, assistance, and resources as needed.
3. Engages community members, system stakeholders, and state and local agencies/organizations in planning and decision-making as appropriate.
4. Participates in parent and/or employee conferences as needed.
5. Monitors attendance zones and master map; addresses and reviews attendance problems identified by the schools.
6. Prepares data and reports and referrals as required by Federal and Juvenile Courts and other agencies.
7. Provides information and administers the laws relating to private tutoring.
8. Supervises maintenance of central files, including: (a) active file on all children of school age who reside in the school community, including child's name, name of parent or guardian, address, school, and grade; (b) inactive file on all children who have lived in the community but have been withdrawn from school; (c) active file on all handicapped children ages 1- 21.

9. Organizes and directs the enumeration of children whose parents or guardians reside within the school community, as required by law; supervises the compiling of the enumeration report and statistical analysis of the report.
10. Manages and responds to emergency and/or crisis situations as required; serves as liaison with administrators, parents, community members, other agencies, and media as directed.
11. Maintains high visibility throughout the building and grounds.
12. Collaborates closely with all law enforcement officials and the school resource officers (SROs).
13. Oversees administration of discipline policies of the Tallapoosa County Board of Education through the enforcement of the Student Code of Conduct.
14. Recommends, with the assistance of staff, principals, and assistant principals changes in the Student Code of Conduct, provides interpretation of the Code of Conduct, and advises as needed on the implementation of Code of Conduct; provides annual professional learning programs related to the Student Code of Conduct.
15. Communicates effectively with students, parents, administration, and staff.
16. Handle all aspects of the school district's publications such as external and internal newsletters, brochures, bulletins, and letters.
17. Promote positive media relations and coverage.
18. Serves as information liaison between the total school system and the community at large, represents the district within various community organizations.
19. Sets annual objectives for and evaluates the district's community relations program, to include budget planning for meeting those objectives.
20. Serves as liaison person between the district and the news media and supervises the production and distribution of news releases.
21. Serves as district spokesperson in areas of sensitivity or controversy.
22. Cooperates with district administrators and other staff members, as appropriate, in publicizing and promoting performances, exhibitions, displays, dedications or special programs sponsored by the schools and open to the public.
23. Provides professional public relations counsel and assistance to the administration, Board, schools, parent groups and student groups.
24. Prior to final publication, reviews and edits all district publications which will be disseminated to the general public.
25. Provides logistical support for all meetings of the Board.
26. Expedites responses to inquiries and complaints received by the department from citizens, news media and school personnel.
27. Conducts recognition programs for employees and students.
28. Demonstrates initiative in the performance of assigned responsibilities.
29. Engages in personal professional growth and demonstrates professional ethics and effective leadership.

30. Responds to inquiries, requests, and constructive feedback in a time and positive manner.
31. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
32. Serves on school system committees, tasks forces, and representatives groups as required.
33. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
34. Reports absences and takes leave in accordance with Board policies and procedures.
35. Assumes other reasonable and equitable job-related duties as assigned by the Superintendent.

KNOWLEDEGE, SKILLS, AND ABILITIES:

1. Demonstrated proficiency in oral and written communication with the ability to produce and lead presentations through various data sources.
2. Superior leadership, collaboration, and interpersonal skills and ability to work collaboratively as a team member with large and/or diverse groups.
3. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
4. Models and maintains high ethical standards.
5. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
6. Knowledge of school law, Board policies, safety and security procedures, and State Department of Education regulations.
7. Ability to identify and solve problems as a productive team member.
8. Ability to use technology to plan instruction, to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Physical and emotional ability and dexterity to perform required work and move about in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Director of Federal Programs

QUALIFICATIONS:

1. Master's degree with a major in educational administration.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five (5) years successful teaching or three (3) years administrative experience in public education or other equivalent experience as deemed appropriate by the Superintendent.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations

FLSA: Exempt

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Coordinate and direct the system's Federal programs.
2. Facilitate communication and collaboration with parents, community agencies, businesses, schools and state entities to enhance the instructional services provided by Federal programs.
3. Assist schools in the development and implementation of Federal programs plans and initiatives.
4. Coordinate activities of Federal programs with all instructional programs, grants, and state initiatives to enhance academic achievement at all grade levels.
5. Prepare, monitor, report, and evaluate Federal programs budgets, program applications, and inventories in accordance with state and local regulations.
6. Utilize appropriate administrative strategies and problem-solving tools to make effective decisions regarding planning, utilization of resources, equitable distribution of resources, service delivery, and evaluation of programs.
7. Demonstrate initiative in identifying potential problems and/or opportunities for improvement and take appropriate action.
8. Prepare and coordinate evaluations of various Federal programs.

9. Supervise assigned personnel, conduct regular performance appraisals, and make recommendations for appropriate employment actions according to current regulations and policies.
10. Maintain expertise in assigned areas of responsibility, including laws and guidance, current trends, and best practices.
11. Respond to inquiries, directives, and concerns in a timely manner
12. Recommend appropriate policies and procedures to system administration to improve programs and services.
13. Prepare or oversee the preparation of all required reports, proposals and plans and maintain all appropriate records and documentation of Federal programs activities.
14. Serve on system, state, or community councils or committees as assigned or appropriate.
15. Keep system administration informed of potential problems, initiatives, or program implementation requirements..
16. Develop goals and objectives consistent with and in support of system goals and priorities.
17. Facilitate, direct, and/or initiate local school and system advisory committees as appropriate for the various components of Federal programs.
18. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
19. Promote positive collaboration and shared decision-making with system level and local school leadership in the development and implementation of successful Federal programs.
20. Cooperate with system administration and school leaders as appropriate to integrate Federal programs with school improvement initiatives, assessment/accountability activities, summer schools, extended day programs, pre schools programs, parent involvement programs, grant writing, personnel recruitment and retention efforts, and leadership training.
21. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of curriculum development, supervision, effective classroom practices and staff development principles.
2. Knowledge and expertise in scientifically based strategies and instruction.
3. Knowledge of the laws, policies, procedures and practices as it relates to Federal Programs.
4. Knowledge of all Federal laws, policies, procedures and practices as it relates to public education.
5. Knowledge of governmental and school system budgeting procedures.
6. Ability to demonstrate effective leadership skills.

7. Ability to be efficient and effective with Microsoft Office Programs such as Word, Excel, Publisher and Access.
8. Ability to communicate effectively either verbally or in writing.
9. Knowledge of board policies and procedures.
10. Ability to use effective public relations skills necessary for the successful implementation of assessment programs, the coordination of committees and collaborative groups and maintain productive relationships among colleagues as well as those supervised.
11. Knowledge and ability to use various forms of education technology.
12. Knowledge of board and State Department policies and procedures for the administration of all assessments.
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Director of Human Resources

QUALIFICATIONS:

1. Master's degree required in Educational Leadership.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five (5) years successful teaching or three (3) years administrative experience in public education or other equivalent experience as deemed appropriate by the Superintendent.
4. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: Human Resources Department employees

TERMS OF EMPLOYMENT:

Salaries and benefits shall be paid consistent with the System's approved compensation plan.

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

DUTIES AND RESPONSIBILITIES:

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

10. Prepare and distribute notice of vacancies and solicit applications for such vacancies.
11. Screen and process applications of candidates in accordance with Board Policy.
12. Recruit and interview applicants, check references, and arrange interviews with appropriate system staff members.
13. Recommend to the Superintendent, after consultation with the appropriate system administrator, the appointment, assignment, transfer, and dismissal of personnel.
14. Coordinate the investigation of personnel regarding matters related to job performance and suitability of employees.
15. Identify, organize, and assign a force of substitute teachers as needed.
16. Assist with the development of job descriptions for new positions and coordinates the periodic review and revision of existing job descriptions.
17. Develop procedures for renewal of state credentials.
18. Develop and recommend to the Superintendent such personnel management policies that insure the employment of the most qualified personnel.
19. Direct the calculation of salaries, issuance of contracts, and administration of benefit programs.
20. Organize and maintain a database for all certified and classified personnel.
21. Develop necessary security procedures to insure the safety and confidentiality of all personnel records.
22. Conduct and direct research and surveys of wages, salaries, and benefits in comparable school systems and industry.
23. Direct the work of the Sick Leave Bank.
24. Manage the *Teach in Alabama* and *SearchSoft* on line application and job posting systems.
25. Conduct exit interviews with employees leaving the system.
26. Maintain a list of available personnel.
27. Assume other reasonable and equitable job related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Director of Instruction and Curriculum

QUALIFICATIONS:

1. Master's degree with a major in educational administration.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five (5) years successful teaching or three (3) years administrative experience in public education or other equivalent experience as deemed appropriate by the Superintendent.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: N/A

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Assists in the formulation of a philosophy and objectives for the instructional program.
2. Coordinates activities of elementary and secondary education programs.
3. Coordinates activities related to library media services, textbooks, guidance/testing, professional development, accreditation, and resource and grant development.
4. Formulates and recommends to the Superintendent, in concert with supervisory staff, administrators and teachers, curriculum development activities.
5. Keeps abreast of recent developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the system's educational program.
6. Conducts observation of certified personnel and provides follow-up conferences.
7. Directs the organization and supervision of summer programs including summer school.
8. Assists with the preparation of the system's budget as related to curriculum and instruction services.
9. Directs the implementation of fiscal policies and procedures related to

curriculum, instruction and staff development services including short- and long-range fiscal planning, approval of purchases, and communication of fiscal information as necessary.

10. Assists the instructional program in the school system's alternative learning progress.
11. Adheres to federal, state, local, and Board rules and regulations.
12. Accepts accountability for student academic achievement and program improvement.
13. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge in the areas of general administration and staff development.
2. Ability to supervise and evaluate personnel assigned to the area of general administration.
3. Knowledge of current trends and practices in elementary and secondary education, exceptional students, professional and technical education.
4. Skills in problem solving.
5. Ability to communicate effectively in written and verbal forms.
6. Ability to demonstrate effective leadership skills in group settings.
7. Ability to use effective public relations skills necessary for the successful implementation of new programs, the coordination of committees, and to maintain productive relationships among colleagues and those supervised.
8. Ability to be effective and efficient with Microsoft Office Programs such as Word, Excel, Publisher and Access.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Guidance Counselor

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Develop and implement an effective school guidance and counseling program.
2. Define and interpret the guidance and counseling program to students, teachers, parents, administrators, and community members.
3. Coordinate the registration of new students and provide them with an orientation to school procedures and the school's various opportunities for learning **(high school only)**
4. Assist students in developing a middle school curriculum plan and provide a method for documenting and reviewing the plan annually **(middle school only)**
5. Develop and implement large and small group guidance program. **(elementary only)**
6. Assist in the placement of individual students with special needs in appropriate educational situations.
7. Coordinate the procedure for the security and maintenance of students' educational records.
8. Develop a method for recording student grades, attendance information, and other pertinent educational data.
9. Coordinate the school's testing program.

10. Prepare informative reports and materials for principals, teachers, students, and parents concerning the results of the school's testing program.
11. Assist teachers in identifying and interpreting problems that interfere with a student's ability to learn.
12. Provide individual and group counseling opportunities that may lead each student to increased personal growth, self-understanding, and maturity.
13. Establish effective working relationships with employers, agencies, and other institutions that may be of use to teachers, parents, and students.
14. Assume responsibility for coordinating appropriate follow-up activities.
15. Assume responsibility for individual professional development and for attending appropriate professional meetings.
16. Assist students in building self-esteem and developing decision-making, problem-solving and positive human relations skills.
17. Assume other reasonable job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: HVAC Technician, Skilled

QUALIFICATIONS:

1. High school diploma or GED with training in air conditioning, heating, and refrigeration.
2. Eight years of verified experience in the trade of which at least four years must be at the assistant level or the equivalent, OR
3. Verified proof of three years of assistant level experience or the equivalent in a school system maintenance department in the relevant trade, OR
4. Completion of a trade or technical school program in the relevant trade.
5. Have a working knowledge of electricity and basic plumbing with added ability to perform limited welding tasks.
6. Valid CDL and Alabama driver's license.
7. Subject to drug tests as required by law and Board policy for operating school-owned vehicles.
8. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FSLA: Non-exempt

REPORTS TO: Supervisor of Maintenance

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Supervise subordinate skilled and unskilled workers in installing and maintaining air conditioning, heating, and ventilating equipment.
2. Start and operate complex compressor units.
3. Check and maintain generators; overhaul motors; clean and adjust voltage regulators and temperature records; calibrate pressure gauges, meters, and similar devices; check all indicating instruments periodically to know the functioning of each unit.
4. Consult with outside contractors and employees of other state agencies regarding design, alteration and repair, and purchase recommendations of mechanical equipment.
5. Establish operating standards and procedures for equipment within the limitations of assigned temperature requirements.
6. Perform limited welding tasks as needed.
7. Required knowledge of safety awareness on construction, repair and emergency sites.

8. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Good knowledge of equipment, materials, tools, and methods to safely perform work of the trade.
2. Skilled in the use of tools pertinent to the trade.
3. Ability to perform work of the trade at full journeyman level.
4. Ability to follow and provide written or oral instructions.
5. Ability to maintain good interpersonal relationships.
6. Strength and dexterity necessary to perform all required tasks including lifting items up to 100 pounds, as well as, crawling, stooping, bending, climbing, working from ladders and roof tops in very hot and cold weather conditions.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Instructional Aide

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. To understand and assist in upholding school rules, policies, and procedures.
2. To participate in the efficient and effective operation of the school as directed by the principal.
3. To respect the confidentiality of information pertaining to students and staff.
4. To assist in fostering positive student attitudes toward citizenship, self-discipline, morality, and patriotism.
5. Report for duty at least 15 minutes before the opening of school and remain at least 10 minutes after close of school unless special contract requires other hours.
6. Plan regularly with assigned teacher.
7. Work with individuals and groups of students as assigned.
8. Assist the teacher in student testing activities as assigned.

9. Keep charts and records of students' performances and accomplishments as assigned. Assist the teacher in preparing materials necessary for a positive learning environment.
10. Perform clerical tasks including inventory, filing, and typing, operate audiovisual equipment, and care for equipment and materials.
11. Assist teacher with basic physical needs of students.
12. Take all the necessary precautions to provide for the safety and welfare of students.
13. Attend and participate in individual, school, and system professional development activities.
14. Maintain a cooperative working relationship with school staff, parents, and community.
15. Promote good public relations for school system with the general public. Maintain the confidentiality of all school-related business.
16. Be familiar with and follow Board of Education policies.
17. Assume other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Tallapoosa, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Instructional Coach

QUALIFICATIONS:

1. Minimum of a B.S. Degree in the area of instructional responsibility required.
2. Alabama State Department of Education Teaching Certification in the area of instructional responsibility required.
3. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Research and provide content knowledge and resources to staff about learning and teaching mathematics including: teaching strategies; assessment of mathematics skills; interpretation of assessment results; etc.
2. Research and prepare materials for the use by the district, departments, schools, and teachers including: teaching strategies; assessment of mathematics skills; interpretation of assessment results; etc.
3. Research and provide information and guidance regarding a range of effective and innovative mathematics practices through the following activities:
 - Individual discussions (informal and formal)
 - Coaching sessions
 - Demonstration lessons with pre- and post-discussion/analysis
 - Study groups
 - Staff meetings
 - Professional development programs
4. Maintain paperwork consistently, appropriately, and in a timely manner.
5. Maintain the confidentiality of schools, teachers, and classrooms.
4. Plan weekly with classroom teachers and monthly with other instructional coaches.
5. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of content, curriculum, methods, materials and equipment of instructional specialty to which assigned.
2. Knowledge of student academic growth and development applicable to the grade level assigned.
3. Knowledge of school's program of studies related to mission, goals and organization.
4. Ability to apply knowledge of current research and theory to instructional programs.
5. Ability to plan and implement lessons based on system and state courses of study and the needs and abilities of students.
6. Ability to establish and maintain effective relationships with students, parents and peers.
7. Skilled and effective in oral and written communication.
8. Ability to use and management technology including, but not limited to, e-mail, internet, Microsoft Office Programs, CD-ROMS, DVDs, videos, etc.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Lead Registered Nurse (RN)

QUALIFICATIONS:

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

FLSA : Non-Exempt

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT:

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

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

SUPERVISES: RNs and LPNs

REQUIRED DUTIES AND RESPONSIBILITIES:

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

1. Management of school health care service delivery that is consistent throughout the school system.
2. Oversee policy and procedure review and revision.
3. Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
4. Conduct an annual performance evaluation of school nurses at completion of the school year.
5. Review and update all standard forms for the school health program.
6. Coordinate on-the-job training for new school nurses.
7. Develop timelines for health screenings.
8. Serve as a health consultant to the school system administration.
9. Attend school nurse supervisor meetings.
10. Manage monthly school nurse meetings.

11. Relay important information to school nurses or administration. Provide updates on school health issues. Communicate with the school system administration regarding school health program and practice issues, needs of nurses within the system, state-mandated compliance issues, requirements, etc.
12. Collect information from other school nurses as required for system reports.
13. Maintenance of updated and accurate job descriptions for the school nurses.
14. Determine methods for documentation.
15. Establish process by which to identify student health needs.
16. Participate in evaluation of program through collection and review of data.
17. Serve on committees with local medical and health agencies related to health issues as system representative.
18. Serve as a leader in the school system for communicable disease control.
19. Coordinate in-service training for school nurses.
20. Assure that school system school health policies and procedures adhere to federal, state, and current standards and are correctly implemented throughout the school system.
21. Assume other reasonable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Library Media Specialist

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

SUPERVISES: Library Media Aide

DUTIES AND RESPONSIBILITIES:

1. Identify, select or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
2. Plan with teachers and instructional leaders for the integration of media/information skills into the school program.
3. Develop schedules and organize resources to allow easy access to information and services.
4. Review the school improvement plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
5. Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
6. Administer the media center budget based on program goals and objectives.
7. Maintain complete and accurate records as required by law, system policy and administrative regulations.
8. Assign, instruct, and supervise support staff and volunteers.
9. Coordinate the selection and acquisition process for media resources and equipment.
10. Provide for use of current technologies.

11. Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.
12. Solicit ongoing feedback from members of the school staff regarding the availability, use and impact of media materials.
13. Establish a system of records that will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
14. Teach library media skills in collaboration with teachers to support classroom instruction.
15. Instruct staff and students in the use of resources, services, and equipment.
16. Use appropriate materials, technology, and resources to help meet the learning needs of all students.
17. Apply principles of learning and effective teaching in instructional delivery.
18. Collaborate with teachers to support instructional goals and objectives.
19. Participate in overall school curriculum planning and development.
20. Establish, maintain, and promote a collection of current professional resources for administrators and teacher.
21. Train faculty in the use of media resources, equipment, and technology.
22. Update professional skills and knowledge and keep abreast of recent developments in education, technology and media.
23. Complete all required reports and maintain all appropriate records.
24. Contribute to the overall mission of the school by supporting school committees, programs, and services.
25. Conduct a media services program in a manner that ensures student growth and achievement are continuous and appropriate for age group, subject area and/or student program classification.
26. Provide appropriate educational opportunities for students to meet their unique needs, talents, interests, and abilities.
27. Assume other reasonable and job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Licensed Practical Nurse (LPN)

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Lead Nurse/ Supervising RN/Principal

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Collaborates with the supervising RN to identify students with routine or special health care needs or procedures and follows the plan of care developed through collaboration with the supervising RN, health care prescriber and parents.
2. In collaboration with the supervising RN, gathers all pertinent data to develop and implement an individualized health care plan for students with health care needs.
3. Communicates effectively and in a timely manner to the supervising RN in order to keep health care plans current and accurate.
4. Follows procedures established to notify the System Head RN of expected or unexpected absences.
5. Provides direct nursing services which include the administration of medications following all criteria in the Medication Curriculum developed by the Alabama State Department of Education and the Alabama Board of Nursing.
6. Provides nursing care services as directed by the prescriber for students who require specialized procedures, such as:

- a. gastric tube insertion, replacement, and feedings
 - b. urinary catheterization, clean and sterile
 - c. administration of injectable medications
 - d. administration of rectal or vaginal medications
 - e. tracheotomy care, including suctioning
 - f. invasive procedures or techniques
 - g. sterile procedures
 - h. receipt of verbal or telephone orders from a licensed prescriber
7. Documents all nursing activities thoroughly and accurately following established protocols.
 8. Compiles required departmental and/or state reports accurately before scheduled deadlines.
 9. Assists in carrying out policies and procedures for control of communicable diseases within assigned schools.
 10. Administer first aid to students according to standard nursing protocols and school policies.
 11. Assist teachers with health education programs as directed by the supervising RN.
 12. Performs nursing care within the LPN scope of practice as defined by the Alabama Board of Nursing.
 13. Perform screening procedures as directed by the supervising RN.
 14. Serve as a health liaison between school, healthcare provider, family and community.
 15. Report potential or current school health/safety/abuse issues or code of conduct violations to the Principal and supervising RN.
 16. Maintains privacy and confidentiality in accordance with The Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
 17. Assists the supervising RN in the development, implementation, and maintenance of the school health office as assigned.
 18. Performs other duties as assigned by the Student Services Coordinator and/or Head Nurse.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of public health nursing.
2. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis.
3. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies.
4. Skill in listening, speaking and writing.
5. Ability to work with school personnel, parents, children and agencies.
6. Ability to communicate with the public, staff members, students, parents, administrators and other contact persons.
7. Ability to organize and plan to maximize use of available time.
8. Follow attendance, punctuality and proper dress rules.

9. Ensure adherence to good safety standards.
10. Maintain confidentiality regarding school/workplace matters.
11. Model and maintain high ethical standards.
12. Demonstrate initiative in the performance of assigned responsibilities
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Maintenance Helper

NATURE AND SCOPE OF JOB:

Performs inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

QUALIFICATIONS:

1. Have earned a high school diploma or its equivalent.
2. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
3. Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.

REPORTS TO: Maintenance Supervisor

TERMS OF EMPLOYMENT:

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

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Maintenance and in accordance with all applicable codes and regulations.
2. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.

3. Ensure that the work site and conditions are safe.
4. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
5. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
6. Respond to emergency situations and perform necessary repairs.
7. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
8. Keep a log of all maintenance functions and repairs performed.
9. Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
10. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
11. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
12. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
13. Report immediately any damage or vandalism to facilities, or theft of equipment.
14. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
- 15.
16. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
17. Use computers and/or electronic equipment to fulfill job functions.
18. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
22. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the

job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Maintenance Technician

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Supervisor of Maintenance

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Perform general maintenance and repair tasks in a variety of areas assigned by the supervisor and in accordance with all applicable codes and regulations.
2. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
3. Ensure that the work site and conditions are safe.
4. Perform assignments relating to insuring all schools and system sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
5. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
6. Respond to emergency situations and perform necessary repairs.
7. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
8. Keep a log of all maintenance functions and repairs performed.

9. Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
10. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
11. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures.
12. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
13. Report immediately any damage or vandalism to facilities, or theft of equipment.
14. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
15. Use computers and/or electronic equipment to fulfill job functions.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Mechanic Assistant

QUALIFICATIONS:

1. A high school diploma or equivalent.
2. Completion of certified auto mechanic apprenticeship, or written verification of four (4) years experience as an auto/truck mechanic, or written certification of three (3) years experience as a mechanic's helper in a school bus shop.
3. Must be able to attain an Alabama CDL, and Bus Driver's Certificate within six (6) months of employment.
4. All state and federal licensing requirements and local regulations required to operate a school bus and automobile.
5. Must pass and is subject to drug tests as required by law and School Board policy for transporting students and operating school-owned vehicles.
6. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations

FLSA: Non-Exempt

REPORTS TO: Supervisor of Transportation/Mechanic

TERMS OF EMPLOYEMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Assist a skilled mechanic in diagnosing and repair vehicles and equipment.
2. Accept and complete foreman's assigned job and his/her overall supervision.
3. Maintain safety standards at all times.
4. Maintain good relationships with drivers and other school employees.
5. Maintain good relationships with other workers.
6. Assume responsibility for the proper use of all parts received.
7. Report any abuse of vehicles and/or equipment to the Transportation Supervisor.
8. Assist with routine and preventive maintenance to all vehicles and equipment.
9. Maintain work hours in accordance with board policy.

10. Operate SYSTEM-OWNED vehicles in accordance with state law and school board policies.
11. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Payroll Clerk

QUALIFICATIONS:

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

FLSA STATAUS: Non-exempt

REPORTS TO: Chief School Financial Officer

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Coordinates, directs and manages daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
3. Computes and balances monthly and bonus payrolls; submits reports to accounting office.
4. Keeps controls on all system payrolls; manages the preparation, calculation, distribution and reporting process to ensure compliance with all federal and state laws.
5. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
6. Prepares and files all payroll tax returns (FICA) and W-2's with federal and state government in an accurate and timely manner and balance quarterly with deposits and 941 reports.
7. Prepares payroll calendar and various payroll reports including, but not limited to gross pay, net pay, retirement, unemployment, health insurance, sick leave, etc.
8. Maintains and pays all deductions.
9. Prepares annual census report of government employ.

10. Works with personnel and employees in resolving concerns regarding paychecks, direct deposits, deductions, etc.
11. Processes stop payments, voids checks, and generates offline payrolls as necessary.
12. Insures adequate documentation for all payroll adjustments.
13. Completes and submits all payroll deductions, garnishments, tax levies, and child support payments as ordered by courts, fund contributions offices, and/or TSA deferred compensation withholdings.
14. Completes employment verifications and pay records upon request.
15. Computes reported/processed premiums for TRS Life Insurance for employees and posts for tax withholding.
16. Maintains vehicle use reports and calculates quarterly use tax.
17. Audits timesheets and/or electronic timecards in preparation for payment of payrolls.
18. Sets up all new employee types, sub types and maintains sub rates in parameter files.
19. Sets up and maintains the school system salary schedule for employees with annual salaries.
20. Orders and disseminates updated employee-related tax forms (W-4, A-4, etc.).
21. Demonstrates initiative in the performance of assigned responsibilities.
22. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
23. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
24. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
25. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
26. Responds to inquiries and requests in a timely and positive manner.
27. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
28. Properly uses equipment and material resources of the school system.
29. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities.
30. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
31. Reports absences and takes leave in accordance with Board policies and procedures.
32. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Proficiency in oral and written communications.
2. Knowledge of the principles and practices of accounting.

3. Knowledge of laws, rules and regulations regarding education/governmental agency accounting.
4. Knowledge of electronic, digital, technological financial systems involving microcomputer applications and financial software systems (spreadsheets, databases, word processing, and general accounting).
5. Effective interpersonal skills, with emphasis on communication and collaboration with a wide variety of people and groups.
6. Ability to meet deadlines, schedule tasks, and prioritize work with attention to detail and accuracy.
7. Ability to solve problems.
8. Ability to be punctual and in regular attendance.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Pre-K Assistant (Aide)

QUALIFICATIONS:

1. High school diploma or equivalent (minimum)
2. Must be 19 years of age or older
3. Possess a Child Development Associate Credential (CDA) OR at least 9 hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution.
4. Possess at least 12 months experience working in early childhood education or experience in other Office of School Readiness approved settings.
5. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Non-exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the system mission, goals and priorities.
2. Works efficiently under the direction of a certified employee.
3. Participates in preparing lesson plans with preschool teacher.
4. Assists the preschool teacher in student assessments as assigned.
5. Works with individuals and groups of students as assigned.
6. Assist in management of classroom behavior.
7. Assists with non-instructional duties such as snacks, lunch, and personal hygiene needs of students as directed by the preschool teacher.
8. Uses effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
9. Performs clerical tasks, including inventory, filing, typing, and care for equipment and materials.
10. Models and maintains high ethical standards.
11. Participates successfully in training programs, professional development, including any training mandated by federal and/or state requirements, or

other learning to increase skill and proficiency related to job performance and leadership.

12. Attends 10 hours of the Office of School Readiness sponsored training each year plus a minimum of 10 additional hours of training offered by local or regional programs.
13. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
14. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
15. Responds to inquiries and requests in a timely and positive manner.
16. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
17. Reports to work in a punctual manner and attends work regularly.
18. Reports absences and takes leave in accordance with Board policies and procedures.
19. Demonstrates initiative, resourcefulness, and discretion in solving problems.
20. Promotes public and community support for the school and school system by performing job duties and interacting with students, parents, staff, and the public courteously and proactively.
21. Performs other job-related duties as assigned by Supervisor(s).

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Pre-K Teacher

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution in Early Childhood Education or Child Development.
2. Possess and maintain a valid Alabama State teaching certificate with a "P" for grade level.
3. Must be at least 21 years of age or older.
4. Must meet any applicable Every Student Succeeds Act (ESSA) requirements.
5. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA STATUS: Exempt

REPORTS TO: Principal/Designee

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the system mission, goals and priorities.
2. Determines individual and class needs consistent with district and state instructional goals.
3. Establishes objectives and plans learning experiences that comply with local and state curriculum guidelines.
4. Delivers instructional activities in a manner demonstrating a variety of instructional techniques, promoting positive interaction among students, and providing for appropriate practice of activities and skills focusing upon the desired learning outcomes.
5. Establishes and maintains standards of student behavior that facilitate teaching and learning.
6. Demonstrates the effective evaluation of student needs and progress by engaging in entry level diagnosis activities, test construction, and record keeping.
7. Becomes familiar with and administers State directed Pre-K assessments.
8. Seeks assistance of specialists as needed.

9. Works collaboratively with other members of the school faculty and staff to promote student learning.
10. Maintains a professional, cooperative working relationship with parents and community.
11. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
12. Participates successfully in training programs, professional development, or other learning to increase skill and proficiency related to job performance and leadership; attends 15 hours of the Office of School Readiness sponsored training each year plus a minimum of 15 additional hours of training offered by local or regional programs.
13. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
14. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
15. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and laws.
16. Implements and follows the Alabama Quality Teaching Standards developed by the Alabama State Department of Education.
17. Performs other job-related duties as assigned by supervisor(s).
18. Models and maintains high ethical standards.
19. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
20. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
21. Responds to inquiries and requests in a timely and positive manner.
22. Properly cares for equipment and material resources of the school system.
23. Reports to work in a punctual manner and attends work regularly.
24. Reports absences and takes leave in accordance with Board policies and procedures.
25. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child development and characteristics of students in the age group assigned.
2. Knowledge of prescribed curriculum and current educational trends.
3. Ability to use technology.
4. Skill in oral and written communication with students, parents.
5. Ability to plan and implement for maximum effectiveness.
6. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement.
7. Ability to maintain appropriate student supervision.

8. Ability to work effectively with peers, administrators, parents and the public.
9. Physical and emotional ability and dexterity to perform required work and move about in a fast-paced, high intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Principal, Career Technical Center

QUALIFICATIONS:

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

FLSA STATUS: Exempt

REPORTS TO: Superintendent

SUPERVISES: Faculty and Staff

TERMS OF EMPLOYMENT:

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

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

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Facilitate the articulation of community and manpower needs into meaningful career/technical programs.
2. Work with appropriate state agencies for approval and financial support of career/technical programs.
3. Plan and prepare annual financial budgets.
4. Approve requisitions for supplies and equipment.
5. Identify long-range needs for facilities, equipment, and supplies for programs.
6. Schedule facilities for maximum utilization by teachers.
7. Evaluate facilities and equipment annually.
8. Maintain up-to-date inventory of all equipment to include recommendations for repair or replacement.
9. Assist in the selection of faculty.
10. Recruit personnel to teach.
11. Recommend the discharge of personnel when necessary.

12. Plan and/or conduct staff development activities.
13. Work closely with teacher education institutions and state staff to develop effective programs at pre-service and in-service levels.
14. Ensure that career/technical teachers attend professional development conferences and workshops and that technical update hours are earned.
15. Require teachers to acquire skills to keep pace with technological advancements in the program area.
16. Evaluate teacher performance using the teacher evaluation system.
17. Observe teaching practices in the classroom where career/technical programming is offered.
18. Define and articulate goals and objectives for programs within the school system.
19. Administer discipline fairly and consistently.
20. Work with counselors to determine student's interests and aptitudes for coursework within programs.
21. Ensure maintenance of student files and records.
22. Require and facilitate active student organizations.
23. Develop activities and techniques to involve the community in school activities.
24. Provide a system for positive public relations.
25. Collect, organize, analyze, and interpret data concerning the performance of students.
26. Utilize the advisory committee for the overall career/technical program.
27. Participate in non-administrative duties such as hall duty, bus duty, chaperoning, etc. when necessary.
28. Promote and facilitate career/technical education.
29. Assume other reasonable and equitable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of federal, state, and local laws and their applicable procedures.
2. Knowledge of school law.
3. Knowledge of trends in career/technical education.
4. Knowledge of state and local policies and procedures.
5. Demonstrated interest in human relations and problem-solving.
6. Demonstrated interest in innovative practices.
7. Knowledge of technology equipment, computers, and software.
8. Ability to organize effectively.
9. Ability to speak and write clearly and effectively.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Elementary Principal

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Minimum of five (5) years successful teaching or administrative experience.
4. Endorsement at Elementary Level.
5. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Manage and administer the accreditation program for the assigned school.
3. Manage and administer the instructional program as set forth in system guidelines.
4. Manage and administer the development of short- and long-range plans to meet instructional and facility needs.
5. Manage and administer the testing program for the school.
6. Approve school-sponsored activities and maintain a calendar of all school events.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Interview and select qualified personnel to be recommended for employment.
9. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
10. Assign special tasks and assignments to all school personnel.
11. Administer and develop instructional and non-instructional duty rosters.
12. Coordinate plant safety and facility inspections at the assigned school.

13. Manage and supervise the school financial resources including the preparation and disbursement of the school's budget and internal accounts.
14. Adhere to state statutes and system policies related to accounting to ensure judicious management of school funds.
15. Establish and manage student accounting and attendance procedures at the assigned school.
16. Maintain accountability of property inventory records and security of school property.
17. Provide a quick response to any emergency indoors or outdoors on the school site.
18. Maintain high visibility in all areas of the facility.
19. Supervise the orderly movement and safety of transportation services on school grounds.
20. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
21. Coordinate the supervision of all extracurricular programs at the assigned school.
22. Supervise the guidance program to ensure the individual student educational and developmental needs are met.
23. Manage and administer personnel development through training, inservice and other developmental activities.
24. Orient newly assigned staff members and assist in their development.
25. Guide and assist new teachers through the system's orientation program and in accordance with state guidelines.
26. Direct staff in developing a positive community relations program.
27. Develop and maintain positive school/community relations and act as liaison between the two.
28. Direct and develop the recruitment of business partners to benefit the school and community.
29. Communicate, through staff meetings and written material, information that will keep staff informed of policies, procedures and instructional program changes and updates.
30. Participate in system-wide management meetings and other meetings and activities appropriate for professional development.
31. Provide leadership in the school improvement process and the implementation of the school improvement plan.
32. Establish a vision and mission for the school in collaboration with key stakeholders.
33. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to prepare and manage the school budget and allocated resources.

2. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board polices, and appropriate state and federal statutes.
3. Ability to select, hire, supervise, evaluate and reappoint personnel.
4. Ability to communicate and interact effectively with the public.
5. Ability to demonstrate the knowledge and practice of current educational trends, research and technology.
6. Ability to understand the unique needs, growth problems and characteristics of elementary school students. A
7. Ability to use group dynamics within the context of cultural diversity.
8. Physical and emotional ability to and dexterity to perform required work and move about in a fast-paced and high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: High School Principal

QUALIFICATIONS:

1. Master's degree with a major in educational administration.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision
3. Minimum of five (5) years successful experience as a teacher or school administrator in public education.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: Faculty and Staff

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
2. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
3. Coordinate program planning with system instructional staff.
4. Manage the selection of textbooks, materials, and equipment.
5. Manage and administer the testing program for the school.
6. Direct the development of the master schedule and assign teachers according to identified needs.
7. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
8. Assist with interviewing and selecting qualified personnel to be recommended for employment.
9. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
10. Establish job assignments for school-site administrators, teachers, and support personnel for special projects.

11. Develop and administer duty rosters for certified and non-certified staff as required.
12. Supervise the operation and management of all activities and functions at the assigned school.
13. Develop positive school/community relations and act as liaison between the school and community.
14. Coordinate plant safety and facility inspections.
15. Coordinate all maintenance functions.
16. Coordinate and supervise transportation services.
17. Manage and supervise the school's financial resources including the preparation and disbursement of the school budget and internal accounts, and fixed assets.
18. Establish and manage student accounting and attendance procedures at the assigned school.
19. Supervise the school food service program at the assigned school including the free and reduced price food service program requirements.
20. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
21. Implement School Board policy, state statutes, and federal regulations.
22. Supervise the preparation and maintenance of accurate and timely reports and records.
23. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
24. Establish procedures to be used in the event of school crises and/or civil disobedience and provide leadership in the event of such happenings.
25. Coordinate the supervision and management of all extracurricular and athletic programs.
26. Attend school-related activities and events.
27. Manage and administer professional development through job embedded training, in-service and other activities.
28. Model and maintain high standards of professional conduct.
29. Provide leadership in the school improvement process and the implementation of the school improvement plan.
30. Establish a vision and mission for the school in collaboration with key stakeholders.
31. Assumes other reasonable and equitable job-related duties as assigned by the supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to prepare and manage the school budget and allocated resources.
2. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
3. Ability to use effective interview techniques, coaching procedures, and evaluation procedures.

4. Ability to use effective public speaking skills, interaction skills, and problem-solving skills.
5. Skill in personnel management and supervision techniques.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to analyze and use data.
8. Knowledge of current educational trends and research.
9. Knowledge and understanding of the unique needs and characteristics of students.
10. Ability to use group dynamics in the context of cultural diversity.
11. Physical and emotional ability and dexterity to perform required work and move about as need in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Middle School Principal

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five (5) years successful experience as a teacher or in schools administration in public education.
4. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
2. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
3. Coordinate program planning with system instructional staff.
4. Manage the selection of textbooks, materials, and equipment.
5. Manage and administer the testing program for the school.
6. Direct the development of the master schedule and assign teachers according to identified needs.
7. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
8. Interview and select qualified personnel to be recommended for employment.
9. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
10. Establish job assignments for school-site administrators, teachers, and support personnel for special projects.

11. Develop and administer duty rosters for certified and non-certified staff as required.
12. Supervise the operation and management of all activities and functions at the assigned school.
13. Develop positive school/community relations and act as liaison between the school and community.
14. Coordinate plant safety and facility inspections.
15. Coordinate all maintenance functions.
16. Coordinate and supervise transportation services.
17. Manage and supervise the school's financial resources including the preparation and disbursement of the school budget and internal accounts, and fixed assets.
18. Establish and manage student accounting and attendance procedures at the assigned school.
19. Supervise the school food service program at the assigned school including the free and reduced price food service program requirements.
20. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
21. Implement School Board policy, state statutes, and federal regulations.
22. Supervise the preparation and maintenance of accurate and timely reports and records.
23. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
24. Establish procedures to be used in the event of school crises and/or civil disobedience and provide leadership in the event of such happenings.
25. Coordinate the supervision and management of all extracurricular and athletic programs.
26. Attend school-related activities and events.
27. Manage and administer professional development through job embedded training, in-service and other activities.
28. Model and maintain high standards of professional conduct.
29. Provide leadership in the school improvement process and the implementation of the school improvement plan.
30. Establish a vision and mission for the school in collaboration with key stakeholders.
31. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE SKILLS AND ABILITIES:

12. Ability to prepare and manage the school budget and allocated resources.
13. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
14. Ability to use effective interview techniques, coaching procedures, and evaluation procedures.

15. Ability to use effective public speaking skills, interaction skills, and problem-solving skills.
16. Skill in personnel management and supervision techniques.
17. Ability to communicate effectively, both orally and in writing.
18. Ability to analyze and use data.
19. Knowledge of current educational trends and research.
20. Knowledge and understanding of the unique needs and characteristics of students.
21. Ability to use group dynamics in the context of cultural diversity.
22. Physical and emotional ability and dexterity to perform required work and move about as need in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Psychometrist-Psychologist

QUALIFICATIONS:

1. Master's degree or higher from an accredited college or university.
2. Valid Alabama teaching certificate; certification as a school psychometrist, psychologist or related field.
3. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.
4. Possess and maintain a valid driver's license.
5. Ability to provide appropriate transportation to perform job responsibilities at various school sites or other settings as required.

FLSA STATUS: Exempt

REPORTS TO: Coordinator of Special Education

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Maintains and submits weekly log of student referrals.
3. Selects appropriate tests for student assessment in accordance with applicable law.
4. Administers tests for initial referrals and reevaluations in accordance with applicable law.
5. Interprets testing data and prepares comprehensive report of evaluation results.
6. Enters required information into STISETS.
7. Attends referral meetings on individual students as needed.
8. Attends eligibility meetings on individual students as needed.
9. Confers with resource consultants, supervisors, coordinators, teachers and parents/guardians as requested.
10. Tracks data on timeline/reevaluation due dates for the SDE.
11. Monitors student reevaluations.
12. Assists with compliance verification on transfers, reevaluations, and initial referrals.
13. Attends staff meetings, workshops, and professional organization meetings for staff development as requested.
14. Confers with attorneys on due process as directed.
15. Develops and conducts inservice programs on new or updated assessments, evaluations, timelines, reevaluations, and other areas as needed.
16. Keeps informed regarding research in psychological and educational testing practices in the areas of test construction, test administration and testing results interpretation.

17. Works with outside agencies to assist in providing appropriate assessments, placements and transition services.
18. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
19. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
20. Engages in professional growth and demonstrates professional ethics and effective leadership.
21. Attends conferences and training sessions to improve skills and programs.
22. Responds to inquiries and requests in a timely and positive manner.
23. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
24. Properly cares for equipment and material resources of the school system.
25. Uses effective collaboration skills to work as an effective team member.
26. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
27. Reports absences and takes leave in accordance with Board policies and procedures.
28. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Proficiency in oral and written communication skills.
2. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
3. Ability to work collaboratively as a productive team member.
4. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
5. Ability to be punctual and in regular attendance.
6. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Registered Nurse (RN)

QUALIFICATIONS:

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

FMLA : Exempt

REPORTS TO: Principal/Lead Nurse

TERMS OF EMPLOYMENT:

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

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

SUPERVISES:

LPN and Medication Assistants

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Prepare the school nurse area for use, ensuring safety, cleanliness and adequate stocking of supplies.
2. Assist health professionals to perform and document required screenings.
3. Maintain a clinic log of visits by students with appropriate descriptive information.
4. Provide routine first aid and health procedures including proper referral of serious illnesses or injury.
5. Administer CPR if indicated in emergency situations.
6. Support and participate in health screening activities, special clinics and staff meetings as directed.
7. Administer medications and perform procedures (including invasive procedures) following school and system policies.
8. Review health records and immunization for compliance.
9. Counsel students and parents concerning health problems.
10. Establish safe clinic procedures.
11. Maintain a current list of students with acute and/or chronic conditions.

12. Provide nursing assessment and health appraisals of students to identify existing or potential health problems, communicable disease or other conditions affecting school performance.
13. Serve as a health liaison between home and school.
14. Maintain a cooperative working relationship with appropriate governmental agencies.
15. Maintain expertise in assigned area to fulfill project goals and objectives.
16. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Keep supervisor informed of potential problems or unusual events.
18. Respond to inquiries and concerns in a timely manner.
19. Serve on school/system committees as required or appropriate.
20. Exhibit interpersonal skills to work as an effective team member.
21. Demonstrate support for the school system and its goals and priorities.
22. Prepare all required reports and maintain all appropriate records.
23. Participate in cross-training activities as required.
24. Provide CPR instruction for staff.
25. Serve as a member of the Student Support Team as needed.
26. Assume other reasonable job-related duties as assigned by the immediate supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: School Bookkeeper

QUALIFICATIONS:

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

FLSA STATUS: Non-exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Receive, count, receipt and post all monies coming through the office for all school accounts.
2. Assist with the preparation of the annual and monthly financial reports and prepare monthly payroll.
3. Conduct routine bookkeeping duties such as posting, balancing accounts, reconciling bank statements, reporting and making bank deposits.
4. Prepare invoices for payment; arrange purchase orders and keep all supporting documents in order.
5. Enter receipts into proper activity accounts; provide reports to administrators and teachers.
6. Issue checks for purchases approved by the principal.
7. Observe Alabama and Local School Accounting procedures.
8. Maintain proper files for all documents as assigned.
9. Issue receipt books; assign purchase orders for the procurement of approved materials and supplies.
10. Maintain accurate records and procedures for school grants in a timely manner; receive and send in for payment as assigned.
11. Prepare ticket reports for athletic events; file a concessions-profit report as required.

12. Assist with the handling of field trip expenses; file proper reports.
13. Retain all contracts with individuals or businesses.
14. Assist with secretarial duties as assigned.
15. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
16. Participate in cross-training activities.
17. Maintain confidentiality regarding school/workplace matters.
18. Model and maintain high ethical standards.
19. Keep supervisor informed of potential problems or unusual events.
20. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, AL

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: School Secretary

QUALIFICATIONS:

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

FLSA STATUS: Non-exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Provides secretarial services for the principal and other administration.
2. Provide clerical support in a multi-task work environment requiring the ability to prioritize tasks.
3. Provides routine management of the principal's office.
4. Substitute for and assist support co-workers as assigned to complete required tasks.
5. Supervise the activities of parent volunteers, student office aides, and certain support personnel as assigned.
6. Assist with student records as may be required.
7. Trains and supervises office assistants.
8. Publishes the daily bulletin for teachers and students.
9. Assumes general receptionist duties such as answering the telephone and greeting school visitors.
10. Maintain a master school calendar, schedule meetings, and appointments.
11. Prepare memorandums, letters, forms, and other material as assigned.
12. Update, publish, and distribute school handbooks and other material as assigned
13. Distribute incoming mail, packages, and other materials.
14. Assist with student registration, permanent records and transcripts as directed.
15. Makes necessary computerized administrative reports related to attendance, discipline, personnel and grade reporting.
16. Inventory and order office supplies as needed.
17. Assumes limited bookkeeping duties in the absence of the bookkeeper.

18. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
19. Participate in cross-training activities as required.
20. Assumes other reasonable and equitable job related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to keep business and school matters confidential.
2. Knowledge of procedures, practices and operation of a school.
3. Ability to use excellent business English, grammar, spelling and punctuation.
4. Demonstrated skill in operating computers, word processors and peripheral equipment.
5. Ability to utilize or quickly learn to utilize the word processing programs used.
6. Ability to organize and file materials effectively.
7. Ability to communicate clearly and concisely, both orally and in writing, including clear, polite telephone communications skills.
8. Ability to work effectively under minimal supervision.
9. Ability to exercise tact, good judgment and initiative in dealing with students, faculty and the public.
10. Ability to follow written and oral directions
11. Physical and emotional ability and dexterity to perform require work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Secretary/Bookkeeper

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Serve as secretary and administrative assistant to the principal by arranging appointments, taking calls, answering inquiries, and composing and typing routine correspondence and memoranda.
2. Prepare reports required from the principal.
3. Receive, deposit, and disburse school monies.
4. Maintain internal accounts and prepare financial reports.
5. Maintain attendance records and prepare related reports.
6. Prepare other reports required from the school principal.
7. Keep time records and prepare payrolls.
8. Maintain inventory and textbook records.
9. Prepare requisitions for supplies and equipment, field trips and work orders.
10. Type a wide variety of records, reports, memoranda, and teaching materials and operate duplicating equipment.
11. Furnish information and assistance to students, parents, teachers, and other interested parties.
12. Secure substitute teachers if assigned.
13. Supervise clerical paraprofessionals in the performance of similar or related work if assigned.
14. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
15. Maintain confidentiality regarding school/workplace matters.
16. Participate successfully in the training programs offered to increase skill

- and proficiency related to assignment.
17. Keep supervisor informed of potential problems or unusual events.
 18. Respond to inquiries and concerns in a timely manner.
 19. Exhibit interpersonal skills as an effective team member.
 20. Demonstrate support for the school system and its goals and priorities.
 21. Demonstrate initiative in identifying potential problems or opportunities for improvement.
 22. Prepare all required reports and maintain all appropriate records.
 23. Participate in cross-training activities as required.
 24. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work an (8) hour day.
2. Ability to keep business and school matters confidential.
3. Knowledge of procedures, practices and operation of a school.
4. Ability to use excellent business English, grammar, spelling and punctuation.
5. Skill in operating computers, word processors and peripheral equipment.
6. Ability to utilize or quickly learn to utilize the word processing programs used.
7. Ability to organize and file materials effectively.
8. Ability to communicate clearly and concisely, both orally and in writing, including clear, polite telephone communications skills.
9. Ability to work effectively under minimal supervision.
10. Ability to exercise tact, good judgment and initiative in dealing with students, faculty and the public.
11. Ability to follow written and oral directions.
12. Possess and maintain valid Alabama driver's license.
13. Be capable of moving and lifting moderately heavy weights.
14. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: SIMS Operator

QUALIFICATIONS:

1. High School Diploma or GED with training in computer applications.
2. Three years (3) years of experience in data entry preferred.
3. Ability to perform basic network and computer maintenance.
4. Experience with STI *Information Now* software preferred.
5. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

FLSA STATUS: Non-Exempt

REPORTS TO: Principal/Technology Coordinator

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

REQUIRED DUTIES AND RESPONSIBILITIES:

1. Record and report daily absences.
2. Assist with entering data and follow-up on Kindergarten registration forms.
3. Enter demographic information on all students and faculty.
4. Generate grade roster for grades Prek-12.
5. Distribute report cards to each homeroom teacher.
6. Records and maintain the required reports for school, LEA, state, or federal agencies.
7. Verify student check in and check out information.
8. Input student data for schedules and test records.
9. Enter date for Athletic Department for the Alabama High School Athletic Association.
10. Ensure the master schedule and the current valid schedule are maintained accurately.
11. Maintain confidentiality at all times.
12. Communicate effectively with public, staff members, students, parents, administrators and other contact persons using tact and judgement.
13. Follow attendance, punctuality and proper dress rules.
14. Ensure adherence to good safety rules.
15. Maintain and model high ethical standards.
16. Demonstrate initiative in the performance of assigned responsibilities.

17. Participate successfully in training programs offered to increase skill and proficiency related to assignment.
18. Keep supervisor informed of potential problems or unusual events.
19. Respond to inquiries and concerns in a timely manner.
20. Demonstrate support for the school system and its goals and priorities.
21. Participate in cross-training activities as required.
22. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience in software application training.
2. High level of skill in supporting end users with application issues in a network environment.
3. Ability to perform basic network and computer maintenance.
4. Mastery of Microsoft applications
5. Proficiency with Windows 98, 2000, XP, and network printing.
6. Experience in preparing State Department of Education required reports.
7. Demonstrated ability to work with people as part of a team.
8. Proficiency in written and oral communication skills.
9. Physical and emotional ability and dexterity to perform required work and move about in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Special Education Bus Aide

QUALIFICATIONS:

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

FLSA STATUS: Non-exempt

SUPERVISOR: Supervisor of Transportation/Principal/Bus Driver

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

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

and providing all pertinent data to all appropriate personnel within the designated time frame.

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

KNOWLEDGE SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa City Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Staff Accountant

QUALIFICATIONS:

1. Bachelor's degree with major in accounting or closely related field (business administration, business law, economics).
2. Two (2) years specifically related experience in the area of accounting and bookkeeping functions.
3. Governmental accounting experience preferred.
4. Must meet background clearance as specified by Alabama statues and State Board of Education regulations.

REPORTS TO: Chief School Financial Officer

FLSA STATUS: Non-Exempt

SUPERVISES:

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the school system and its goals and priorities.
2. Maintains and reconciles a variety of ledgers, reports and account records; examines and corrects accounting transactions to ensure accuracy; prepares and posts journal entries.
3. Receipts funds received from various sources; posts receipts to subsidiary ledgers; and, prepares bank deposits.
4. Assists with the preparation of financial statements, income statements, and cost reports to reflect financial conditions of the school system as directed.
5. Performs monthly bank reconciliations.
6. Monitors and balances various accounts as assigned.
7. Assists in the processing of accounts payable in a timely manner as assigned.
8. Examines payroll documents, budgetary charges and vendor payments to ensure accuracy, completeness, and compliance with applicable rules, policies and procedures; monitors the Board's payroll accrual accounts.
9. Assists in vendor statement reconciliations; responds to inquiries from vendors regarding payments.
10. Prepares financial and payroll activity reports and statements as directed.

11. Issues, receives and examines payroll records; prepares and balances payroll reports.
12. Processes remittances to appropriate agencies for funds withheld from paychecks including benefits and payroll taxes.
13. Reviews and records purchase orders for proper authorizations and maintains purchasing files.
14. Maintains the Board's fixed assets records.
15. Participates in cross-training for any other types of accounting, payroll or other finance related duties and tasks as needed.
16. Assists the Chief School Financial Officer as required in various accounting, finance and business-related functions.
17. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
18. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
19. Responds to inquiries and requests in a timely and positive manner.
20. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
21. Properly uses equipment and material resources of the school system.
22. Uses effective collaboration skills to work as a productive team member.
23. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
24. Reports absences and takes leave in accordance with Board policies and procedures.
25. Assumes other reasonable and equitable job-related duties assigned by the Chief School Financial Officer.

KNOWLEDGE SKILLS AND ABILITIES:

1. Skill in administrative detail (evidence of high degree of skills in keyboarding and the use of general office machines).
2. Proficiency in technology programs such as Word, Excel, and PowerPoint.
3. Ability to keep business matters confidential.
4. Knowledge of or ability to quickly learn operations of the section or unit to which assigned.
5. Ability to perform complex arithmetic operations.
6. Ability to use excellent business English, grammar, spelling and punctuation.
7. Ability to communicate clearly and concisely, orally, in writing, and via e-mail and other electronic communications means.
8. Ability to establish and maintain effective working relationships with others.
9. Ability to work effectively under minimum supervision.
10. Ability to organize materials and maintain accurate records.
11. Ability to exercise tact, good judgment and initiative.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Supervisor of Child Nutrition Programs

QUALIFICATIONS:

1. Earned bachelor's degree from a regionally accredited institution of higher education in Foods and Nutrition, Food Service Management, or Home Economics (with a minimum of four (4) courses in foods and nutrition) **or**,
2. Verification of 1400 clock hours of compensated food service management, or an acceptable alternative to be approved by the State Superintendent of Education, to include, but not limited to, supervisor and/or administrative experience attained within five (5) years immediately preceding the date of application **or**,
3. Hold an earned bachelor's degree from a regionally accredited institution of higher education in any subject area other than the ones identified and complete the following educational requirements for certification within three (3) years from the date of employment:
 - a. A minimum of nine (9) semester hours or twelve (12) quarter hours in foods and nutrition;
 - b. Minimum of three (3) semester hours or four (4) quarter hours in Quantity Food Production and three (3) semester or four (4) quarter hours in Quantity Purchasing; and
 - c. A minimum of three (3) semester hours or four (4) quarter hours in personnel management and three (3) semester hours or four (4) quarter hours in accounting.
4. Minimum of fifteen (15) clock hours or approved professional development per year is required for certificate validity.
Statutory Authority: Code of Ala. (1975), §16-3-11 through 12, 16-3-19.
5. Provide own or have access to appropriate transportation to meet job requirements.
6. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: Child Nutrition Department Employees

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Assume responsibility for administering and directing the Child Nutrition Program (CNP) in compliance with federal, state, and local regulations.
2. Establish program standards and direct the operation of a financially sound and nutritionally adequate child nutrition program.
3. Evaluate each school unit to determine its effectiveness in achieving program goals and to assist in developing strategies for program improvement.
4. Develop and implement a plan for incorporating nutrition education into the child nutrition program.
5. Establish a personnel management system in cooperation with managers, administrators, and other appropriate personnel.
6. Develop and supervise a comprehensive in-service training program for Child Nutrition Program personnel.
7. Establish specifications and standards of quality for food, supplies, and equipment.
8. Develop a system of procurement and distribution of food and supplies for the Child Nutrition Program through cooperative efforts with other appropriate personnel.
9. Assist in determining facility needs and cooperate with architects, engineers, and appropriate school personnel in the planning of renovations and new facilities.
10. Gather information and make written reports as required by the State Department of Education and other agencies.
11. Develop and implement, with assistance of appropriate local school staff, a program of maintenance and repair for equipment.
12. Develop and implement standards and controls for sanitation and safety in the facilities of the Child Nutrition Program.
13. Develop and implement a system of handling Free and Reduced applications approval for school district.
14. Develop and implement a system of administering the Child Care Food Program for after school programs.
15. Develop and implement a system of administering the summer food service for the summer school programs.
16. Comply with the Alabama State Department of Educations' Healthy Snack Standards for Foods and Beverages.
17. Assume other reasonable and equitable job-related duties assigned by the Chief School Financial Officer.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Detailed food services education and experience.
2. Knowledge of federal, state, and local mandates.
3. Knowledge of and experience with institutional food services equipment.
4. Skills in supervising subordinate employees.
5. Mobility and agility to visit work sites, supervise employees, present

food preparation demonstrations and present workshops.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Supervisor of Construction and Maintenance

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Superintendent

SUPERVISES: Maintenance Department Employees

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Supervisor of Transportation

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT:

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

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

SUPERVISES: Transportation Department Employees

REQUIRED DUTIES AND RESPONSIBILITIES:

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Teacher

QUALIFICATIONS:

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

FLSA: Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Understand and assist in upholding and enforcing school rules, administrative regulations, and Board of Education policies.
2. Participate in the efficient and effective operation of the school and school system. Such participation shall include teachers in consultation through meetings, conferences, and committee responsibilities.
3. Accept no other employment which interferes with the efficient and effective discharge of teacher duties and responsibilities.
4. To abide by the standards established for teachers' professional and personal conduct by the printed and published Code of Ethics.
5. To follow the courses of study approved by the State Board of Education and curriculum guides and textbooks approved and adopted by the Tallapoosa County Board of Education. Other material used for instructional purposes must be approved by the principal.
6. To assist in fostering student attitudes through teaching, in all activities of the school program, the values of citizenship, self-discipline, morality, and patriotism.
7. Report for duty at least fifteen minutes before the opening of school and remain at least ten minutes after the close of school.
8. Meet and instruct assigned classes in the locations at the times designated.

9. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided and appropriate to the interests and maturity of the students.
10. Establish and maintain appropriate discipline in the classroom and assist staff in establishment and maintenance of discipline in the school environment.
11. Prepare for classes assigned, and show written evidence of preparation upon request of the principal.
12. Maintain accurate, complete, and correct records as required by law, board policy, and administrative regulation.
13. Evaluate student progress on a regular basis and in accordance with the system's established procedures.
14. Seek assistance of specialists as needed and make referrals when appropriate.
15. Take all necessary and reasonable precautions to protect students and to safeguard all equipment, materials, and facilities.
16. Make reasonable provision for being available to students and parents for education related purposes outside the instructional day. Procedures for such conferences will be mutually agreed upon by faculty and administration.
17. Work with other staff members in planning school activities, instructional goals, objectives, and methods.
18. Assist in the selection of books, equipment, and other instructional materials.
19. All teachers participate in extracurricular activities as mutually agreed upon by faculty and administration.
20. Attend and participate regularly in faculty meetings.
21. Maintain a professional, cooperative working relationship with parents and community.
22. Promote good public relations for school and school system with the general public.
23. Maintain and improve professional competence.
24. Perform other related duties during school necessary to the safe and effective operation of the school when requested by the principal.
25. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child development and especially of characteristics of students in the age group assigned.
2. Knowledge of the prescribed curriculum.
3. Knowledge of current educational research.
4. Basic understanding and knowledge of current technology.
5. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles.
6. Skill in oral and written communication with students, parents and others.

7. Ability to plan and implement activities for maximum effectiveness.
8. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.
9. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
10. Ability to work effectively with peers, administrators and others.
11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Technology Technician

QUALIFICATIONS:

1. High school graduate, or equivalent.
2. Experience with diagnosing, repairing and solving computer hardware, printer and software problems.
3. Experience with the configuration and operation local area networks, servers, network adapters, hubs and switches. Addressing, is desirable.
4. Experience with office automation applications, Email, Microsoft Office products or similar software is preferred.
5. Prefer experience with student management applications and educational software.
6. Possess a valid Alabama Driver's License.
7. Must meet background clearance requirements as specified by Alabama statues and State Board of Education regulations.

FLSA: Non-exempt

REPORTS TO: Technology Coordinator

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

DUTIES AND RESPONSIBILITIES:

1. Diagnose and solve campus network issues, PC computer hardware and software problems.
2. Assist with the technical and operational issues of the Student Management and Library application software.
3. Assist with the installation of new computer equipment and software.
4. Communicate effectively with school faculty and staff to describe maintenance procedures, to provide understandable instructions, and to describe features of the school's computer systems.
5. Perform routine maintenance on computer systems (cleaning, testing, alignment, etc.).
6. Perform repairs and upgrades in accordance to manufacture suggested guidelines (installing software, software upgrades or patches, replacing disk drives, circuit boards/adapters and other peripheral devices).
7. Install and configure of network related equipment, cables and communication devices.

8. Assist with the collection of data for the district office and state reports.
9. Follow supervisor instructions and perform all task assigned.
10. Process and update technical work orders.
11. Execute all other tasks and responsibilities as assigned by the Director of Technology.
12. Installation and configuration of local area networks and wide-area networks, including file servers, switches, and routers.
13. Responsible for establishing security features for network environment.
14. Manage Internet access for school district including configurations for workstations, file servers, routers, and switches.
15. Supervise and manage E-mail access for school district employees.
16. Troubleshoot equipment and effect repairs for hardware and software problems associated with network.
17. Provide technical advice and assistance on computer hardware and software needs to all faculty and staff.
18. Work cooperatively with the Director of Technology in the areas of acquiring and implementing new technologies and the development of training modules for effective use of technologies by faculty, staff, and students.
19. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Effective oral and written communication skills.
2. Minimum of three (3) year job experience in relation to this position.
3. Require experience with the installation and configuration of Microsoft Windows.
4. Require experience with the installation and configuration of Windows NT server or similar server operating systems.
5. Experience with the installation and configuration of wide and local area networks or home networks.
6. Possession of a valid Alabama driver's license is desirable.
7. Physical dexterity, coordination, mobility, and visual acuity to perform the technical task assigned.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

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

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Transportation Mechanic

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Transportation Supervisor

SUPERVISES: Assigned transportation and bus shop personnel

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Transportation Route Manager/Mechanic

QUALIFICATIONS:

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

FLSA: Non-Exempt

REPORTS TO: Transportation Supervisor

SUPERVISES: Assigned transportation and bus shop personnel

TERMS OF EMPLOYMENT:

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

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

DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates and oversees the routing, scheduling and daily transportation services including regular and special education, contract services of the department; assures compliance with time schedules and applicable laws, codes, rules and regulations.
2. Plans the effective and efficient development of bus routes; monitors routes daily and makes necessary adjustments for overloads, lateness and related problems.
3. Confers with Shop personnel regarding repairs and preventative maintenance of buses and other vehicles; monitors status of repairs; informs the Manager of the need for additional drivers and equipment.
4. Maintains a variety of transportation personnel records including license and certificate expirations, medical expirations and training hours required

- for the renewal of the bus driver certificate.
5. Receives and responds to emergency calls after hours and on weekends.
 6. Serves as the Transportation/Shop Supervisor in the absence of the Transportation Supervisor as assigned.
 7. Serves as a substitute Bus Driver as needed.
 8. Accepts and completes assigned jobs and overall supervision.
 9. Maintains safety standards at all times.
 10. Maintains good relationships with drivers and other school employees.
 11. Accurately diagnoses and repairs school system transportation equipment.
 12. Assumes responsibility for the proper use of all parts received.
 13. Reports any abuse of vehicles and/or equipment to the Transportation Supervisor.
 14. Exhibits skill and efficiency in performing routine and preventive maintenance to all vehicles and equipment.
 15. Maintains work hours in accordance with Board policy; reports absences in a timely manner.
 16. Reports job-related injuries according to Board procedures.
 17. Maintains confidentiality regarding school/workplace matters.
 18. Models and maintains high ethical standards.
 19. Demonstrates initiative in the performance of assigned responsibilities.
 20. Maintains expertise in assigned area to fulfill project goals and objectives.
 21. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
 22. Keeps supervisor informed of potential problems or unusual events.
 23. Responds to inquiries and concerns in a timely manner.
 24. Demonstrates support for the school system and its goals and priorities.
 25. Demonstrates initiative in identifying potential problems or opportunities for improvement.
 26. Operates system-owned vehicles in accordance with state law and Board policies.
 27. Assumes other reasonable and equitable job related duties assigned by the immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated success in performing a wide variety of tasks requiring an understanding and proficiency of mechanical repair
2. Ability to diagnose and repair vehicle problems
3. Able to lift and install heavy parts
4. Ability to read instruction manuals and printed instructions
5. Ability to communicate effectively and follow instruction
6. Physically able to use heavy tools and equipment
7. Physical dexterity, mobility, and strength to stoop, bend, lift, reach, and climb as needed to perform the essential functions of this position
8. PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

EVALUATION:

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

SOURCE: Tallapoosa County Schools, Dadeville, Alabama