

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

APPLICATION SUPPORT ANALYST

Required Qualifications:

- A.A. or A.S. Degree in Computer Science or related field and three (3) years of successful experience in application support, or
- High school diploma and five (5) years of successful experience in application support.

Desired Qualifications:

- Experience with the Skyward ERP/SIS system or the current software package(s) in use by the District
- Experience with the Crystal Reports or the current software package(s) in use by the District

Performance Responsibilities:

- Perform software analysis, documentation, testing, maintenance, and implementation.
- Provide user training and procedures for enterprise applications and other systems as needed.
- Perform and schedule system processes as required.
- Provide help desk support for enterprise applications and other systems as needed.
- Provide system configuration, integration, and data imports and exports.
- Provide and implement backup and recovery plans for enterprise applications.
- Maintain and perform application maintenance.
- Maintain a productive working relationship with users and all levels of management.
- Consult with management to ensure agreement on system principles.
- Develop and maintain a working knowledge of business processes in assigned application areas.
- Maintain a working knowledge of the Florida Department of Education rules and regulations.
- Use effective, positive interpersonal communication skills.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Confer with users to determine needs and formulates system development requirements.
- Develop system and user documentation for new software applications.
- Provide technical assistance to user departments.
- Provide technical support, supervision and guidance to other application support staff.
- Organize and plan work for performing independently or within a team work environment.
- Perform other duties as assigned by the Supervisor of Technology and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

82028

Board Approved: 05/28/19
Revised

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ASSISTIVE TECHNOLOGY SPECIALIST
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Required Qualifications:

- Bachelor's Degree in Education
- Minimum of two (2) years experience with computers and specialized software
- Knowledge of Windows and/or Macintosh operating systems
- Knowledge of assistive technology
- Experience in selection, installation, training and trouble-shooting of hardware, software and assistive technology devices

Performance Responsibilities:

- Provide instruction to staff, parents and students in the use of assistive technology devices and software to support devices
- Provide technical assistance in the use of assistive technology devices assigned to specific students through the Individual Education Plan (IEP) process
- Provide support to parents and staff so students may appropriately utilize hardware and software
- Coordinate technology activities to include training with Local Assistive Technology Specialists (LATS) and Florida Diagnostic Learning Resources System (FDLRS) Technology Specialists
- Assist staff assigned to the Exceptional Student Education Department in the selection, purchase, installation and maintenance of hardware and software appropriate for their needs
- Assist in maintenance of assistive technology inventory with respect to software and hardware
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

63104

Board Approved: 07/28/09

Revised: 05/17/11, 4/15/14, 06/25/19

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ATHLETIC TRAINER

Required Qualifications:

- Bachelor's Degree from an accredited college or university
- Certified as an Athletic Trainer by the Board of Certification (BOC)
- Licensed as an Athletic Trainer by the Florida Board of Athletic Training
- Have valid Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to contact with students.

Desired Qualifications:

- Maintain Florida Board of Certification Standards of Professional Practice for Athletic Trainers.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to make decisions on own with minimum supervision.
- Ability to communicate and work with others.
- Ability to handle stressful situations.
- Successful experience as an athletic trainer preferred.

Performance Responsibilities:

- Demonstrate the ability to implement care and prevention of athletic injury.
- Assess and treat athletic injuries including administering CPR and First Aid.
- Conduct and carryout initial assessment of an athlete's injury or illness to determine if immediate emergency assistance is needed and provide continued care.
- Demonstrate the ability and willingness to research current trends and best practices in the field of care and prevention of athletic injury.
- To determine and recommend to parent(s)/legal guardian(s) if any further medical treatment or evaluation through a physician or other medical facilities might be needed.
- Care for athletic injuries using physical therapy equipment, techniques, and treatment.
- Evaluate each athletes' readiness to participate in sporting events and to provide clearance when necessary.
- Apply protective or injury preventive devices such as bandages, tape, braces (examples: ankles, fingers, and wrists).
- Assess and report to athletic directors and coaches the progress of recovering athletes.
- Collaborate with physicians, as needed, to help develop and implement comprehensive rehabilitation program for injured athletes
- Develop and implement individual plans for the prevention and/or rehabilitation of an athlete.

- Be a resource for student/athletes and their parents on athletic health related issue such as diet and conditioning.
- Assist coaches with the designing and implementing of conditioning programs that improve athletic performance.
- Travel with athletic teams to assist at sporting events and be present for offseason, summer, preseason conditioning, and in-season practices.
- Assist with transferring athletes of various heights and weights who may have sustained injuries.
- Be responsible for ensuring proper equipment is setup and ready for practice, sporting events, and conditioning.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to principal and/or designee

Evaluation:

Annual evaluation done by principal and/or designee

Terms of Employment:

12 – month employee

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

73033

Board Approved: 02/22/2022
Revised: N/A

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

DATA QUALITY & INTEGRITY SPECIALIST

Required Qualifications:

- A.A. or A.S. Degree and one (1) year of experience in a related field*
- Extensive working knowledge of personal computer-based software programs, including Microsoft Office products

*In lieu of A.A. or A.S. Degree, High School diploma and three (3) years of experience in a related field

Desired Qualifications:

- Experience with the current student information system in use by the district
- Knowledge of data entry methods and procedures used for student information
- Ability to communicate effectively with various stakeholders to express information both verbally and in written form
- Ability to work independently and make informed decisions with minimal supervision
- Ability to organize, prioritize, and manage duties efficiently and within established timeframe

Performance Responsibilities:

- Review policies and procedures to make recommendations to improve upon and standardize the processes of data collection/reporting in the areas of assigned responsibilities
- Inspect and analyze current data collection activities regularly and take action to continuously improve procedures, services and support to schools and work locations
- Conduct training for personnel on the procedures and techniques required for the process of data collection and reporting
- Provide technical assistance in planning, designing, and implementing data collection activities based on DOE requirements and changes in the areas of assigned responsibilities
- Establish cooperative relationships with district level program staff, school personnel, and other stakeholders, effectively communicating and interpreting policies and procedures as necessary
- Consult with school-based and district-level personnel to identify data collection problems and needs
- Develop and disseminate publications necessary for the coordination of district data collection activities
- Represent the district on committees, at meetings and conferences concerning district-wide data collection activities
- Maintain knowledge of the features of the student information system
- Manage all aspects of the student Florida Education Identifier (FLEID) and Student Number IDs
- Input and maintain confidentiality of student Social Security Numbers (SSN) in the student reporting system
- Develop and maintain manuals/documents for personnel responsible for entering data in the areas of assigned responsibilities
- Provide training to all stakeholders to ensure accurate and efficient reporting

- Enter and maintain schedules for students receiving Hospital Homebound or Home Instruction services
- Support the district Medicaid Coordinator by establishing written procedures for the entry of Medicaid consent and providing reports from the SIS
- Support the Director of Exceptional Student Education by establishing procedures for the collection and implementation of ESE student data relating to state reporting
- Support the Director of Student Services by establishing procedures for the collection and implementation of data entry for disciplines and SESIRs
- Communicate and collaborate with the Executive Director of Student Support Programs regarding changes in legislation, programs, and practices in the areas of assigned responsibilities
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

77131

Board Approved: 06/10/14

Revised: 06/10/14, 01/26/16, 06/27/23

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

DISTRICT TECHNOLOGY INFRASTRUCTURE SPECIALIST
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Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology/networking related field. Or in lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology/networking related field.
(Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
- Knowledge of current operating systems for Windows and Macintosh, wide area networks, wireless security, network routing protocols and voice over Internet Protocol (IP) Technology
- Experience in selection, installation, training and troubleshooting of networking, hardware and software
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license
- Ability to maintain effective working relationships with co-workers and DTSS technicians.

Desired Qualifications:

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Assist the Network Coordinator with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology
- Assist in the design, installation, management and documentation of infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure
- Assist in the design, install and provide ongoing support for the District network security infrastructure including firewall, Virtual Private Networks (VPNs), system patching, and managed anti-virus systems
- Assist in the administration and management of backup procedures and disaster prevention and controls for the network and district servers
- Administrate and manage various network hardware and software district-wide
- Assist in the management, upgrades and maintenance of end-user software and hardware
- Maintain updated working and technical knowledge of all industry enhancements
- Provide support to assigned DTSS technicians via e-mail, telephone, and in person
- Maintain district inventories with respect to hardware and software

- Provide support to assigned DTSS technicians with regard to upgrades, fixes, and new products related to technology
- Attend technical workshops and meetings as required
- Review open tickets for each assigned DTSS technician, provide prioritization and remotely resolve issues where needed
- Provide input to Network Coordinator on annual evaluations of DTSS technicians
- Research and evaluate innovative software and hardware systems for compatibility with existing district and school(s) software and hardware
- Provide technology assistance to customers via e-mail, telephone, and in person throughout the District
- Advise sites as to upgrades and new products related to technology
- Advise the Network Coordinator and Supervisor of Technology regarding software upgrades, equipment and training needed
- Advise sites as to alternative ways to automate and/or improve procedures related to the use of existing technology
- Support DTSS team prioritization, project tracking and resource allocation
- Perform other duties as assigned by the Supervisor of Technology and/or Network Coordinator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by the Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

92035

Board Approved: 12/10/19

Revised:

District Technology Infrastructure Specialist

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

DISTRICT TECHNOLOGY NETWORK SECURITY SPECIALIST
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Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology security/networking related field. In lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology security/networking related field.
- Valid Florida driver's license.

Desired Qualifications:

- A+, Net + and/or Security + and/or other Security Certifications
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Work with network access control (NAC) systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, authentication protocols and different attack types.
- Oversee and maintain measures to identify system security vulnerabilities and create remediation techniques, including penetration testing and the development of exploits.
- Experience with security engineering, system and network security, authentication and security protocols, cryptography, and application security.
- Conduct regular security audits, risk analysis, vulnerability testing and security reviews and install computer security software.
- Maintain knowledge of current operating systems for Windows, wide area networks, network and wireless security, network routing protocols and voice over Internet Protocol (IP) Technology.
- Experience in selection, installation, training and troubleshooting of networking, hardware, and software.
- Monitor computer networks for security threats or unauthorized users.
- Identify compromised machines and report on security measures taken to address threats.
- Develop and test software deployment tools, firewalls, and intrusion detection systems.
- Research, evaluate, recommend, and implement security devices and procedures.

- Create security documentation for users, assist in disaster recovery and gather evidence regarding cyber-crimes.
- Categorize all types of threats such as internal, external, intentional, and unintentional threats and work to stop them.
- Examine, evaluate, and deploy security technology, products, and integrated systems for safeguarding, supervising, assessing, and exploring the security of the IT assets.
- Establish security configuration baselines and standards.
- Prepare network security and fraud reports by collecting, analyzing, and summarizing data and trends.
- Develop and interpret security policies and procedures.
- Develop and deliver training materials and perform general security awareness and specific security technology training.
- Evaluate and recommend new and emerging security products and technologies
- Maintain and update the District's Incident Response Plan.
- Participate in incident handling and response.
- Plan network security and fraud management systems by evaluating prevention, deterrent, detection, alert, profiling, and neural technologies; identifying risks, weaknesses, and suspicious activities; developing safeguard policies, procedures, and controls.
- Assist the Network Coordinator with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology.
- Assist in the design, installation, management and documentation of infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure.
- Administrate and manage various network hardware and software district-wide.
- Assist in the management, upgrades and maintenance of end-user software and hardware.
- Attend technical workshops and meetings as required.
- Provide support to assigned DTSS technicians via e-mail, telephone, and in person.
- Review open tickets for each assigned DTSS technician, provide prioritization and remotely resolve issues where needed.
- Provide input to Network Coordinator on annual evaluations of DTSS technicians.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Director of Technology and/or Network Coordinator and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by the Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

82010

Board Approved: 03/08/2022

Revised: 06/14/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FACILITIES PROJECTS CONSTRUCTION MANAGER

Required Qualifications:

- Bachelor's Degree from an accredited university or college and one (1) year experience managing construction, architectural and/or engineering projects
- Or Associate's Degree from an accredited university or college and a minimum of five (5) years of experience managing commercial construction, architectural and/or engineering projects
- Or High School Diploma/GED and ten (10) years experience managing commercial construction, architectural and/or engineering projects.
- Have a general knowledge of the Florida Building Code
- Have a working knowledge of design and construction documents, including drawings and specifications
- Have a working knowledge of construction contracts and related documents, including project schedules, schedule of values, applications for payment, change orders, etc.
- Be able to budget, schedule, negotiate, and control costs
- Proficient in Microsoft Office and general computer software

Desired Qualifications:

- Bachelor's Degree in Building Construction, Construction Management, Civil Engineering, or Architecture
- Have a working knowledge of 2014 (or most current) State Requirements for Educational Facilities (SREF), as published by the Florida Department of Education
- Three (3) or more years of experience in the design, construction or management of public K-12 school projects
- Have a working knowledge of AIA documents.

Performance Responsibilities:

- Assist in the review of drawings and specifications of capital projects
- Coordinate all special projects as indicated by the Director of Facilities & Construction or designee
- Coordinate all environmental surveys, studies and permits, including asbestos abatement, soil borings, etc., relating to assigned projects
- Assist with coordinating outside consulting and contracted services as needed
- Assist in preparation of Board Agenda Items and Board Workshop Items as requested
- Sustain focus and attention to detail
- Review and coordinate the development of plans, specifications and other contract documents for conformance with district design and construction standards
- Coordinate construction project bidding and award
- Monitor the progress of construction to ensure compliance with district design and construction

- standards and industry standards for quality workmanship
- Review and approve progress payments to consultants and contractors.
- Serve as single point of contact and coordinate all communications between school employees, district staff, design professionals and contractors for projects assigned, protecting the best interests of the district and school operations.
- Organize and maintain electronic project documentation as directed by the Manager Design and Construction
- Perform other duties as assigned by the Manager Design and Construction and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Design and Construction and/or designee

Evaluation:

Annual evaluation done by the Manager of Design and Construction and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

74024

Board Approved: 11/02/89

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 11/7/17, 06/25/19, 05/25/21, 08/24/21, 01/23/24

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the District in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the Chief Financial Officer
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the Chief Financial Officer

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the District chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep Chief Financial Officer informed of any areas of concern
- Perform other duties as assigned by Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Chief Financial Officer &/or Designee

Evaluation:

Evaluated by the Chief Financial Officer &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

75030

Board Approved: 10/25/22

Financial Analyst

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FIRE SAFETY INSPECTOR

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Valid Florida driver's license
- Fire Inspector Certification level 1 and 2. Level 2 can be completed within 2 years of employment if not attained at initial hire date.

Desired Qualifications:

- Ability to train employees as required by various agencies
- Experience in any of the following fields: , fire safety, occupational health and emergency management
- Experience in reading blue prints for Fire and Life Safety Reviews
- Excellent written and verbal communication skills
- Knowledge of computers, word processors, spreadsheet and databases

Performance Responsibilities:

- Provide fire code and Life Safety compliance inspections for all new construction and renovation projects
- Obtain Level 2 Fire Inspector Certification within 2 years from date of hire.
- Provide annual fire code inspections and reports for all school district facilities and provide follow up inspections for compliance to fire and safety deficiencies
- Provide inspections and reports for: sanitation, Occupational Safety and Health Administration (OSHA) and Americans with Disabilities Act (ADA) and provide follow up inspections
- Provide training classes as directed, for fire safety, CPR/AED/First Aid and emergency management while working with each school and the professional development department
- Provide tracking of hazardous materials within the school district to assure all personnel are properly handling these materials
- To serve on the county wide safety committee and safe driver committee and to provide accident investigation as needed.
- Assist with maintaining and forwarding to emergency response agencies the district's after hour emergency contact list and respond to after hour emergencies as needed
- Respond to school district related emergency situations and assist staff and local emergency response agencies as needed
- Sustain focus and attention to detail

- Perform other duties as assigned by the Director of Fire Official/Plans Examiner and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Fire Official/Plans Examiner and/or designee

Evaluation:

Annual evaluation done by the Fire Official/Plans Examiner and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

79022

Board Approved: 01/20/09

Revised: 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19, 06/28/22

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Must have two (2) years of experience of institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees
- Preplan and complete daily food production records
- Compare daily production records to daily Sales and Meal Count
- Ensure that new recipes are tested prior to offering the item on the menu
- Ensure the use of standardize recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Ensure temperatures are taken and documented at the beginning of and during service
- Ensure that food is “batch-cooked” and replenished in a timely manner
- Assist in the handling of customer problems and complaints
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Assist manager as assigned
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Ensure the completion and expectations of the daily work schedule are met by staff
- Participate in the interview and hiring process

- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) NUTRITION/WELLNESS SPECIALIST
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Required Qualifications:

- Three (3) years of experience in school food service management, food service operations and management or related experience.
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Registered Dietician (or eligible); dietetic technician or certified dietary manager or dietetic technician or certified dietary manager
- Experience with automated food service software and more complex computer programs
- Associates degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field
- Experience with K-12 school food service in a school district
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Plan meals meeting United States Department of Agriculture (USDA) nutritional requirements within budgetary constraints
- Effectively utilize and maintain district software for menu analysis and production records
- Assist with testing recipes for quality and yield; ensure compliance to standardized recipes
- Assist with providing quality assurance through questionnaires, conduct student taste test, and student focus groups at the school sites

- Assist in the development and implement of Hazard Analysis Critical Control Points (HACCP) procedures and document in food service software

- Assist with participating in and/or coordinating committees and/or groups that will serve to enhance the food and nutrition program, including the District Wellness Committee; development of local healthy school teams and involvement with related community programs; development of local healthy school teams and involvement with related community programs
- Assist in the review, evaluation and recommendation of procedures that improve systems within school food service
- Assist in the planning, development, implementation and evaluation of the district- wide food service program
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch
- Provide staff development activities which enhance understanding of nutrition ▪ Develop district cycle menus
- Provide nutrient analysis on district cycle menus and related foods
- Assist in marketing, coordinating, delivery and tracking of all activities of the program
- Assist in the organization of school health fairs, career programs and wellness workshops
- Demonstrate initiative in the performance of assigned responsibilities
- Assist in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers in all food service operations
- Assist in preparing bid specifications and selecting vendors as needed
- Submit recommendations for new/revised policies and programs
- Visit schools on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Perform other duties as assigned

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Director of Food and Nutrition Services and/or designee

Evaluation:

Annual evaluation done by the Assistant Director of Food and Nutrition Services and/or designee

Terms of Employment:

12 month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory-D

Job Code:

76010

Board Approved: 05/02/06

Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 08/08/17, 06/14/22

Hernando County School Board Florida

FLSA:Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) OPERATIONS SPECIALIST

Required Qualifications:

- Three (3) years of experience in school food service management, food service operations and management or related experience.
- OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Experience with automated food service software and more complex computer programs
- Associates degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field.
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Review school sites to ensure all schools participating in the National School Lunch, National School Breakfast, Seamless Summer Feeding Program and Child Care Food Program are meeting program requirements

- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias
- Review and audit cafeteria reports to insure federal and state guidelines are being followed
- Assist the administrator in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers in all areas of school site management and financial accountability for food service operations
- Assist in the review, evaluation and recommendation of procedures that improve systems within school food service
- Assist in the planning, development, implementation and evaluation of the district- wide food service program
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch
- Assist in marketing, coordinating, delivery and tracking of all activities of the program ▪ Visit schools on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Audit school site reports and paperwork as required
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed
- Identify and facilitate solutions to financial problems in assigned schools' programs
- Assist with updating policies and procedures for both schools and district office, and train and assist all FNS personnel with policies and procedures.
- Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
- Review and audit weekly cafeteria reports to insure federal and state guidelines are being followed.
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program
- Coach school site Managers with personnel or supervisory concerns as needed
- Perform other duties as assigned

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Services (FNS) Assistant Director and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Services (FNS) Assistant Director and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory-D

Job Code:

76010

Board Approved: 06/14/22
Revised: N/A

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

GRANT MANAGER

Required Qualifications:

- Bachelor's Degree in education, business administration, communications, or a related field from an accredited institution
- Minimum of three (3) years of experience in grant procurement and management, project management, and/or education finance
- Knowledge of federal projects monitoring and compliance requirements
- Proficiency with Excel

Desired Qualifications:

- Master's Degree from an accredited institution
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations
- Previous experience with both entitlement and competitive grant writing and management

Performance Responsibilities:

- Assume a portion of the project management duties associated with the CARES Act, CRRSA, and ARP, including private school consultation; financial management; project amendments; and monitoring, compliance, and auditing requirements
- Develop new grant applications consistent with the Request for Proposal and funder requirements
- Conduct grant searches to identify competitive local, state, federal, and private funding sources
- Collaborate with community agencies, individuals, and/or groups that may participate in partnership grant applications
- Provide technical assistance to other District personnel in seeking competitive funding opportunities and proposal development
- Research best practices and evidenced-based programs to support the development of new grant programs
- Ensure all projects are aligned with the District's Strategic Plan

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Funding is temporary and will end June 2023

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

63010

Board Approved: 10/12/21

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

INTERIM FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Two (2) years of experience in institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees and ensure compliance and expectations of the daily work schedule are met by staff
- Preplan and complete daily food production records and compare to daily Sales and Meal Count
- Ensure the use of standardized recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Participate in the interview and hiring process
- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or designee

Terms of Employment:

When deemed by the Director of Food and Nutrition Services to be necessary, and in the best interest of the students of the school, an individual who meets the required qualifications may be placed in this position for a specified length of time.

There will be no loss of classification seniority if a bargaining unit member **temporarily** fills the position.

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 05/18/10
Revised: 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

Lead Certification & Data Specialist

Required Qualifications:

- High School Diploma with a minimum of 4 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
OR
- Associate degree or equivalent from an accredited institution (2 years of college coursework) with a minimum of 2 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Minimum of 4 years Human Resources Experience
- Experience with Employee Management Software
- Experience in datamining and analyzing data to make data-driven decisions
- Experience in communicating with a variety of audiences, orally and in writing, including electronic media

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Knowledge of Union Contracts and Salary Negotiations/Distribution

Performance Responsibilities:

- Provide supervision of Data & Certification Specialist and oversee work
- Serve as team lead for employees responsible for providing guidance to instructional and administrative personnel for obtaining and maintaining certification
- Oversee, train, and delegate work to appropriate staff; and make recommendations for employment and procedures
- Establish and maintain collaborative working relationships with all stakeholders
- Plan, organize, and coordinate activities related to certification of personnel, ensuring accuracy and compliance with district, state, and federal guidelines
- Develop and implement certification policies and procedures to increase effectiveness and efficiency of certification services and make process improvements as appropriate
- Develop and implement on-boarding policies and strategies to improve Human Resource procedures
- Counsel and assist out-of-field teachers to ensure compliance with state legislation, while minimizing the number of out-of-field teachers in the District
- Collaborate with Professional Development to assist out-of-field teachers to ensure compliance with state legislation is completed

- Collaborate with Professional Development to assist endorsement programs
- Advise administrators regarding personnel certification status to recommend course placement options
- Advise administrators regarding personnel certification status as to recommendation for reappointment
- Communicate certification requirements, including any changes in district, state or federal guidelines, to various stakeholders
- Collaborate with district- and school-based administrators to identify areas of need related to teacher certification in order to provide recommended plans for retention
- Collaborate with management staff on the creation or modification of job descriptions, assist in updating job description files, and prepare related documentation for Board approval
- Update and maintain pay related control records with administrative staff and direct data entry staff of updates that need to be implemented in the district employee data system.
- Assist with annual compensation management activities, including compiling data, preparing reports, updating related system information, and auditing changes for accuracy
- Serve as a liaison to coordinate certification procedures between Human Resources, schools, departments, instructional employees, and the Florida Department of Education
- Analyze applicants' and employees' certification eligibility to ensure compliance with Florida Educator Certification requirement.
- Resolve discrepancies and exceptions on all matters pertaining to teacher certification in personnel systems
- Oversee development and preparation of a variety of certification reports for ongoing customer needs
- Oversee the upkeep of all employee data entry within the employee management system.
- Update and maintain certification records within the District's employee data system
- Collaborate with Professional Development and Human Resources to retain and better assist all instructional staff
- Collaborate and assist to recruit and retain and better assist all HCSD staff
- Collaborate and assist with the selection and implementation of any and all employee management data systems
- Collaborate and assist all instructional, noninstructional, professional technical and administrative paperwork
- Datamine reports from Employee Management Systems and assist with mass updates to personnel
- Assist in the preparation of updates in data sheets for all employees
- Collaborate and assist with the reappointment process and year end roll processes
- Complete Audits of Data, Certification, & Human Resources procedures at our Charter Schools
- Keep the Director of Human Resources and the Coordinator of Human Resources informed of potential issues and unusual events
- Sustain focus and attention
- Perform other duties as assigned by Director of Human Resources and/or designee

Physical Demands:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

77337

Board Approved: 10/25/22

Revised: 10/24/23

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

MAINTENANCE PERSONNEL SPECIALIST

Required Qualifications:

- Associate's Degree or seven (7) years of equivalent experience with maintenance and/or facilities supervision/leadership
- Knowledge of materials, methods and practices associated with electrical, mechanical and structural aspects of building maintenance as well as grounds maintenance
- Must possess a valid Florida driver's license
- Ability to coordinate and supervise the work of a large group of maintenance employees
- Ability to keep and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in verbal communications
- Must be able to supervise other employees and be able to work with minimum direct supervision
- Must have knowledge and thorough experience with computer programs such as Excel, Word, PowerPoint, etc.
- Must have experience in multifaceted maintenance and facilities operations duties and responsibilities
- Ability to serve on call 24-hours a day and respond swiftly, rationally and decisively to emergency situations

Desired Qualifications:

- Bachelor's Degree

Performance Responsibilities:

- Plan and schedule work for the trades personnel to ensure proper distribution of assignments and adequate personnel, space and equipment for performance of routine duties and special projects
- Prioritize work orders daily and in routine fashion to ensure the timely and appropriate response to a maximum number of requests
- Implement procedures and train employees in regards to dispatching routines and work order flow as outlined by the Director of Facilities and Support Operations Division
- Maintain knowledge of personnel locations and relocations throughout the daily routine to ensure minimum travel time for each vehicle
- Inspect the flow and completion of all assigned work orders to ensure consistent quality, completeness of work and completeness of information on the work order system
- Maintain communication with each crew chief or crew member as appropriate to ensure correct and timely movement from one work location to another
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity, to the Manager of Facility Operations or the Director of Facilities and Support Operations Division

- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work can be completed as scheduled
- Inspect vehicles and equipment at random intervals to ensure they are maintained in a clean, safe operating condition at all times
- Inspect job sites and work tasks with the Manager of Facility Operations or the Director of Facilities and Support Operations Division on a routine basis to ensure consistent quality and completeness of work
- Act as liaison with site-based maintenance personnel/custodians for assignment and completion of maintenance requiring the skills or manpower of the central maintenance crew
- Act as liaison with the safety officer to ensure expedient and proper assignment and completion of work tasks related to safety issues
- Input and maintain preventative maintenance records and other various records on the computer
- Maintain files as outlined by the Director of Facilities and Support Operations Division, and maintain supplies and assigned spaces in a neat and orderly fashion at all times
- Monitor work orders for timely completion and report progress to the Director of Facilities and Support Operations Division continually
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

81010

Board Approved: 02/01/94

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

PAYROLL ANALYST

Required Qualifications:

- Bachelor's Degree in Accounting or related field plus six (6) years of payroll experience
- In lieu of the above degree requirement, ten (10) years experience relative to job responsibilities
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Desired Qualifications:

- School district payroll experience

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Allocate sick, personal and vacation leave monthly
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Calculate all payoffs for vacation and sick leave
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist with the preparation of payroll calendars
- Assist Florida Retirement System (FRS) with inquiries
- Assist with the preparation of FRS monthly reports and TSA monthly participation reports
- Assist auditors in researching payroll data and earnings records
- Train new payroll department staff
- Provide training to school and department site staff regarding payroll policies and procedures
- Mentor Payroll Specialists
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Coordinator of Finance informed of potential problems and unusual events

- Perform other duties as assigned by the Director of Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources, and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - PTS level D

Job Code:

75032

Board Approved: 03/13/12

Revised: 03/05/13, 07/6/15, 07/26/22, 10/24/23

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SHOP FOREMAN

Required Qualifications:

- High school diploma or equivalent
- Minimum of five (5) years of experience in the repair of gasoline and diesel engines
- Knowledge of the construction, assembly, adjustment and maintenance of diversified automotive equipment including school buses, heavy trucks, construction and other equipment
- Knowledge of the occupational hazards and safety precautions of the trade
- Must have the ability to maintain and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in two-way radio communications
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Performance Responsibilities:

- Plan and supervise the work of other skilled vehicle technicians and other garage staff
- Give technical advice and assistance
- Supervise maintenance and repair of shop equipment and tools
- Responsible for seeing that preventative maintenance is performed
- Responsible for instructing mechanics and assistants in safety procedures, rules and regulations
- Assist in job performance evaluations of mechanics
- Must be able to demonstrate the ability to coordinate and supervise the work of employee
- Must be able to supervise other employees and be able to work with minimal supervision
- Monitor that buses are inspected in accordance with 6A-3.0171(8)
- Perform quality control checks
- Assist in maintaining the stockroom
- Make service calls to repair equipment
- Perform complex repair tasks and use complex equipment
- Perform other duties as assigned by the Transportation Fleet Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Transportation Fleet Manager and/or designee

Evaluation:

Annual evaluation done by the Transportation Fleet Manager, and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

78014

Board Approval: 08/18/98

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 05/01/12, 06/10/14, 7/6/2015, 08/30/22, 03/28/23

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SUBSTANCE ABUSE PREVENTION EDUCATOR
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Required Qualifications:

- Bachelor's Degree
- Major in psychology, social work, counseling or related field
- Eligible for certification as a Certified Addictions Associate Professional (any level)
- Minimum of one (1) year experience in substance abuse prevention or treatment programs
- Experience in education

Performance Responsibilities:

- Assist with the coordinating of substance abuse prevention activities and programs with appropriate school-based staff and Student Services staff
- Provide drug screenings and assessments for students involved with the use of mood/mind altering substances
- Conduct drug awareness classes
- Develop and provide direct student services in the classroom in coordination with school-based staff
- Consult and conference with school staff for the purpose of assisting at-risk students in achieving their educational, career and personal and social needs and goals
- Serve as liaison function between parents and the community by facilitating appropriate community agency referrals
- Develop and facilitate parent education classes in coordination with the schools, district staff and the Director of Student Services and/or designee
- Initiate and respond to public information and public relations needs and functions
- Assist in the referral of students and families experiencing substance abuse problems to appropriate community agencies for counseling and specialized services
- Attend school and district meetings and in-service programs
- Attend state training and educational programs in the area of substance abuse prevention and education when appropriate
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequency, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or designee

Terms of Employment:

10- or 11-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

61327

Board Approved: 07/20/93

Revised: 01/20/09, 03/03/09, 6/21/11, 11/15/11, 06/10/14, 06/25/19