

EDISON LOCAL SCHOOLS

Job Description

Job Title: Bus Aide
Department: Transportation
Reports To: Transportation Supervisor

Summary:

Under general supervision, provides assistance to special needs bus drivers performing a variety of tasks to help support the driver in providing safe and proper transportation of students to and from school.

Essential Job Functions:

1. Assists with observing all mandatory safety regulations for school buses in accordance with regulations set forth by the Ohio Department of Education.
2. Helps maintain discipline when students are on bus.
3. Helps report undisciplined students to the proper authority.
4. Helps keep assigned bus clean.
5. Helps to check bus before each operation for mechanical defects.
6. Displays responsible leadership when on out-of-district school trips.
7. Helps report all accidents and completes required reports.
8. Helps enforce rules and regulations on the bus.
9. Perform other duties that might be assigned by transportation coordinator and/or building principals.

Education and/or Experience:

Any combination of education, training, and experience equivalent to high school graduation. Previous experience with children is preferred. Must hold a valid Student Monitor permit with the Ohio Department of Education.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm, or finger motion many times. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public

and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Athletic Director
Department: Edison High School
Reports to: Principal

SUMMARY: Maintains, organizes and administers the overall program of interscholastic athletics, including intramural activities.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the interviewing, hiring and training of employees.
2. Assists in selecting, assigning and evaluating all coaching personnel.
3. Assumes leadership role in the orientation and in service training of coaching personnel.
4. Represents the District in the matter of interscholastic athletics with the MHSAA
5. Represents the District in matters interscholastic athletics with each secondary league of affiliation.
6. Responsible for the organization and scheduling of athletic events.
7. Contracts officials for all home contests.
8. Arranges transportation for all home contests.
9. Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
10. Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
11. Establishes and enforces the physical, academic and training requirements of eligibility for participation.

EDUCATION and/or EXPERIENCE:

Shall hold at least a Master's Degree from an accredited college/university with training in administration and supervision at the appropriate level. Must possess a valid Ohio teacher's certificate. Completion of at least four years of successful teaching and or coaching experience.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally, the employee will have to travel to different sites. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Custodian-Maintenance

Department: Maintenance/Custodial

Reports To: Building Principal and Maintenance Supervisor

Summary:

Under general supervision of the building principal/custodian-operations, cleans and maintains offices, halls, classrooms, and similar areas; secures the building; and does related work as required or assigned.

Essential Job Functions:

1. Possesses and demonstrates the knowledge, skills, and abilities required to perform cleaning and custodial tasks.
 - a) Possesses and demonstrates knowledge of the methods, materials, and equipment used in building cleaning and minor maintenance.
 - b) Demonstrates some knowledge of heating/ventilation operation.
 - c) Follows oral and written instructions and carries out assignments under general supervision.
2. Plans and prepares for assignments to ensure effective and efficient completion.
 - a) Upon arrival, gets assignments (regular and special) and ensures availability of equipment and supplies required to complete tasks.
 - b) With the building principal, verifies custodial personnel are present and modifies assignments if necessary to accommodate absences.
 - c) Checks building use schedule for events requiring special setup, cleaning, or service.
3. Cleans and maintains classrooms, library, halls, and restrooms as assigned on the work shift.
 - a) Buffs, sweeps, and damp mops floors; vacuums carpeted areas.
 - b) Washes windows, fixtures, floors, and walls.
 - c) Dusts furniture, lockers, cabinets, walls, windowsills, radiators, Venetian and mini blinds, etc.
 - d) Strips wax from floors, waxes and rebuffs as required or assigned.
 - e) Empties trash receptacles of various capacities; transports large receptacles to outdoor units (dumpsters) and empties.
 - f) Mows lawns and athletic fields; shovels snow from sidewalks, driveways, and parking lots.
 - g) Maintains logs and equipment check sheets.
 - h) Moves, transports, delivers, stacks, and shelves equipment, supplies, books, and furniture.
 - i) Arranges and/or rearranges furniture and equipment for meetings.
4. Performs maintenance and security checks.
 - a) Makes regular or assigned checks on heating and air ventilation units and reports malfunctions.
 - b) Checks and secures the building and reports the presence of unauthorized persons.

- c) Checks and secures outside doors.
 - d) Performs routine general maintenance as required.
5. Demonstrates the ability to comprehend and communicate effectively
- a) Demonstrates knowledge of and adheres to policies and procedures in on-the-job situations.
 - b) Interprets and carries out written and oral instructions.
 - c) Prepares written incidence reports and communicates orally with other staff members, students, and supervisors as required.
6. Demonstrates possession of the physical attributes required to perform all essential functions.
- a) Demonstrates ability to move, transport, lift, and carry manually or with mechanical assistance, boxes, books, supplies, equipment, and trash receptacles weighing up to 50 pounds (*See physical demands below).
 - b) Demonstrates strength and manual dexterity to operate snow removal or lawn mowing equipment or to shovel snow manually.
7. Performs routine supervisory tasks as assigned.
- a) Monitors, trains, and leads substitute custodians.
 - b) May be assigned to serve as building supervisor from time to time in his or her absence.
8. Performs all other duties as assigned by the Superintendent or his/her designee.

Education and/or Experience:

Any combination of education or experience equivalent to completion of high school or GED and one year of successful experience in public building custodial work; possession of the knowledge, skills, abilities, and physical attributes required to perform all essential functions.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds, such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Administrative Assistant Building/Principal

Department: Building

Reports To: Principal

SUMMARY:

Serves as confidential secretary to the principal and as facilitator for the school/public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Makes and receives telephone calls, takes messages, routes calls
2. Maintains school records and files for building, principal and related requirements
3. Registers new students and requests and processes new student records
4. Send out copies of student records for withdrawn students
5. Maintain students' cumulative folders, including filing test scores, grade cards, etc.
6. Maintain student records and scheduled in D.A.S.L.
7. Maintains quarterly honor roll
8. Print student report cards
9. Serves as confidential administrative assistant to principal
10. Distributes mail for entire building
11. Reviews principals mail, brings attention to important pieces of mail
12. Greets all visitors
13. Types, prepares, distributes, files records/reports, correspondence, etc. related to building functions and principal needs
14. Assists/orientates substitute teachers
15. Processes attendance/payroll for the building staff
16. Administers medication according to policy and regulations
17. Provides appropriate first aid needs
18. Schedules use of building
19. Takes/transcribes notes for correspondence
20. Makes and records deposits
21. Takes in-service training as stipulated by contract
22. Attend Open House and parent teacher conference
23. Performs other duties as assigned.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continually required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

EDISON LOCAL SCHOOLS

Job Description

Position Title: Assistant Transportation Supervisor
Department: Transportation
Reports To: Transportation Supervisor

Summary:

Under the general supervision of the Transportation Supervisor, the Assistant Transportation Supervisor maintains the district's vehicles and equipment in a state of operating excellence and assists with the operation of the Transportation Department.

Essential Job Functions:

1. Able to diagnose, repair, rebuild and make all necessary adjustments on all district vehicles and equipment.
2. Performs monthly inspection and routine service on all vehicles and equipment.
3. Performs troubleshooting and repairs on district vehicles and equipment.
4. Sets up and supervises receipt and issuance of parts and supplies.
5. Analyzes requirements and makes recommendations on schedule for preventative maintenance program for District vehicles and equipment.
6. Prepares and audits the preventative maintenance program for transportation and maintenance vehicles and maintains related records and reports on vehicle maintenance operations.
7. Accomplishes engine testing using specialized equipment.
8. Performs road testing to determine durability.
9. Maintains a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
10. Recommends replacement of equipment and materials for department.
11. Assures adequate maintenance and repair records are maintained for District vehicles and equipment.
12. Assists with annual State Police Bus Inspection.
13. Removes snow from bus lot area and turnarounds when needed.
14. Maintains bus garage in an orderly, clean, and safe condition.
15. Substitute as a bus driver on regular routes and extra trips as needed.
16. Establishes and maintains inventory and parts control procedures.
17. Assists with evaluation and supervision of transportation staff.
18. Assists with training of transportation staff and providing regular updates to drivers.

Education and/or Experience:

Any combination of education, training, and experience equivalent to the completion of high school. In addition, the individual must possess a valid and current CDL with school bus endorsement and a high level of experience in bus vehicle maintenance and repair skills. ASE certification is desired.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as vehicle parts, tires, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as road salt. The employee will sometimes push/pull items such as cleaning machines, tool cases, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Building Administrative Assistant
Department: Building Assigned
Reports To: Principal

SUMMARY:

Serves as confidential secretary to the principal and as facilitator for the school/public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Makes and receives telephone calls, takes messages, routes calls
2. Maintains school records and files for building, principal and related requirements
3. Registers new students and requests and processes new student records
4. Send out copies of student records for withdrawn students
5. Maintain students' cumulative folders, including filing test scores, grade cards, etc.
6. Maintain student records and schedule in D.A.S.L.
7. Maintain Final Forms information
8. Maintains quarterly honor roll
9. Print student report cards
10. Serves as confidential administrative assistant to principal
11. Distributes mail for entire building
12. Reviews principals mail, brings attention to important pieces of mail
13. Greets all visitors
14. Types, prepares, distributes, files records/reports, correspondence, etc. related to building functions and principal needs
15. Assists/orientates substitute teachers
16. Processes attendance/payroll for the building staff
17. Administers medication according to policy and regulations
18. Provides appropriate first aid needs
19. Schedules use of building
20. Takes/transcribes notes for correspondence
21. Makes and records deposits
22. Takes in-service training as stipulated by contract
23. Attend Open House and parent teacher conference
24. Performs other duties as assigned.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continually required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

EDISON LOCAL SCHOOLS

Job Description

Position Title: Executive Assistant Superintendent

Department: Central Office

Reports to: Superintendent

Summary

Assists Superintendent, Board of Education Members, and District Administrators by performing administrative duties such as typing, responding to telephone calls, and maintaining files. Answers phones, responds to routine questions, schedules appointments or routes calls to appropriate persons. Interacts with District parents, community and legislative leaders and the press regarding District and Board of Education issues. Maintains general office files.

Essential Duties/Responsibilities

1. Organize and distribute ingoing and outgoing US Mail
2. Organize and distribute ingoing and outgoing inner-office mail
3. Organize and maintain personnel files, keeping them up-to-date
4. Organize and maintain employee paperwork
5. Update and maintain EMIS staff reporting
6. Calamity Day call-off to necessary news and reporting outlets. Maintain list.
7. Develop Board Agenda
8. Type, distribute and maintain board minutes
9. Type and distribute Board Summary
10. Type and send donation and contribution letters
11. Type, distribute and maintain Community & Education Foundation (C&E) agendas, minutes, financials, etc.
12. Collect and verify necessary scholarship documentation from students. Work with financial institutions and donors to distribute scholarship funds to students
13. Update and maintain the District personnel directory
14. Schedule and maintain the Board conference room
15. Maintain and distribute District seniority lists
16. Distribute staff intent sheets
17. Compile articles and photographs for the district *Enlightner* newsletter, work with printing company to organize, proofread and generate the newsletter.
18. Compile information and photographs for the District calendar, work with printing company to organize, proofread and generate the calendar. Organize, prepare and distribute calendar.
19. LPDC member/chairperson
20. Maintain staff certification files
21. Assist in the orientation of new staff members
22. Monitor staff and volunteer BCII/FBI compliance
23. Maintain applications
24. Maintain and update substitute lists
25. Prepare and distribute job postings
26. Maintain and update volunteer lists

27. Maintain open enrollment lists. Generate and mail necessary letter/notifications to open enrolled students and resident district superintendents
28. Maintain Board policy manual
29. Receive and file suspension and expulsion information. Prepare and mail necessary letters pertaining to discipline hearings
30. Type negotiation proposals and documents
31. Work with Superintendent and calendar committee in creating and distributing the District calendar
32. Receive, files and maintains student school records and transcripts
33. Works with District wellness committee to distribute information to staff
34. Maintains records for, prepares and orders staff and retiree awards
35. Generates requisitions
36. Plan and execute receptions, etc. for BOE occasions
37. General clerical functions
38. Coordinate travel, meetings, calendars, etc.
39. Attend to additional duties and responsibilities as assigned

Education and/or Experience

Bachelor degree in Business Administration or a related field or an equivalent combination of education and experience. Three to five years of experience as an Administrative Assistant is preferred.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people. There may occasionally be exposure to unruly students/adults.

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EDISON LOCAL SCHOOLS
Job Description

Position Title: Dean of Students/Instructional Technology
Department: Edison Middle School
Reports to: Principal/Superintendent

SUMMARY: To assist the principal in the orderly operation of the middle school. Of major importance is leadership in the educational program and adherence to the stated educational philosophy of the Board of Education.

ESSENTIAL JOB FUNCTIONS:

1. Handles discipline and attendance problems as they relate to adopted Board of Education policy.
2. Approves student requests for excused absences and early dismissal.
3. Works closely with counselor to help students resolve personal and social problems.
4. Assists principal in updating the student handbook.
5. Assists in supervision of all school activities.
6. Assists in the coordination of the curriculum and philosophy between the high school and middle school.
7. Assists the nurse in the administration of the school health services.
8. Consults and cooperates with Juvenile Court, police department, and welfare department when student concerns are involved.
9. Assists in the supervision and scheduling of all club meetings, elections, and activities.
10. Supervises the issuance of all locks and lockers.
11. Provides assistance to all classroom teachers.
12. Assist with development of master schedule.
13. Supervises the compilation of honors/recognition programs (i.e. Honos, OAPSE, Student of Quarter, etc.).
14. Maintains an up-to-date calendar of all school events.
15. Plans and supervises an orientation program for all entering new and ninth grade students.
16. Becomes acting principal in the absence of the principal.
17. Assumes all other duties as may be assigned by the superintendent or principal.

QUALIFICATIONS:

Shall hold at least a Master's Degree from an accredited college/university with training in administration and supervision at the appropriate level. Must possess a valid Ohio Principal's Certificate, or in the process of obtaining. Completion of at least four years of successful teaching experience at the middle school level.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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EDISON LOCAL SCHOOLS
Position Description

Position Title: Educational Aide

Department: Instruction

Reports To: Building Principal/Designee

Summary:

Under direct supervision, provides assistance to the classroom teacher, performing a variety of tasks relating to the physical and instructional needs of the pupils in an educational setting; assists in the implementation of classroom programs, including self-help and behavior management as well as instruction and therapy tasks; and performs related duties as required or assigned.

Essential Job Functions:

1. Assist teacher in planning and carrying out activities.
 - a) Assists in daily and long-term planning.
 - b) Participates in educational program planning and related meetings with teacher.
 - c) Prepares, compiles, and makes copies of instructional materials.
 - d) Performs set up and clean up for instructional and or learning activities.
 - e) Corrects objective-type tests, quizzes and other assessments and records grades.
2. Participates in the implementation of the instructional program.
 - a) Works with individual and small groups of children to develop and master skills.
 - b) Supervises and monitors pupils in a classroom and field trip setting.
 - c) Assists teacher in carrying out prescribed education program.
 - d) Assists teachers in providing instruction in basic skills.
 - e) Continues instructional and work activities during teacher's absence from the classroom.
 - f) Designs and/or sets-up learning displays.
3. Contributes to management and modification of students' behavior within and outside the classroom.
 - a) Helps maintain order and discipline and assists in managing the behavior of students.
 - b) Supervises students in halls and classrooms during lunch period and student breaks.
 - c) Provides physical and instructional assistance as needed.
 - d) Performs bus supervision duties in assisting students on and off bus.
 - e) Supervises students during lunch periods, assemblies, play periods and field trips.
4. Performs specialized tasks.
 - a) Gives medication under supervision and with appropriate instructions as assigned.
 - b) Operates equipment used in classroom for instructional purposes.
 - c) Provides assistance to ill students.
 - d) Assists students in library or media center.
5. Performs routine clerical tasks as assigned.
 - a) Keeps daily attendance, distributes lunch tickets, supervises money, and records payment for various activities.
 - b) Assists with inventory of classroom materials and equipment.

6. Demonstrates required knowledge, skills, and abilities.
 - a) Possesses some knowledge of child growth and development, group interaction, health, safety, and first-aid method.
 - b) Demonstrates sensitivity to children.
 - c) Demonstrates ability to establish warm and supportive relationships with children on a group and individual basis.
 - d) Demonstrates ability to assist in providing a wide variety of stimulating experiences for children to meet their individual, intellectual, and emotional needs.
 - e) Demonstrates ability to assist teacher in use and adaptation of a range of instructional techniques and to participate in the monitoring and supervision of a wide range of behaviors.
 - f) Handles sensitive and confidential documents, communications, incidents, etc. with discretion and in a conscientious manner.
7. Performs routine supervisory skills.
 - a) Ensures student and/or parent volunteers are aware of and are implementing teacher's instructions.
8. Possesses the physical and mental attributes required to perform essential functions.
 - a) Demonstrates ability to assist non-ambulatory students who require wheelchairs and related equipment and to assist another person in transferring, moving, positioning, and securing students.
 - b) Demonstrates ability to communicate with children as required or assigned.
 - c) Possesses physical strength, agility, and dexterity required to perform essential functions.
9. Possesses knowledge to make an optimum contribution to educational program.
 - a) Participates in staff development activities as authorized by the principal.

Educational and/or Experience:

Any combination of education, training, and experience equivalent to high school graduation and one year of formal work experience with young children. Must hold an Educational Aide Permit with the Ohio Department of Education. Some knowledge of child growth and development, group interaction, health, safety, and first-aid methods; instruction and training of children; and ability to establish warm and supportive relationships with children on a group and individual basis. Sensitivity to needs and abilities of school-age children.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Director of Student Services

Department: District

Reports To: Superintendent

Summary:

The Director of Student Services will plan, develop, direct, monitor, and maintain the day-to-day, operational and fiscal functions of the PS-12 student services. The position will provide guidance and leadership to coordinators and teachers and will plan programs to meet service needs for students and staff and review such plans to ensure compliance with state, federal and local regulations. The position works with district staff.

Essential Duties and Responsibilities:

1. Provides for the implementation of federal, state and district rules and regulations regarding special education.
2. Supervises the Little Chargers Preschool Program (teachers and paraprofessionals).
3. Supervises the English Language Learning Program (teachers and paraprofessionals).
4. Supervises the district 504 Plans.
5. Supervises the Talented and Gifted Program including the monitoring of WEPS .
6. Monitors the maintenance of necessary student records and rosters of special education teachers and students.
7. Determines appropriate placement of incoming students and newly identified students with an IEP based on a review of the student's educational history, direct information from the student's former teachers, and an analysis of the student's recorded academic record.
8. Ensures all special education students are assigned to a special education classroom with a program designation aligned to their disabilities and are assigned to a special education teacher with the correct state certification.
9. Serves as liaison with building principals, and state special education personnel.
10. Coordinates and participates in IEP meetings and annual reviews as necessary and ensures the compilation of required documentation for student records.
11. Participates in due process activities as needed.
12. Serves as a resource to district personnel and as a liaison to various community agencies for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to special education.
13. Responds to issues involving staff, conflicts in policies and regulations, community concerns, or parental requests concerning the appropriate placement and educational program for a student.
14. Shares responsibility for development of the special education budgets. Monitors implementation of the special education budget including federal and state funds.
15. Provides leadership for planning and implementing improvements in special education programs and services. Researches information relevant to policies, new federal and state statutory regulations, staffing requirements, financial resources, etc.

16. Communicates with district personnel and parents regarding pertinent aspects of special education.
18. Serves on district administrative teams and reports information as needed.
19. Develops and communicates data concerning projections for future program enrollments and staffing needs.
20. Supervises and coordinates home instruction for homebound or hospitalized students.
21. Works courteously and cooperatively with other staff members regardless of their age, color, creed national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
22. Effectively implements the goals and objectives of the district's multicultural, non-sexist educational plan in his/her area.
23. Coordinates the following services: Psychological and Social Work Services Speech/Language Therapy Occupational Therapy Physical Therapy.
24. Performs such other duties as are assigned by authorized representatives of the Board of Education.

Education and/or Experience:

Master's degree in administration, supervision, or special education. Preferred background in special education with classroom instructional experience. Knowledgeable in preschool, gifted and English Language Learners (ELL) required.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continually required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS JOB DESCRIPTION

Position Title: Elementary School Principal
Department: Edison Elementary School
Reports to: Superintendent

SUMMARY: Responsible for the instructional program, the supervision of certificated and classified personnel, overseeing the school operations, providing instructional materials through established procedures, serving as the focus for proper relationships with community and other educational levels, interpreting and implementing policies and directives from the Superintendent and Board of Education, and assigning duties and responsibilities to staff members to provide necessary educational services and activities to meet the needs of the students served by the school.

ESSENTIAL JOB FUNCTIONS:

1. Represents the superintendent and the Board of Education and interprets district policies in the school and the community.
2. Organizes and administers the school to which assigned, assuming legal responsibility thereof.
3. Maintains continuous supervision, appraisal, and evaluation of the educational program for the purpose of improving the teaching-learning situation.
4. Develops and maintains, in cooperation with other organizational units, an educational program suitable for all students.
5. Supervises and coordinates the activities of the personnel within the school directly concerned with the instructional program such as: teachers, team leaders, counselors, nurses, instructional advisers and specialists, and others.
6. Provides for and guides the professional growth of teachers in the school by a variety of means, such as, but not limited to, selection of in-service classes, selections of professional reading, attendance at conferences, and graduate university work.
7. Holds faculty and grade level meetings as necessary for the efficient functioning of the school.
8. Assists in the selection, assignment, and promotion of personnel in the school.
9. Administers a program of student counseling and guidance which will meet the needs of all students within the school.
10. Coordinates and supervises the activities of personnel from other offices or divisions who work within the school, such as: health services, maintenance personnel, custodial staff, cafeteria workers.
11. Is responsible for the health, welfare, and morale of all students and personnel assigned to the school.
12. Makes himself/herself available to staff and parents for conferences.
13. Provides for the proper and best use of the school operations by initiating requests for maintenance repairs, and proposals for essential or desirable alterations and improvements.

14. Supervises the filing of such reports as: pupil classification, daily attendance, time sheets, estimated enrollments, etc...on a timely basis as required.
15. Determines staff needs for instructional supplies and equipment; submits requisitions and distributes in a manner to secure optimum use of annual allotment.
16. Develops and maintains a comprehensive, continuous program of public relations by which the educational program may be clearly interpreted.
17. Coordinates all activities held within the school, such as: PTA, youth groups, adult classes and civic programs. (See Sources)
18. Performs other duties as assigned by the Superintendent of Schools
19. Attends Board of Education meetings.
20. Oversees the induction of new teachers in the building.
21. Works with all the principals of the district to coordinate the school program and provide for a smooth transition from one building to the other.

OBJECTIVES: Operate the school in accordance with the laws of the State of Ohio and the rules and regulations of the Edison Board of Education. Serve as the chief administrator for the school and direct the instructional program and the operation of the school facility. Provide leadership, motivation, and encouragement to members of the school community that will facilitate student achievement.

EDUCATION and/or EXPERIENCE:

Shall hold at least a Master's Degree from an accredited college/university with training in administration and supervision at the appropriate level. Must possess a valid Ohio Principal's License. Completion of at least four years of successful teaching experience.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS

Job Description

Position Title: Guidance/School Counselor
Department: Edison High School
Reports To: Principal

Summary: To provide a comprehensive guidance and counseling program designed to address the social, emotional and occupational needs of all students.

Essential Job Functions:

1. Provides guidance and counseling services and allots time for individual and group counseling
2. Communicates program objectives and performance expectations to students, parents and staff.
3. Keeps current with state standards and guidelines.
4. Collaborates with staff, students, families and the community to delineate short and long-range guidance program needs and opportunities.
5. Supports the development of curriculum that help students acquire and improve personal skills (e.g., accountability, decision-making, interpersonal communication, problem solving, responsible behavior, self-confidence, etc.).
6. Develops and recommends strategies to improve promotion of graduation rates for at-risk students.
7. Participates in class registration and the scheduling of students.
8. Collaborates with staff to identify and resolve problems that impede student learning. Ensures student assessment methods and planning activities are objective.
9. Follows district protocols to safeguard student information shared with staff or referral sources.
10. Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
11. Investigates student concerns (e.g., abuse, neglect, attendance, discrimination, domestic violence, emotional and behavioral problems, poverty, pregnancy, parenting, self-esteem, substance abuse, etc.).
12. Plans and implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes.
13. Provides opportunities for all students to participate in an inclusive educational environment.
14. Advocates for students. Observes student demeanor. Investigates and reports atypical behavior.
15. Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, critical-thinking and creativity skills.
16. Facilitates student learning activities that encourage teamwork and positive peer relationships.
17. Helps students understand the interrelationship of academic courses and career objectives. Promotes a balanced perspective of work and family life.
18. Helps staff with pupil management.
19. Serves as a resource for drug harassment and violence prevention and related school safety activities.
20. Initiates student and family referrals to community services (e.g., legal, health, social services, etc.). Serves as a contact person for public agencies and an intermediary for parents and staff.
21. Oversees the implementation of student character education activities.
22. Identifies prerequisite employment skills and profiles essential training characteristics.
23. Directs students in the investigation of individualized educational, occupational and personal goals.
24. Helps students acquire skills for participation in post-secondary education, work training and employment environments (when applicable)
25. Facilitates student enrollment and serves as a liaison to the vocational school.
26. Assists with student transition processes (e.g., alternative school programs, community relocation, promotion, graduation, school to work, post-secondary program enrollment, etc.).
27. Provides employment and post-secondary training information (e.g., college, university, technical, proprietary schools; military services, etc.). Updates scholarships and financial aid information.

28. Encourages community participation in school-sponsored activities.
29. Helps students understand and embrace ethical conduct and democratic values.
30. Pursues the continuous advancement of academic standards.
31. Maintains open and effective communications. Serves as an information resource.
32. Actively participates in staff meetings, conferences and other required school activities.
33. Prepares and maintains accurate records. Submits required paperwork on time.

Educational and/or Experience:

Valid State of Ohio school counselor pupil services license. A master's degree from an accredited educational institution. Previous experience as a teacher or school counselor preferred.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Supervisor, Food Service Department

Department: Food Service

Reports to: Superintendent

Summary:

To direct the delivery of an effective food service program; proactively market the program to maximize profits; monitor customer satisfaction; and keep administration informed of food service activities and emerging issues.

Essential Duties/Responsibilities:

1. Directs the effective delivery and continuous improvement of a district-wide food service program (staffing, menu planning, purchasing, meal production, record keeping, etc.).
2. Upholds Board policies and follows administrative procedures. Promotes a professional image of the District. Supports community partnerships that enhance district programs.
3. Administers the Board-approved budget. Controls costs and reduces waste through careful planning and evaluation of operational performance.
4. Manages the food service program to be self-sustaining with limited financial support from the Board.
5. Ability to compile and interpret accurate profit and loss statements and all required compliance documentation in accordance with State of Ohio and USDA rules.
6. Uses standardized recipes to maintain quality control
7. Monitor production sheet and work progress to assist staff as needed to meet established schedules.
8. Creates menus in accordance with USDA standards, while appealing to student preferences making available a variety of food choices.
9. Oversees the preparation of food ensuring compliance with all food preparation regulations (hazard analysis critical control points, sanitation procedures, storage regulations, etc.)
10. Works with staff to meet the needs of students with dietary restrictions.
11. Oversees the setup of serving lines and the attractive presentation of food.
12. Plans for substitute menu items when demand exceeds supply.
13. Oversees the proper storage or disposal of food in accordance with Ohio Department of Health guidelines.
14. Properly accounts for all lunches using the established point-of-sale reports, cash receipts, CN-6, CN-7 and daily sales reports. Submits records to treasurer's office routinely.
15. Oversees the timely submission of reports, records and inventories, maintaining such records for the maximum period as required by law and/or Board policy.
16. Maintains the confidentiality of student and staff personal information, including, but not limited to, free or reduced lunch eligibility or medical information.
17. Processes applications and complies with all requirements of the federal free and reduced price lunch program; coordinates sharing of information with State and local organizations; processes student fee waiver applications and report same to school personnel.
18. Provides training to staff members as needed.

19. Ability to use and maintain software applications as needed for the efficient operation of district-wide food service operations (including CRRS, CATS, Microsoft Office-Excel/Word)
20. Ability to use back office software, such as ADMIN and FORMS to track student's eligibility, student/school reports and manage food items and cost.
21. Maintains vendor files, obtaining price quotes, ordering food products and supplies.
22. Utilize online software to enter purchase requisitions and approve invoices for payment.
23. Makes regular safety inspections of all kitchens and prepares for semi-annual fire, health and safety inspections. Reports any needed repairs through online work order system
24. Responsible for selecting and supervising all food service staff, including scheduling, training, leadership and staff meetings.
25. Coordinates activities for special district events (banquets, school functions); assists rental groups as necessary; invoices for labor and supplies as needed.
26. Reports evidence of suspected child abuse/neglect as required by law.
27. Performs other specific job-related duties as assigned.

Education and/or Experience:

High school diploma or GED. Previous experience in the food service industry is required. Must hold all required certification in order to plan, prepare and serve food items. Must meet all mandated health requirements, including successful completion of ServSafe II certification, and be able to interpret and comply with nutrition, health and safety regulations.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to lift, carry and move work-related supplies/equipment. May require working in proximity to moving mechanical parts and perform repetitive tasks quickly. Duties may require bending, crouching, kneeling, reaching and standing.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures that vary from hot to cold and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud and the potential for interaction with aggressive, disruptive and/or unruly individuals.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Food Service Worker
Department: Food Service
Reports To: Food Service Manager

Summary:

Under general supervision of a food service manager, performs duties involved in the safe preparation and serving of food, the cleaning and sanitizing of equipment and facilities, cashiering, record keeping, and other related duties as required or assigned.

Essential Duties/Responsibilities

1. Performs food preparation tasks as assigned.
 - a) Prepares salads, hot and cold meals, and wraps sandwiches.
 - b) Washes, pares, and cuts vegetables and fruits.
 - c) Prepares beverages (coffee, tea, lemonade, etc.).
 - d) Assists in warming and/or cooking tasks.
2. Serves food.
 - a) Serves items of food, such as salads, meats, vegetables, pizza, sandwiches, desserts, and beverages at a counter or steam table.
3. Serves as cashier.
 - a) Operates cash register, collecting money or meal tickets.
 - b) Assists food service manager in balancing and accounting activities as required.
4. Operates kitchen equipment
 - a) Operates a variety of kitchen equipment, such as an oven, grill, deep-fat fryer, industrial dishwasher, etc.
5. Performs a variety of equipment, utilities, and facilities cleaning tasks.
 - a) Washes and sanitizes cooking/serving utensils (i.e. slicers, grills, steamers, cutters, etc.).
 - b) Mops floors and cleans walls.
 - c) Participates in food storage or disposal.
 - d) Assists with inventorying, checking off supplies received, and putting supplies in proper storage areas.
6. Possesses the mental and physical requirements to perform all essential functions.
 - a) Possesses ability to work in areas which are often uncomfortable, warm, noisy, wet, and slippery.
 - b) Demonstrates ability to manually move, shelve, stack, or raise from floor to table or serving area, heavy objects (pots, pans, trays, and food supplies) weighing up to 50 pounds.
 - c) Possesses ability to follow directions in English, both written and oral, to ensure safety or food preparation and services.
 - d) Possesses ability to interpret and follow oral instructions using standard measurements of quantities, cooking time, temperature, etc.

7. Meets governmental food service worker requirements.
 - a) Free of any communicable disease which the U.S. Secretary of Health and Human Services has determined can be transmitted through the handling of foods.
 - b) Possesses required city or county food handlers license.
8. Demonstrates effective human relations skills.
 - a) Demonstrates effective, positive interpersonal relation skills in dealing with students, faculty, administration, and fellow workers.
9. Performs related work as required or assigned.
 - a) Assists in the control or management of inappropriate student behavior in the lunch line or cafeteria in the absence of the administrative or faculty staff as required.

Education and/or Experience:

Any combination of education and training equivalent to the 10th grade with some food service experience preferred; Must meet all mandated health requirements and be able to interpret and comply with nutrition, health and safety regulations.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS

Position Description

Position Title: Custodian-Maintenance

Department: Maintenance/Custodial

Reports To: Building Principal and Maintenance Supervisor

General Description

Under general supervision of the building principal/custodian-operations, cleans and maintains offices, halls, classrooms, and similar areas; secures the building; and does related work as required or assigned.

Qualifications

Any combination of education or experience equivalent to completion of high school or GED and one year of successful experience in public building custodial work; possession of the knowledge, skills, abilities, and physical attributes required to perform all essential functions.

Essential Duties/Responsibilities

1. Possesses and demonstrates the knowledge, skills, and abilities required to perform cleaning and custodial tasks.
 - a) Possesses and demonstrates knowledge of the methods, materials, and equipment used in building cleaning and minor maintenance.
 - b) Demonstrates some knowledge of operations of heating/ventilation.
 - c) Follows oral and written instructions and carries out assignments under general supervision.
2. Plans and prepares for assignments to ensure effective and efficient completion.
 - a) Upon arrival, gets assignments (regular and special) and ensures availability of equipment and supplies required to complete tasks.
 - b) With building principal, ensures full complement of custodial personnel is present and modifies assignments if necessary to accommodate absences.
 - c) Checks building use schedule for events requiring special setup, cleaning, or service.
3. Cleans and maintains classrooms, library, halls, and restrooms as assigned on the work shift.
 - a) Buffs, sweeps, and damp mops floors; vacuums carpeted areas.

- b) Washes windows, fixtures, floors, and walls.
- c) Dusts furniture, lockers, cabinets, walls, windowsills, radiators, Venetian and mini blinds, etc.
- d) Strips wax from floors, waxes and rebuffs as required or assigned.

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- e) Empties trash receptacles of various capacities; transports large receptacles to outdoor units (dumpsters) and empties.
 - f) Mows lawns and athletic fields; shovels snow from sidewalks, driveways, and parking lots.
 - g) Maintains logs and equipment check sheets.
4. Performs a variety of room arranging, equipment, and furniture transporting, and storage and delivery tasks in the school.
- a) Moves, transports, delivers, stacks, and shelves equipment, supplies, books, and furniture.
 - b) Arranges and/or rearranges furniture and equipment for meetings.
 - c) Transports and arranges furniture and equipment for meetings.
5. Performs maintenance and security checks.
- a) Makes regular or assigned checks on heating and air ventilation units and reports malfunctions.
 - b) Checks and secures the building and reports the presence of unauthorized persons.
 - c) Checks and secures outside doors.
 - d) Performs routine general maintenance as required.
6. Demonstrates human relations and communications skills.
- a) Demonstrates knowledge of and adheres to policies and procedures in on-the-job situations.
 - b) Interprets and carries out written and oral instructions.
 - c) Prepares written incidence reports and communicates orally with other staff members, students, and supervisors as required.
7. Demonstrates possession of the physical attributes required to perform all essential functions.
- a) Demonstrates ability to move, transport, lift, and carry manually or with mechanical assistance, boxes, books, supplies, equipment, and trash receptacles weighing up to 50 pounds (*See physical demands on page 3).
 - b) Demonstrates strength and manual dexterity to operate snow removal or lawn mowing equipment or to shovel snow manually.
8. Performs routine supervisory tasks as assigned.
- a) Monitors, trains, and leads substitute custodians.
 - b) May be assigned to serve as building supervisor from time to time in his or her absence.
9. Performs all other duties as assigned by the Superintendent or his/her designee.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.)

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds, such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Position Description

Position Title: Instructional Assistant

Department: Instruction

Reports To: Building Principal/Designee

Terms of Employment: Salary and work year are specified in the Negotiated Agreement.

Evaluation: Job performance is evaluated annually by the building principal.

General Description

Under direct supervision, provides assistance to the classroom teacher, performing a variety of tasks relating to the physical and instructional needs of the pupils in an educational setting; assists in the implementation of classroom programs, including self-help and behavior management as well as instruction and therapy tasks; and performs related duties as required or assigned.

Qualifications

Any combination of education, training, and experience equivalent to high school graduation and one year of formal work experience with young children. Some knowledge of child growth and development, group interaction, health, safety, and first-aid methods; instruction and training of children; and ability to establish warm and supportive relationships with children on a group and individual basis. Sensitivity to needs and abilities of school-age children.

Essential Duties/Responsibilities

1. Assist teacher in planning and carrying out activities.

- a) Assists in daily and long-term planning.
- b) Participates in educational program planning and related meetings with teacher.
- c) Prepares, compiles, and makes copies of instructional materials.
- d) Performs set up and clean up for instructional and or learning activities.
- e) Corrects objective-type tests, quizzes and other assessments and records grades.

2. Participates in the implementation of the instructional program.

- a) Works with individual and small groups of children to develop and master skills.
- b) Supervises and monitors pupils in a classroom and field trip setting.
- c) Assists teacher in carrying out prescribed education program.
- d) Assists teachers in providing instruction in basic skills.
- e) Continues instructional and work activities during teacher's absence from the classroom.
- f) Designs and/or sets-up learning displays.

3. Contributes to management and modification of students' behavior within and outside the classroom.

- a) Helps maintain order and discipline and assists in managing the behavior of students.
- b) Supervises students in halls and classrooms during lunch period and student breaks.

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- c) Provides physical and instructional assistance as needed.
- d) Performs bus supervision duties in assisting students on and off bus.
- e) Supervises students during lunch periods, assemblies, play periods and field trips.

4. Performs specialized tasks.

- a) Gives medication under supervision and with appropriate instructions as assigned.
- b) Operates equipment used in classroom for instructional purposes.
- c) Provides assistance to ill students.
- d) Assists students in library or media center.

5. Performs routine clerical tasks as assigned.

- a) Keeps daily attendance, distributes lunch tickets, supervises money, and records payment for various activities.
- b) Assists with inventory of classroom materials and equipment.

6. Demonstrates required knowledge, skills, and abilities.

- a) Possesses some knowledge of child growth and development, group interaction, health, safety, and first-aid method.
- b) Demonstrates sensitivity to children.
- c) Demonstrates ability to establish warm and supportive relationships with children on a group and individual basis.
- d) Demonstrates ability to assist in providing a wide variety of stimulating experiences for children to meet their individual, intellectual, and emotional needs.
- e) Demonstrates ability to assist teacher in use and adaptation of a range of instructional techniques and to participate in the monitoring and supervision of a wide range of behaviors.
- f) Handles sensitive and confidential documents, communications, incidents, etc. with discretion and in a conscientious manner.

7. Performs routine supervisory skills.

- a) Ensures student and/or parent volunteers are aware of and are implementing teacher's instructions.

8. Possesses the physical and mental attributes required to perform essential functions.

- a) Demonstrates ability to assist non ambulatory students who require wheelchairs and related equipment and to assist another person in transferring, moving, positioning, and securing students.
- b) Demonstrates ability to communicate with children as required or assigned.
- c) Possesses physical strength, agility, and dexterity required to perform essential functions.

9. Possesses knowledge to make an optimum contribution to educational program.

- a) Participates in staff development activities as authorized by the principal.

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Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Position Description

Position Title: Clerk/Typist
Department: Office Operations
Reports To: Building Principal/Supervisor

Terms of Employment: Salary and work year are specified in the Negotiated Agreement.
Evaluation: Job performance is evaluated annually by the building principal/supervisor.

General Description

Under direct supervision, performs clerical tasks relating to assignment and exercises continuing responsibility for carrying out such work in accordance with instruction; and performs related work as required or assigned.

Qualifications

Any combination of education and experience equivalent to high school graduation, plus two years of successful general clerical experience, one year which should equate to educational clerical assistant I. Possession of the knowledge, skills, and abilities to perform assigned tasks at the school to which assigned.

Essential Duties/Responsibilities

1. Possesses and demonstrates knowledge, skills, and abilities in the performance of educational clerical assistant tasks.
 - a) Demonstrates good knowledge of business office procedures and practices.
 - b) Ability to operate typewriter, personal computer, or terminal.
 - c) Demonstrates keyboard/typing skills at approved rates for the position.
2. Plans and prepares for assignments to ensure effective and efficient completion.
 - a) Confers with principal or supervisor to receive regular and special assignments.
 - b) Prioritizes and schedules assignments to ensure efficient operation and timely completion.
 - c) Participates in planning to ensure office and phone coverage throughout the working day.
3. Applies clerical knowledge, skills, and abilities to complete assigned tasks.
 - a) Prepares and maintains records following prescribed procedures.
 - b) Compiles and types a variety of materials and enters and retrieves data from computer or terminal according to prescribed procedures; maintains files as required by regulations.
 - c) Acts as receptionist and answers inquiries or forwards to appropriate person or place.
 - d) Screens telephone calls personally responding to those not requiring action by educational secretary, teacher, or an administrator.
 - e) Operates a variety of office equipment, including computers, printers, and related equipment.
 - f) Coordinates meetings scheduling time and place and notifying attendees.
4. Manages resources.

- a) Requisitions supplies, maintains inventory, distributes supplies as required, and maintains records.
- b) Performs routine maintenance on office equipment and ensures need for other than routine maintenance is requested in a timely manner.

-1-

5. Participates in training and staff development activities.

- a) Attends required inservice or training sessions.
- b) Maintains clerical and computer skills through attendance at training sessions as appropriate.

6. Demonstrates human relations and communication skills.

- a) Demonstrates effective oral and written communication skills including clarity, concision, and pleasant manner in phone conversations.
- b) Performs office receptionist tasks in an efficient, professional, and pleasant manner.
- c) Possesses excellent interpersonal relations skills and demonstrates awareness of and compliance with the district's human relation policies and regulations.

7. Demonstrates possession of the physical and mental attributes required to perform all essential functions.

- a) Sufficient dexterity and motor skills to operate typewrite and/or computer keyboard at approved rate of speed and perform routine maintenance on office equipment including copiers.
- b) Possession of mental abilities required to read, interpret, and follow written and oral instructions, and carry out all required and assigned tasks listed above or on the active class specification.

8. Performs routine supervision assignment and training tasks as assigned.

- a) Assigns tasks to and monitors work of subordinate clerical assistants, parent volunteers, or student assistants as assigned.

9. Performs other related duties as required or assigned.

- a) Serves as backup secretary or other clerical positions as required or assigned.
- b) Monitors and supervises students as scheduled or required.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or pushes up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Position Description

Position Title: Computer Lab Assistant (Instructional Assistant)
Department: Technology
Reports To: Building Principal

General Description

Monitors a computer laboratory; assists educational staff in a variety of instructional activities and performs a variety of instructional support tasks relating to the management of the computer laboratory.

Qualifications

Education and experience equivalent to high school graduation and a minimum of one year of work experience as an instructional assistant I. Possession of the knowledge, skills, and abilities delineated on the class specification or as required to perform all essential functions.

Essential Duties/Responsibilities

1. Contributes to instructional program within guidelines of lesson plans written or approved by a certified educator.
 - a) Conducts new instructional activities with or provides remedial instruction for full classes, small groups of students, or individual students generally covering the use of instructional technology in specific curriculum area.
 - b) Observes and assists students experiencing difficulty; troubleshoots and assists students correct programming and operation problems.
2. Contributes to computer laboratory organization and management and to student behavior.
 - a) Maintains the equipment, files, inventory, and other records in computer laboratory.
 - b) Sets up equipment, performs file backup, checks equipment to ensure proper operation, and contacts service representatives as necessary.
 - c) Prepares, compiles, and makes copies of instructional materials; prepares drafts of lesson plans or software instructional programs.
 - d) Takes attendance and collects forms, maintains student records and/or provides input to classroom teacher to update relevant student records.
 - e) Monitor students utilizing computer lab during lunch breaks, study periods, or during school hours.
 - f) Provides remedial assistance and enrichment activities in use of computer technology.
 - g) Serve as substitute for teacher, required or assigned, on an emergency basis only.
3. Demonstrates knowledge of instructional program relevant to assignment.
 - a) Applies paraprofessional instructional techniques and theories applicable to assigned instructional technology, subject area, and specific student population.
 - b) Applies basic behavior management techniques and theories applicable to child or young adult population to which assigned.

4. Demonstrates knowledge of instructional rules and regulations and an understanding of rules and regulations covering confidential and sensitive issues.
 - a) Demonstrates knowledge of governmental and school rules and regulations relating to discipline, discrimination, curriculum guidelines, etc.
- 1-
- b) Handles sensitive and confidential documents, communications, incidents, etc., with discretion and in a conscientious manner.
5. Demonstrates knowledge of role as an instructional team member.
 - a) Understands role as assistant to teacher in instruction and management of laboratory and student behavior; carries out assignments with minimal guidance and knows when to refer an issue to educational staff.
 - b) Participates in formal and informal staff meetings as assigned or requested; communicates information, insights, and issues which contribute to effective team provision of student education and development program.
 - c) Observes assigned students and provides input and suggestions regarding effective provision of students' educational and developmental programs as assigned or requested.
 - d) Provides inservice to staff members as assigned or requested.
6. Possesses the mental and physical attributes required to perform all essential functions.
 - a) Demonstrates keyboarding and data entry and retrieval skills at an acceptable rate.
 - b) Possesses sufficient mobility to instruct at each computer station in labs.
 - c) Demonstrates ability to learn the operating requirements of a variety of instructional computer hardware and software and to teach utilization to students.
7. Exhibits good interpersonal and human relations skills.
 - a) Promotes positive self-concept in students through instructional and classroom management techniques.
 - b) Follows school district human relations policies and promotes good human relations practices with students, staff, and parents.
 - c) Ensures that instruction and instructional materials are free of gender, race, religious, or disability bias.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Position Description

Position Title: Food Service Manager
Department: Food Service
Reports To: Food Service Supervisor

Terms of Employment: Salary and work year are specified in the Negotiated Agreement.
Evaluation: Job performance is evaluated annually by the Food Service Supervisor.

General Description

Under general supervision of a food service supervisor and school-based administrator, manages a food preparation kitchen and serving facilities located in a school; performs related work as required or assigned.

Qualifications

Any combination of education and experience equivalent to high school graduate four years of progressively more responsible experience in food services, two which should have been in a supervisory capacity, preferably in a school environment. Additional requirements listed on the classification specification.

Essential Duties/Responsibilities

1. Serves as the food service manager for a building's cafeteria operation.
 - a) Coordinates, prioritizes, and monitors cafeteria operations to ensure efficient operations. Reviews subordinates' work for efficiency and comply with rules and procedures.
 - b) Coordinates and carries out training of food service staff to ensure best utilization of individual skills; cross-trains cafeteria staff.
 - c) Ensures cafeteria staff maintains the highest standards of safety and cleanliness in the kitchen.
 - d) Determines quantities of food to be prepared daily in compliance with state and federal regulations.
 - e) Maintains necessary food and meal records.
 - f) Maintains appropriate inventories and orders necessary supplies.
 - g) Reports any impure and/or inferior foodstuffs received from supplies.
 - h) Maintains logs and equipment check sheets.
 - i) Plans work schedules and arranges for substituting when necessary.
2. Performs food preparation tasks as assigned.
 - a) Prepares salads, hot and cold meals, and wraps sandwiches.
 - b) Washes, pares, and cut vegetables, and fruits.
 - c) Prepares beverages (coffee, tea, lemonade, etc.).
 - d) Assists in warming and/or cooking tasks.

3. Serves food.

- a) Serves one or more items of foodstuffs as salads, meats, vegetables, pizza, sandwiches, desserts, and beverages at a counter or steam table.
- 4. Serves as cashier.
 - a) Operates cash register, collect money, or meal tickets.
 - b) Assists with balancing and accounting activities as required.
- 5. Operates kitchen equipment.
 - a) Operates a variety of kitchen equipment, such as an oven, grill, deep-fat fryer, industrial dishwasher, etc.
- 6. Performs a variety of equipment, utilities, and facilities cleaning tasks.
 - a) Washes and sanitizes cooking/serving utensils, e.g., slicers, grill, steamers, cutters, etc.
 - b) Mops floors and cleans walls.
 - c) Participates in food storage and disposal.
- 7. Possesses the mental and physical requirements to perform all essential functions.
 - a) Possesses ability to work in areas which are often uncomfortable, warm, noisy, wet, and slippery.
 - b) Demonstrates ability to manually move, shelve, stack, or raise from floor to table or serving area, heavy objects (pots, pans, trays, and foam supplies) weighing up to 50 pounds.
 - c) Possesses ability to follow directions in English, both written and oral, to ensure safety or food preparation and services.
 - d) Possesses ability to interpret and follow oral instructions using standard measurements of quantities, cooking time, temperature, etc.
- 8. Meets government food service worker requirements.
 - a) Free of any communicable disease which the U.S. Secretary of Health and Human Services has determined can be transmitted through the handling of foods.
- 9. Demonstrates effective human relations skills.
 - a) Demonstrates effective, positive interpersonal relation skills in dealing with students, faculty, administration, and fellow workers.
- 10. Performs related work as required or assigned.
 - a) Assists in the control or management of inappropriate student behavior in the lunch line or cafeteria in the absence of the administrative or faculty staff as required.

accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Position Description

Position Title: Custodian-Operations

Department: Maintenance/Custodial

Reports To: Building Principal and Maintenance Supervisor

Terms of Employment: Salary as per Negotiated Agreement. Twelve month contract (260 days). Vacation time as per Negotiated Agreement.

Evaluation: Job performance is evaluated annually by the building principal.

General Description

Under general supervision of a principal, is responsible for and participates in the general cleaning upkeep, operation, and security of a school or center plant; and does related work as required with appropriate technical supervision.

Qualifications

Any combination of education, training, and experience equivalent to completion of high school and five years of progressively more responsible experiences in the operation, maintenance, and repair of HVAC, electrical, waste water treatment, and plumbing systems; possession of the knowledge, skills, and abilities required to perform all typical tasks delineated in the active class specification.

Essential Duties/Responsibilities

1. Possesses acceptable qualifications to perform operating tasks.
 - a) Demonstrates building-operations knowledge, skills, and abilities.
 - b) Demonstrates ability to read and interpret service/repair manuals.
 - c) Demonstrates knowledge and skills to perform routine plumbing, HVAC, waste water treatment, electrical, and carpentry tasks as required.
 - d) Possesses and demonstrates knowledge of the methods, materials, and equipment used in building cleaning and minor maintenance.
 - e) Follows oral and written instructions and carries out assignments.
2. Plans and prepares for assignments to ensure effective and efficient completion.
 - a) Upon arrival, gets assignments (regular and special) and ensures availability of equipment and supplies required to complete tasks.
 - b) With building supervisor, ensures full complement of subordinate custodial personnel are present and modifies assignments if necessary to accommodate absences.
 - c) Checks building use schedule for events requiring special setup, cleaning, or service.
3. Carries out assigned tasks.
 - a) Schedules and conducts inspections of gauges, meters, controls, and equipment to ensure all systems are operating properly and prepares inspection reports.

- b) Adjusts, services, repairs, and performs preventative maintenance and parts replacement on all equipment to ensure optimum efficiency of operation.
 - c) Works and coordinates with school administrators and staff to provide the most energy efficient utilization of the school's operating systems.
 - d) Inspects and performs routine preventative maintenance on and minor repairs operating systems; assists in the orientation and training of administrative and custodial staff in the operation of the school's mechanical equipment upon request.
 - e) Performs or assists in emergency repairs as required.
 - f) Maintains logs and writes reports as required.
4. Cleans and maintains classrooms, library, halls, and restrooms as assigned.
- a) Buffs, sweeps, and damp mops floors; vacuums carpeted areas.
 - b) Washes windows, fixtures, floors, and walls.
 - c) Dusts furniture, lockers, cabinets, walls, window sills, radiators, Venetian and mini blinds, etc.
 - d) Strips wax from floors, waxes, and rebuffs as required or assigned.
 - e) Empties trash receptacles of various capacities; transports large receptacles to outdoor units (dumpsters) and empties.
 - f) Grounds/lawn maintenance; shovels snow from sidewalks, driveways, and parking lots.
5. Performs a variety of room arranging, equipment and furniture transporting, and storage and delivery tasks in the school.
- a) Moves, transports, delivers, stacks, and shelves equipment, supplies, books, and furniture.
 - b) Arranges and/or rearranges furniture and equipment for meetings.
 - c) Transports and arranges furniture and equipment for meetings.
 - d) Demonstrates ability to move, transport, lift, and carry manually or with mechanical assistance boxes, books, supplies, equipment, and trash receptacles weighing up to 50 pounds (*See physical demands on page 4).
6. Performs maintenance and security checks.
- a) Makes regular or assigned checks on heating and air ventilation units and reports malfunctions.
 - b) Checks and secures the building and reports the presence of unauthorized persons.
 - c) Checks and secures outside doors.
 - d) Performs routine general maintenance as required.
7. Manages resources.
- a) Maintains high level of productivity, both in quality and quantity of work with due attention to cost reduction, good management techniques, and optimizing energy conservation.
 - b) Works closely with maintenance personnel to fully utilize the services provides.
 - c) Organizes work effectively and prepares material lists.
 - d) Determines and maintains adequate stockage of materials, tools, and equipment at work station.
 - e) Consults with technical supervisor when assistance or advice is needed to resolve difficult problems.

- f) Follows up on work projects that cannot be completed on a timely basis because of lack of parts or technical data.
 - g) Initiates disposal action when item is found to be unrepairable or not economically repairable.
 - h) Safeguards tools, equipment, and materials provided.
 - i) Performs work in safe and efficient manner.
8. Possesses acceptable personal qualities.
- a) Adheres to human relations and other personnel policies and regulations.
 - b) Demonstrates cooperative attitude with other school employees and staff.
9. Complies with rules and regulations.
- a) Complies with safety regulations and directives.
 - b) Wears safety equipment.
 - c) Reports accidents and injuries as directed.
10. Performs tasks related to operating duties.
- a) Develops and maintains preventative maintenance schedules and ensures appropriate follow-ups submitting developed report to maintenance on existing and new work to prevent long down time of equipment.
 - b) Prepares and submits weekly activity reports to appropriate administrator and program managers.
 - c) Submits supplemental information report when unusual circumstances and/or incidents are encountered.
 - d) Makes periodic safety, material, and equipment inspections, reporting concerns to school principal.
11. Possesses the physical and mental attributes required to perform all essential functions.
- a) Possesses strength and dexterity necessary to perform all required tasks including lifting, stooping, bending, working in tiring uncomfortable positions, and from ladders, scaffolds, roofs, etc.
 - b) Demonstrates ability to interpret and follow written instructions, repair manuals, specifications, etc.
 - c) Demonstrates ability to maintain logs and write reports.
12. Performs all other duties as assigned by the Superintendent or his/her designee.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to

sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Updated 1/10

EDISON LOCAL SCHOOLS
Position Description

Position Title: Bus Aide/Monitor
Department: Transportation
Reports To: Transportation Director

Terms of Employment: Salary and work year are specified in the Negotiated Agreement.
Evaluation: Job performance is evaluated annually by the Transportation Director.

General Description

Under general supervision, provides assistance to special needs bus drivers, performing a variety of tasks relating to the physical needs of the disabled/impaired pupils on the bus, including self-help and behavior management. Performs related duties as required or assigned.

Qualifications

Any combination of education, training, and experience equivalent to high school graduation. Some knowledge of child growth and development, group interaction, health, safety, and first-aid methods; sensitivity to needs and ability to assist disabled children; and ability to establish warm and supportive relationships with children on a group and individual basis.

Essential Duties/Responsibilities

1. Contributes to management and modification of students behavior within and outside the classroom.
 - a) Helps maintain order and discipline and assists in managing the behavior of students including crisis intervention.
 - b) Performs bus supervision duties in assisting students on and off bus including lift-adapted buses.
2. Performs specialized instructional, therapeutic, and self-help development activities.
 - a) Performs certain medical procedures.
 - b) Provides assistance to ill students and those with physical disabilities.
 - c) Participates in restraining disruptive or dangerous physical behavior as required and assigned.
3. Demonstrates required knowledge, skills, and abilities.
 - a) Possesses some knowledge of child growth and development, group interaction, health, safety, and first-aid method.
 - b) Demonstrates sensitivity to the ways physical, mental, and emotional disabilities affect the behavior of children.
 - c) Demonstrates ability to establish warm and supportive relationships with children on a group and individual basis.
 - d) Ability to understand and carry out oral and written instruction.
 - e) Interest in and liking for children and young adults.

- f) Ability to maintain effective control over groups of students and to ensure student behavior is not distractive to safe driving.
4. Possesses the physical and mental attributes required to perform essential functions.
- a) Demonstrates ability to assist non ambulatory students who require wheelchairs and related equipment and to assist another person in transferring, moving, positioning, and securing students.
 - b) Demonstrates ability to communicate with children with special disability (deaf, blind, nonverbal, etc.) as required or assigned.
 - c) Possesses physical strength, agility, and dexterity required to restrain students whose behavior is disruptive or dangerous to self or other students.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, walk and stand. The employee occasionally will bend or twist at the neck and trunk more than the average person. The employee will also frequently squat, stoop, kneel and repeat the same hand or finger motion. The employee is regularly required to talk or hear. The employee must frequently lift and/or move up to 100 pounds to lift or move students that are handicapped and adaptive equipment and supplies. Specific vision abilities required by this job include close vision peripheral vision, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually moderate to loud. The employee is exposed to infection at a greater risk than the average person. The employee is frequently required to interact with public and staff and is directly responsible for the safety, well-being or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Job Title: Food Service Manager

Department: Food Service

Reports to: Food Service Supervisor

Summary:

Under the general supervision of a food service supervisor and school-based administrator, manages a food preparation kitchen and serving facilities located in a school; performs related work as required or assigned.

Essential Duties/Responsibilities

1. Serves as the food service manager for a building's cafeteria operation.
 - a. Coordinates, prioritizes, and monitors cafeteria operations to ensure efficient operations. Reviews subordinates' work for efficiency and compliance with rules and procedures.
 - b. Coordinates and carries out training of food service staff to ensure the best utilization of individual skills; cross-trains cafeteria staff.
 - c. Ensures cafeteria staff maintains the highest standards of safety and cleanliness in the kitchen.
 - d. Determines quantities of food to be prepared daily in compliance with State and Federal regulations.
 - e. Maintains necessary food and meal records.
 - f. Maintains appropriate inventories and orders necessary supplies.
 - g. Reports any impure and/or inferior foodstuffs received from suppliers.
 - h. Maintains logs and equipment check sheets.
 - i. Plans work schedules and arranges for substituting when necessary.
2. Performs food preparation tasks as assigned.
 - a. Prepares salads, hot and cold meals, and wraps sandwiches.
 - b. Washes, pares and cuts vegetables and fruits.
 - c. Prepares beverages (coffee, tea, lemonade, etc...)
 - d. Assists in warming and/or cooking tasks.
3. Performs Food Service
 - a. Serves one or more items of food such as salads, meats, vegetables, pizza, sandwiches, desserts and beverages at a counter or steam table.
4. Serves As Cashier.
 - a. Operates cash register, collects money and/or meal tickets.
 - b. Assists with balancing and accounting activities as required.
 - c. Performs daily bank deposits.

5. Operates kitchen equipment.
 - a. Operates a variety of kitchen equipment, such as an oven, grill, deep-fat fryer, industrial dishwasher, etc...
6. Performs a variety of sanitation tasks.
 - a. Washes and sanitizes cooking/serving utensils, e.g., slicers, grill, steamers, cutters, etc...
 - b. Mops floors and cleans walls.
 - c. Participates in food storage and disposal.
7. Possesses the mental and physical requirements to perform all essential functions.
 - a. Possesses ability to work in areas which are often uncomfortable
 - b. Demonstrates ability to manually move, shelve, stack, or raise from floor to table or serving area, heavy objects (pots, pans, trays and foam supplies) weighing up to 50 pounds.
 - c. Possesses ability to follow directions in English, both written and oral, to ensure safety or food preparations and services.
 - d. Possesses ability to interpret and follow oral instructions using standard measurements of quantities, cooking time, temperature, etc...
8. Meets government food service worker requirements.
 - a. Free of any communicable disease which the U.S. Secretary of Health and Human Services has determined can be transmitted through the handling of foods.
9. Demonstrates effective human relations skills.
 - a. Demonstrates effective, positive interpersonal relation skills in dealing with students, administration and staff.
10. Performs related work as required or assigned.
 - a. Assists in the control or management of inappropriate student behavior in the lunch line or cafeteria in the absence of the administrative or faculty staff as required.
11. Successful Completion of Additional Training
 - a. Must complete 12 hours of professional development in accordance with the categories set by the USDAA professional development standards.

Education and/or Experience:

Any combination of education and training equivalent to the 10th grade with some food service experience preferred; Must meet all mandated health requirements and be able to interpret and comply with nutrition, health and safety regulations.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand and strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc... Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The employee has direct responsibility for the safety, well being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS

Job Description

Position Title: Transportation Supervisor
Department: Edison Transportation
Reports to: Superintendent

SUMMARY: Responsible for the management, supervision and coordination of the transportation of students to and from all school buildings, including afterschool activities as well as field trips. Responsible for the hiring and supervision of all transportation staff as well as ensuring that all requirements are met based on the current State laws.

ESSENTIAL JOB FUNCTIONS

1. Plan and carry out a long-term preventative maintenance program to cover all buses.
2. Possession of a valid CDL with appropriate endorsement to drive a school bus.
3. Be available for regular and special bus runs.
4. Remains up to date and in compliance with State, county and school district regulations regarding use of controlled substances and alcohol as applied to school bus drivers.
5. Be responsible for the routing and scheduling of buses.
6. Make temporary changes in bus and route assignments as may be necessary to move the pupils safely and quickly during an emergency.
7. Make buses available for field trips and special events upon request.
8. Secure substitute drivers in case of illness or emergency.
9. At the request of the Superintendent, interview and recommend bus drivers, substitute drivers and aides for employment.
10. Inform the Superintendent concerning condition and readiness of bus fleet.
11. Keep records necessary for state transportation reports.
12. Develops and maintains preventative maintenance schedules and ensures appropriate follow-ups to prevent long down time of equipment.
13. Attend workshops and conferences in which school bus safety and maintenance procedures are taught.
14. Rides on bus routes for driver evaluation, keep time cards, schedule safety meetings and training courses and see that all drivers perform their duties.
15. Works closely with the Assistant Transportation Supervisor to ensure bus maintenance needs are being completed and resources are readily available.
16. Monitor, supervise, and evaluate bus driver and bus aide performance.
17. Maintain CPR and first aid certification.
18. Must pass physical examination each year prior to school opening.
- 19.
20. Attend local and state conferences and workshops pertaining to transportation.
21. Perform specific related duties as assigned.

EDUCATION and/or EXPERIENCE:

High school diploma or GED, must possess a valid and current Commercial Driver's License (CDL) with the school bus endorsement and have a knowledge of bus vehicle maintenance and repair. Five years of responsible experience in student transportation, supervision of employees and vehicle maintenance is desired.

PHYSICAL DEMANDS: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is continually required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm, or finger motion many times. The employee frequently uses hand strength to grasp tools and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee regularly works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Teacher
Department: Curriculum and Instruction
Reports to: Principal

Summary:

To help students master the subject matter and skills specified in the course of study and curriculum so that they become mature, capable and responsible members of society.

Essential Duties/Responsibilities

1. Planning and Learning Goals
 - a) Develops learning goals and objectives based upon the district's adopted course of study, curriculum guide, textbooks, and materials.
 - b) Prepares lesson plans in advance and has them available.
 - c) Has materials, supplies, and/or equipment ready prior to the start of the lesson or instructional activity.
 - d) Thoroughly plans activities that, as much as possible, meets the individual needs of students.
2. Utilization of Instruction Time
 - a) Keeps non-instructional time to a minimum by beginning and ending lessons on time, keeping transition time short, and managing the classroom so as to minimize disruptive behavior.
 - b) Ensures that instructional activities continue throughout the allocated time period. Teacher maintains a high level of student time-on-task.
 - c) Starts class quickly and purposefully; teacher has assignments or activities ready for students when they arrive. Materials and supplies are also ready.
 - d) Regularly assigns homework to students (above the primary grades) to extend learning time
3. Management of Student Behavior
 - a) Sets high standards for behavior in the classroom. Behavior standards are written, taught, and reviewed periodically.
 - b) Behavior standards are consistent with or identical to the building code of conduct. Rules, discipline, procedures, and consequences are planned in advance.
 - c) Applies consistent, equitable discipline for all students. Procedures are carried out quickly and are clearly linked to students' inappropriate behaviors.
 - d) Stops disruptions quickly, taking care to avoid disrupting the whole class.
 - e) Has established procedures that govern student action and talk during different types of activities - whole class instruction, small group activity, etc.
 - f) Handles clerical matters with quick, efficient routines that keep class disruptions to a minimum.
 - g) Circulates around the room during learning activities, keeping students on task, and providing help as needed.
 - h) Supervises pupils in out-of-class activities assigned during the work day.
 - i) Exercise proper judgment in protecting students, facilities, equipment, etc.
4. Instruction
 - a) Previews lesson activities. Relationship between current lesson and previous learning is discussed. Students are reminded of key concepts or skills previously covered.
 - b) Explains lesson objectives in simple everyday language and refers to them throughout the lesson.
 - c) Summarizes the main point(s) of the session at the end of the lesson or instructional activity.

- d) Provides opportunity for guided and independent practice with new concepts and skills. Problems and other academic tasks are well matched to lesson content so student success rate is high.
 - e) Makes transitions between lessons and between instructional activities within lesson efficiently and smoothly. Clear written and verbal directions are given; key points and instructions are emphasized.
 - f) Thoroughly understands the subject matter being taught.
 - g) Makes use of classroom questioning as a part of interactive learning. Questions are structured so as to focus students' attention on key elements in the lesson.
 - h) Presentations, such as lectures or demonstrations, are communicated clearly to students; digressions are avoided.
5. Instructional Monitoring
- a) Makes use of classroom questioning to monitor student understanding.
 - b) Checks student understanding and stimulates their thinking, via lower cognitive and higher cognitive questions during classroom recitations.
 - c) Allows generous amount of "wait-time" when questioning students.
 - d) "Stays with" students whose initial responses are inaccurate or incomplete. Teacher probes their understanding and helps them produce better answers.
 - e) Assess student performance through a variety of other means; written or other work products. (e.g. checking students' work during seat work, check homework, etc.)
 - f) Moves around the room and checks the performance of students during independent work, not just those who seek assistance or who volunteer to show work.
 - g) Maintains complete and accurate records of students' grades and progress.
6. Instructional Feedback
- a) Provides immediate feedback on in-class responses and written assignment; feedback is simple, clear, and helps students understand and correct errors.
 - b) Acknowledges correct responses during recitations and on assignments and tests.
 - c) Homework is regularly assigned, graded, and returned promptly.
7. Assessment
- a) Regularly monitors student learning both formally and informally.
 - b) Classroom assessments of student performances match learning objectives.
 - c) Knowledgeable about test development techniques and applies these to selected or prepared assessment instruments.
 - d) Communicates academic progress to students and parents.
8. Student-Teacher Interactions
- a) Sets high standards for learning and let students know they are all expected to meet them. Standards are set so they are both challenging and attainable. Standards for quality work are set and maintained consistently.
 - b) Holds students accountable for completing assignments, turning in work, and participating in classroom discussions.
 - c) Gives students the time, help, and encouragement necessary to achieve at acceptable levels.
 - d) Pays attention to student interests, problems, and accomplishments both in and out of the classroom.
 - e) Praises and encourages student effort.
 - f) Reports students with possible special needs to the Building Level Team.

9. Professional Related

- a) Takes part in professional growth activities (e.g. In-service meetings, course work, seminars, conferences, etc.).
- b) Demonstrates the ability to work with colleagues and strives to maintain good relations among peers.
- c) Performs necessary clerical responsibilities in a timely manner.
- d) Maintains a good attendance record; prompt and punctual to school and class.
- e) Able to work well independently with little or no guidance from the main office.
- f) Adheres to the school system's policies and procedures. Proper channels are followed in seeking answers to school-related problems.
- g) Open to new ideas and new ways of doing things in the classroom.
- h) Attends scheduled staff meetings and serves on curriculum committees as assigned.
- i) Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations).

10. Parent and Community Relations

- a) Holds conferences with parents/guardians in compliance with existing school policy, and whenever a need becomes apparent.
- b) Communicates with parents in a timely fashion about their child's academic progress.
- c) Responds to parental inquiries promptly, positively, honestly, and discreetly.

Education and/or Experience:

A minimum of a Bachelor's degree and a valid teaching certificate with proper endorsements.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, climb stairs and reach with hands and arms. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOL DISTRICT
Job Description

Job Title: Payroll Coordinator
Department: Central Office
Reports To: Treasurer

SUMMARY: Manage all payroll activities and ensure the timely and accurate payment employee wages. The payroll coordinator will ensure the collection of all necessary information and documents, compute wages, and investigate and resolve any payroll issues or discrepancies. Carry out all assigned duties and responsibilities in accordance with the rules and regulations of the Edison Board of Education and the laws and codes of the State of Ohio.

ESSENTIAL JOB FUNCTIONS:

1. Collecting and verifying employee and timekeeping data.
2. Computing wages, deductions, commissions, benefits, etc.
3. Reviewing computed wages to ensure accuracy.
4. Issuing and distributing paychecks.
5. Participate in new hire orientation
6. Updating payroll information for promotions, transfers, terminations, and new hires.
7. Recording and maintaining employee records and payroll transactions.
8. Preparing statements reflecting earnings, taxes, and deductions.
9. Answering questions and resolving issues regarding payroll.
10. Ensuring compliance with company policies, relevant industry regulations, tax, and deduction laws.
11. Preparing payroll reports for management and auditing purposes.
12. Compiles information for and assists with the completion of required state/federal forms and reports
13. Records approved employee leave
14. Process payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information
15. Prepare, verify, and distribute checks
16. Prepare required governmental reports; retirement, IRS, W-2's, etc.
17. Distribute payroll deductions in compliance with local, state, and federal statutes
18. Processes mortgage verifications and final salary affidavits.
19. Assists with annual preparation/distribution of school district budget and annual financial audit
20. Assists in balancing the bank payroll and accounts payable funds with the school district ledger documenting any outstanding checks
21. Manage employee benefits program
22. Enroll employees in the district's insurance and benefit plans including: health insurance, dental insurance, life insurance, long-term disability insurance, annuities and flexible benefit plan.
23. Assist in processing retirement and severance payments

24. Maintain confidentiality of all confidential materials and files
25. Maintain general information and knowledge of school district operations
26. Performs any other tasks assigned by the Treasurer

EDUCATION and/or EXPERIENCE:

Bachelor degree in accounting or Business Administration or a related field or an equivalent combination of education and experience; plus three to five years in general office work and/or training.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

EDISON LOCAL SCHOOLS

Job Description

Position Title: Library Aide

Department: Library/Media Services

Reports To: Building Principal

Summary:

Monitors a library; assists educational staff in a variety of instructional activities and performs a variety of instructional support tasks relating to the management of the library.

Essential Duties/Responsibilities

1. Contributes to instructional program.
 - a) Conducts instructional activities and provides enrichment and remedial instruction for full classes, small groups of students, or individual students generally covering the use of the library.
 - b) Observes and assists students experiencing difficulty using the library.
 - c) Maintains the library collection of books, periodicals, documents, filmstrips, videotapes, recordings, equipment, and other material.
 - d) Provides services to professional staff by arranging for inter-library loans and reserving books and materials.
2. Contributes to library organization and management and to students' behavior management.
 - a) Maintains the books, equipment, files, inventory, and other resources in the library.
 - b) Prepares, compiles, and makes copies of library materials.
 - c) Takes attendance and maintains student records.
 - d) Monitors students utilizing library during lunch breaks, study periods, and during school hours.
 - e) Provides remedial assistance or enrichment activities in use of library.
 - f) Serve as substitute for teacher, as required or assigned, on an emergency basis only.
3. Demonstrates knowledge of instructional program relevant to library.
 - a) Applies paraprofessional instructional techniques and theories applicable to library, subject area, and specific student population.
 - b) Applies basic behavior management techniques and theories applicable to child or young adult population to which assigned.
4. Works as an instructional team member.
 - a) Understands role as library aide in instruction and management of library and student behavior; carries out assignments with minimal guidance and knows when to refer an issue to educational staff.
 - b) Participates in formal and informal staff meetings as assigned or requested; communicates information, insights, and issues which contribute to effective team provision of student education and development program.
 - c) Observes assigned students and provides input and suggestions regarding effective provision of students' educational and developmental programs as assigned or requested.

- d) Maintains inventory of projection bulbs, extension cords, audiotapes, and other audiovisual supplies.
 - e) Conducts annual inspection of all hardware, cleaning, repairing, and servicing equipment.
 - f) Maintains an updated catalog of books, software, etc.
 - g) Arranges book displays and exhibits in conjunction with the instructional program.
5. Possesses the mental and physical attributes required to perform all essential functions.
- a) Demonstrates library operation skills at an acceptable rate.
 - b) Possesses sufficient mobility to conduct library operations.
 - c) Demonstrates ability to learn the operating requirements of a variety of instructional computer hardware and software and to teach utilization to students.
6. Exhibits good interpersonal and human relations skills.
- a) Promotes positive self-concept in students through instructional and classroom management techniques.
 - b) Follows school district human relations policies and promotes good human relations practices with students, staff, and parents.
 - c) Ensures that library materials are free of gender, race, religious, or disability bias.

Education and/or Experience

Education and experience equivalent to high school graduation and a minimum of one year of work experience as an instructional assistant. Possession of the knowledge, skills, and abilities delineated on the class specification or as required to perform all essential functions.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds such as when copying teaching material. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS
Job Description

Position Title: Supervisor of Buildings & Maintenance
Department: Facilities/Maintenance
Reports to: Superintendent & Treasurer

Summary: To maintain all district buildings, facilities and grounds in good operational condition which will create attractive and safe use by staff, students and community.

Essential Job Functions:

1. Meets all mandated health requirements.
2. Strong organizational, planning and project management skills.
3. Holds or is obtaining a pesticide application license.
4. Proficient in mechanical, electrical, plumbing, carpentry and masonry trades.
5. Ability to interpret and apply blueprint and schematic diagram information.
6. Ability to interpret and comply with building codes, accessibility guidelines, safety regulations and environmental law.
7. Holds or is qualified of obtaining an asbestos hazard certificate.
8. Knowledge of pneumatic, microelectronic and other HVAC control systems.
9. Proficient in boiler operations, preventative maintenance, and repair procedures, as well as maintaining boiler logs and preparing each on for annual inspections.
10. Valid driver's license and satisfactory driving record as a condition of initial and continued employment.
11. Ability to respond to building and/or service emergencies.
12. Ability to lift and carry fifty (50) pounds. Lifts, carries and/or moves work-related supplies and equipment. Occasionally the employee will lift and/or move up to ninety (90) pounds such as salt and bulk furniture.
13. Climbs and works from a ladder or platform that requires balancing skills.
14. Works in confined spaces that may limit physical movement.
15. Performs activities that require reaching, crouching, kneeling and/or crawling.
16. Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.
17. Electrical- all phases of electrical work up to 480 V 3 phase including bending conduit, replacing contactors, relays and motors. Pulling wire, installing and replacing circuits and general troubleshooting.
18. Plumbing/Pipefitting- all phases of plumbing from rough-in to finish work including sinks, toilets, drains, drinking fountains, hydronic systems, boilers, hot water heaters and repair and/or replace pipes and fittings
19. Technology- install smart boards, Bluetooth wireless systems, computer drops, cat 5 cable, SUGA cable, wireless routers, etc.
20. Equipment- order, maintain and operate snow plows, skid steer, tractor, lawnmowers, fans, HVAC equipment, pumps and blowers. Repair diesel and gasoline engines.
21. Wastewater treatment- daily monitoring, sampling (dissolved oxygen and chlorine) and maintenance.
22. Carpentry- all phases of construction including concrete, wood, metal, roofing, etc.
23. Ensures compliance with all applicable building codes and ADA accessibility standards.
24. Approves invoices for payment.
25. Delivery- of government commodity food supplies, daily mail and paper throughout the district.
26. Welding and fabrication- as needed.

27. Inspects playground equipment.
28. Administers the district's asbestos management plan. Attends training programs.
29. Directs the effective delivery and continuous improvement of maintenance and custodial services.
30. Upholds board policies and follows administrative procedures.
31. Promotes a favorable image of the school district.
32. Coordinates preparation and clean-up activities for district events.
33. Regularly inspects the district's buildings, grounds and equipment and corrects unsafe conditions. Implements preventative maintenance programs and develops short/long-range plans and budget recommendations for administrative approval.
34. Monitors compliance with safety regulations and environmental laws.
35. Prepare competitive bid specifications.
36. Anticipates and is prepared for fire, health and safety inspections.
37. Performs regular inspections of HVAC equipment. Maintains boiler logs. Prepares boilers for annual inspections and summer shutdown.
38. Assigns and supervises work crews.
39. Consults with district administrators to ensure that maintenance and custodial programs are effective and prepares appropriate work orders.
40. Monitors inventories and reorders supplies to maintain reliable service levels.
41. Oversees the timely submission of reports, records and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
42. Responsible for maintaining neat and clean buildings, facilities and grounds.
43. Instruct employees in the methods and use of materials and equipment as required for the performance of their work.
44. Inspect work of personnel assigned and direct corrective measures to secure satisfactory performance.
45. Evaluates performance of district custodial staff, conducting annual employee evaluations.
46. Check building use schedule daily.
47. Inspecting the buildings during off-duty periods when severe weather conditions are present to prevent the freezing of building piping.
48. Be responsible for assigning calamity day work schedule for building maintenance and keep record of compensatory time due to employees.
49. Responsible for the repair of mechanical and electrical equipment when it becomes inoperative.
50. Supervise maintenance work based upon approved work orders so that all buildings, facilities and equipment are properly maintained.
51. Works with the Athletic Director and Band Director for striping and marking athletic fields (paint, line, drag, groom and mow) and also maintaining athletic facilities
52. Work with the Cafeteria Manager in ordering, scheduling transportation and distributing food supplies to the various schools.
53. Promptly document all injuries that require a medical referral.
54. Perform other specific job-related duties as assigned.

Education and/or Experience:

High school diploma or GED, some post-secondary technical and/or training in a trade is preferred, basic knowledge of plumbing, heating, carpentry, painting, masonry, roofing, hardware, and electrical including the ability to give advice and direct repairs in these various fields.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds, such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Potential for exposure to blood borne pathogens and communicable diseases.
2. Potential for interaction with disruptive and/or unruly individuals.
3. Exposure to adverse weather conditions and seasonal temperature extremes.
4. Duties require operating and/or riding in a vehicle.
5. Exposure to loud noises and equipment vibrations.
6. Duties may require operating power tools and exposure to electrical hazards.
7. Duties may require exposure to chemicals, combustible materials, air borne particles and odors.
8. Duties may require wearing protective clothing and using safety equipment.
9. Duties may require working during the evening and/or weekend.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOLS

Job Description

Position Title: Special Needs Aide

Department: Instruction

Reports To: Building Principal/Designee

Summary:

Though this position is an educational aide, the clients he/she will assist have special needs and the job tasks may be different from the “traditional” responsibilities one thinks of in an aide’s position. Depending upon the individual student’s needs, the aide may provide personal care (e.g. toileting, eating), help the student develop self control, social skills, and appropriate behavior, and/or take necessary actions to keep the child safe. The aide must also be able to help both regular education children in the classroom and when the special needs student works independently.

Essential Job Functions:

1. lifting the student to and from a toilet, the floor, and/or another chair several times a day
2. assisting in the student’s toileting needs and hygiene
3. watch for and respond to medical concerns or other possible medical issues
4. be able to perform CPR and choking first aid, if needed
5. actively assist students in the activities in physical education class as well as recess
6. use the mechanical lift going up and down the stairs
7. apply appropriate transfer techniques and expand these techniques as the student learns new abilities
8. execute fire and tornado escape plans that may require lifting and moving the student quickly
9. adapt often to changes in the student’s ability to do new things independently
10. work effectively with students who display unusual and sometimes diverse behaviors
11. understand the use of a word processor, drawing program, and other computer activities
12. operate power wheelchairs and other adaptive equipment and support mechanisms
13. be able to work quietly and flexibly in a variety of classroom situations
14. be sensitive to when the student does and does not need help
15. be able to encourage the student to be independent and to request assistance from peers
16. be able to write down the student’s answers verbatim to turn in to teachers (‘scribe’ for the student)
17. prepare lunch by cutting food, getting the student’s utensils, etc.
18. keep up a log of activities the student misses or is unable to do independently, so that adaptations can be developed
19. prepare learning materials
20. identify and work with staff to create the greatest possible number of ‘normal’ experiences for the student(s)
21. follow a behavior management plan consistently and firmly
22. carry out specific sensory/language/motor programs designed for a student
23. maintain a log of behaviors as directed by the teaching staff

Educational and/or Experience:

Any combination of education, training, and experience equivalent to high school graduation and one year of formal work experience with young children. Must hold an Educational Aide Permit with the Ohio Department of Education. Some knowledge of child growth and development, group interaction, health, safety, and first-aid methods; instruction and training of children; and ability to establish warm and supportive relationships with children on a group and individual basis. Sensitivity to needs and abilities of school-age children.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 70 pounds. The employee must be able to push items of 70 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EDISON LOCAL SCHOOL DISTRICT
Job Description

Job Title: Payroll Coordinator-Central Office
Department: Central Office
Reports To: Treasurer

SUMMARY: Assists central office directors with department operations; helps to streamline the district's clerical operations; assists with the design and development of district reports and publications; carries out necessary clerical/secretarial services to meet the needs of the district's central office personnel; oversees/administers assigned programs/operations; and serves as a conduit of information between the district and the school community.

ESSENTIAL JOB FUNCTIONS:

1. Collecting and verifying employee and timekeeping data.
2. Computing wages, deductions, commissions, benefits, etc.
3. Reviewing computed wages to ensure accuracy.
4. Issuing and distributing paychecks.
5. Participate in new hire orientation
6. Updating payroll information for promotions, transfers, terminations, and new hires.
7. Recording and maintaining employee records and payroll transactions.
8. Preparing statements reflecting earnings, taxes, and deductions.
9. Answering questions and resolving issues regarding payroll.
10. Ensuring compliance with company policies, relevant industry regulations, tax, and deduction laws.
11. Preparing payroll reports for management and auditing purposes.
12. Compiles information for and assists with the completion of required state/federal forms and reports
13. Records approved employee leave
14. Assists with the processing and disbursement of purchase orders
15. Processes invoices for payment
16. Process payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information
17. Prepare, verify, and distribute checks
18. Prepare required governmental reports; retirement, IRS, W-2's, etc.
19. Distribute payroll deductions in compliance with local, state, and federal statutes
20. Processes mortgage verifications and final salary affidavits.
21. Sorts and distributes all incoming interschool mail
22. Assists with annual preparation/distribution of school district budget and annual financial audit
23. Assists in balancing the bank payroll and accounts payable funds with the school district ledger documenting any outstanding checks
24. Maintains districtwide inventory of fixed assets
25. Manage employee benefits program

26. Enroll employees in the district's insurance and benefit plans including: health insurance, dental insurance, life insurance, long-term disability insurance, annuities and flexible benefit plan.
27. Assist in processing retirement and severance payments
28. Maintain confidentiality of all confidential materials and files
29. Maintain general information and knowledge of school district operations
30. Performs any other tasks assigned by the Treasurer

OBJECTIVES: Manage all payroll activities and ensure the timely and accurate payment employee wages. The payroll coordinator will ensure the collection of all necessary information and documents, compute wages, and investigate and resolve any payroll issues or discrepancies. Carry out all assigned duties and responsibilities in accordance with the rules and regulations of the Edison Board of Education and the laws and codes of the State of Ohio.

EDUCATION and/or EXPERIENCE:

Bachelor degree in accounting or Business Administration or a related field or an equivalent combination of education and experience; plus three to five years in general office work and/or training.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

EDISON LOCAL SCHOOLS
Job Description

Position Title: Bus Driver
Department: Transportation
Reports To: Transportation Director

Summary:

Under general supervision, operates a school bus which transports pupils and other authorized personnel to and from schools; and does related work as required or assigned.

Essential Duties/Responsibilities *(Other duties may be assigned)*

1. Possesses and demonstrates the knowledge and abilities required to drive a school bus.
 - a) Demonstrates good knowledge of safe, proper, and courteous operation of automobiles and buses.
 - b) Possesses some knowledge of the local street and road system.
 - c) Good knowledge of or capable of quickly learning state regulations and laws pertaining to the operation of school buses.
 - d) Ability to perform routine first aid and CPR (Strongly suggested-required for handicapped drivers (American Red Cross).
 - e) Ability to understand and carry out oral and written instruction.
 - f) Interest in and liking for children and young adults.
 - g) Ability to maintain effective control over groups of students and to ensure student behavior is not distractive to safe driving.
2. Plans and prepares for assignments to ensure effective and efficient completion.
 - a) Performs required services and safety checks (fuel, oil, water, lights, brakes, steering, etc.).
 - b) Ensures bus is clean and ready for service.
 - c) Arrives at designated route in time to maintain pick-up schedule (must wait if early).
3. Operates bus over assigned route, picking up pupils and transporting them to and from school.
 - a) Operates vehicle safely over an assigned route according to a definite time schedule which will require driving during pre-daylight and dusk periods.
 - b) Transports students to and from schools.
 - c) Transport students on field trips and outings, athletic events, often in the evenings and at night as assigned.
 - d) Regulates heating, cooling, and ventilating equipment provided on bus for comfort of passengers.
 - e) Maintains safety precautions when students are boarding and departing bus.
 - f) Maintains order among students aboard school bus and reports cases of misbehavior to school administrators in writing.
 - g) Operates vehicle in compliance with all traffic and safety laws and regulations and posted speed limits.
 - h) Maintains current and updated detailed route sheet.
4. Takes prescribed actions in emergency situations.
 - a) Prepares for and implements emergency evacuations as required in an emergency.
 - b) Reports all accidents immediately to transportation office and other concerned officials.

5. Participates in training and staff development activities.
 - a) Attends and successfully completes training program prior to attaining permanent status.
 - b) Attends required in-service training sessions, safety meetings, etc.
6. Demonstrates human relations and communications skills.
 - a) Adheres to the school district's human relations policies and regulations.
 - b) Maintains logs, mileage records, and gas and oil consumption records.
7. Demonstrates possession of the physical and mental attributes required to perform all essential functions.
 - a) Demonstrates ability to follow oral and written instructions and to communicate effectively, both orally and in writing.
 - b) Demonstrates sufficient strength, agility, dexterity, and ocular motor reaction time to operate a school bus at all times, including emergency situations. Must be able to walk down aisle.
 - c) Possesses sufficient vision and visual acuity to operate a bus during assigned periods.
 - d) Possesses ability to maintain effective control over groups of children or young adults.
 - e) Demonstrates absence of any "night vision" impairment unless assignments are limited to driving during daylight periods
8. Performs supervisory responsibilities.
 - a) Monitors and supervises the work of a bus attendant if assigned to certain types of special education busses on certain runs.
9. Performs other related duties as required or assigned.
 - a) Reports in writing any mechanical problems with bus to Transportation Supervisor.
 - b) Required to be able to drive any vehicle owned by Edison Local Schools.
 - c) Must fuel bus and check oil. Never under one-half (1/2) tank.
10. Remains in compliance with state and school district requirements to drive a school bus, including state and/or federal mandated physical mental requirements.
 - a) Possesses of an appropriate, valid Class B CDL license to drive a school bus.
 - b) Maintains excellent driving record in compliance with School Board standards and state law. Must report to Transportation Supervisor any violation resulting in points on license.
 - c) Handicap drivers are required to complete American Red Cross First Aid and CPR training.
 - d) Remains in compliance with state, county, and (school district) regulations regarding use of controlled substances and alcohol as applied to school bus drivers.

Education and/or Experience:

Any combination of education, training, and experience equivalent to high school graduation, plus two years of experience driving an automobile. Possesses all required knowledge, skills, and abilities delineated in the class specification. Meets local and state physical and mental requirements and regulations applicable to school bus drivers, and prior to full-time employment, possesses a class B CDL with school bus endorsement and has completed all required state classes.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm, or finger motion many times. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

Work Environment *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

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EDISON LOCAL SCHOOLS

Job Description

Position Title: Administrative Assistant Student Services & Preschool

Department: Student Services & Preschool

Reports To: Director, Student Services

SUMMARY: Assists the Director of Student Services by performing administrative duties, including maintaining compliance with all pertinent legal and licensing requirements and policies. Functions as a liaison between the client-parents and the professional support staff as well as Little Chargers' Preschool parents and teaching staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned.)*

1. Types correspondence such as letters and memos, reports, forms, etc.
2. Answers routine telephone inquiries regarding preschool enrollment, department programs and procedures.
3. Makes and receives telephone calls, takes messages, routes calls
4. Maintains confidentiality
5. Assists in the preparation of the preschool school year calendar
6. Assists in preschool screening and classroom placement
7. Maintain school records and files for preschool students, preschool educators, student services (including IEP's and related requirements)
8. Registers new students and requests and processes new student records
9. Oversees financial aspects of preschool, including tuition billing.
10. Sends out copies of student records for withdrawn students
11. Prepare student's cumulative folders and health record folders
12. Maintain student records in D.A.S.L., Final Forms and internal database
13. Maintain special education records for students receiving services
14. Makes and records deposits for tuition payments
15. Maintains contracts for services provided by outside
16. Prepares purchase orders and submits invoices for payment for supplies and student services used
17. Maintains general office files.
18. Completes general clerical operations
19. Maintains and updates licensing records of preschool staff.
20. Orders materials and equipment for office and department.
21. Assists with scheduling and supports special education staff and related services as needed.
22. Enters and monitors special education events into state reporting software (EMIS).
23. Maintains compliance documentation for preschool ODE licensing and Step Up to Quality.
24. Completes requisitions and purchase orders and monitors budgets for Student Services and Little Chargers' Preschool.
25. Types correspondence such as letters and memos, reports, forms, etc. for the Student Services Department and Little Chargers' Preschool.

Professionally Related

1. Take part in professional growth activities. (e.g., in-service meetings, course work, seminars, conferences, etc.).
2. Demonstrate ability to work with colleagues and strive to maintain good relations among peers.
3. Perform necessary clerical responsibilities in a timely manner.
4. Maintain a good attendance record; be prompt and punctual to the work site.
5. Demonstrate ability to work well independently with little or no guidance.
6. Adhere to the District policies and procedures. Proper channels are followed in seeking answers to problems.
7. Open to new ideas and new ways of doing things.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus three to five years in general office work and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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