

Classified Staff Position (Job Description)

Title: Facilities and Transportation Supervisor

Qualifications:

1. History of successful construction and maintenance performance with the ability to supervise, direct, and do appropriate maintenance tasks as related to the physical plant operation of NW BOCES.
2. Must be able to pass required physical and obtain a CDL with Passenger Endorsement.
3. First Aide and CPR Certification and approved evidence based model of nonviolent crisis intervention certification.
4. Any alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Administrative Director or designee

Supervises: Maintenance, Custodial, Transportation and Technology Staff

Terms of Employment: According to the needs of the NW BOCES with salary and fringe benefits to be established by the Board.

Job Goal: To maintain the NW BOCES facilities, grounds, and vehicles in a condition of operating excellence so that full use of them may be made at all times.

Responsibilities:

1. Helps in the selection, assignment, scheduling, and training of members of the custodial, maintenance, and transportation staff.
2. Plans, oversees, and performs all maintenance, repair work, groundskeeping, and transportation services maintaining a high standard of safety, cleanliness, and efficiency.
3. In order to fulfill job responsibilities, on call time is required as necessitated.
4. Monitors the time records and performance of all custodial, maintenance, and transportation employees.
5. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
6. Strives constantly to promote the safety, health and comfort of the students and employees.
7. Follows all policies, directives, and memos.
8. Participates in all required meetings and inservice trainings.
9. Follows strict confidentiality at all times.
10. Performs all other duties as required.

Evaluation: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Classified Staff.

6004a-R

Revised 4-27-05  
Revised 2-22-06  
Revised 5-23-07  
Revised 8-28-13

Classified Staff (Job Description)

Title: Maintenance and Janitorial Person

Qualifications:

1. Must be able to pass required physical examinations and obtain a CDL with Passenger Endorsement.
2. Demonstrate aptitude for assigned responsibilities.
3. First Aide and CPR Certification
4. Any alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Facilities Supervisor

Terms of employment: According to needs of the NW BOCES with salary and fringe benefits to be established by the Board.

Job Goal: To provide students with a safe, attractive, comfortable, and efficient place in which to learn, play, develop, and live.

Responsibilities: Keep buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.

1. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
2. Shovel, plow, and sand walks, driveways, parking areas, and steps as appropriate.
3. Follow the NW BOCES cleaning schedule and school janitorial needs.
4. Check daily to ensure that all doors are locked securely each evening.
5. Keep the grounds free of rubbish.
6. Perform grounds keeping chores such as grass cutting, tree trimming, mow and spray weeds to maintain the grounds in a safe and attractive condition. Clean and replace sprinkler heads as needed. Blow out sprinklers in the fall.
7. Perform assigned work requests as required.
8. Perform assigned or scheduled maintenance tasks to buildings, vehicles, equipment, and grounds as necessary to maintain useful, safe, productive, and attractive school and residential environment.
10. Build or revamp assigned equipment, study carols, partitions as needed.
11. Spray for ants, spiders and other insects as needed.
12. Keep mechanical equipment serviced and maintained.
  - a. Clean or replace filters as needed.

6004b1-R

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Revised 8-23-13

- b. Lubricate and clean heating and cooling units and exhaust fans, change belts as needed.
  - c. Change light bulbs and ballasts as needed and do minor electrical work.
  - d. Advise supervisor of larger needs.
  - e. Set up tables and chairs for board meetings and other school functions.
  - f. Pick up mail from Post Office daily.
  - g. Minor plumbing needs.
- 13. Follow all policies, directives, and memos.
  - 14. Participate in all required meetings and inservices.
  - 15. Follow strict confidentiality at all times.
  - 16. Perform other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Classified Staff.

6004b2-R

Revised 4-27-05  
Revised 8-28-13

Classified Staff (Job Description)

Title: Food Service Director

Qualifications:

1. High School diploma.
2. ServeSafe and Healthy Edge certification as required by School Nutrition Association.
3. Demonstrate aptitude for the work to be performed.
4. Experience recommended: demonstrate aptitude or competence for assigned responsibilities.
5. Such alternatives to the above as the Board may require

Reports to: Administrative Director

Supervises: All food service personnel

Terms of Employment: Salary, fringe benefits and work year to be established by the Board.

Job Goal: To provide quality and nutritious meals in a sanitary and hospitable environment.

Performance Responsibilities:

1. Plan menus and meet nutritional requirements as required by law with therapeutic diet specifications, and be familiar with chronic disease restrictions, and medication reactions.
2. Budget for and purchase all food, supplies, USDA commodities and food service equipment needed to meet the needs of the department.
3. Establish and maintain records to meet daily and monthly USDA and State Department of Education requirements, and compute monthly reimbursement.
4. Attend WDE food service meetings and other training activities to maintain skills, keep current in new techniques, maintain credit hours, and to be aware of changes in food service requirements.
5. Supervise co-ordination of residential Food Service Program.
6. Maintain high standards of cleanliness, health, and safety that meet the Wyoming Department of Health guidelines.
7. Train and supervise all food service employees and make recommendations for their employment, promotion, or release.
8. Verify invoices and code each item before presenting them to the business office.
9. Supervise the planning and preparation of any special refreshments or meals required for NW BOCES sponsored events.
10. Follow Hazard Analysis & Critical Points (HACCP) guidelines.
11. Follow all policies, directives, and memos.
12. Participate in all required meetings and inservices.
13. Follow strict confidentiality at all times.
14. Perform other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Classified Staff.

6004c-R

Revised 4-27-05

Revised 5-23-07

Revised 11-14-12

Classified Staff (Job Description)

Title: Assistant Food Service Personnel

Qualifications:

1. High School Diploma
2. Demonstrate aptitude for work to be performed.
3. First Aid, CPR and approved evidence based model of nonviolent crisis intervention certification.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Food Services Director

Terms of Employment: Salary, fringe benefits and work year to be established by the Board.

Job Goal: To assist the Food Service Director in providing quality and nutritious meals in a sanitary and hospitable environment.

Performance Responsibilities:

1. Coordinate, assemble, and transport food/supplies for residential evening, weekend, holiday, and other non-school day meals as directed by the Food Service Director.
2. Prepare meals according to the planned menus and help in the serving of such to students and staff.
3. Assist Food Services Director in maintaining an adequate inventory of foods, supplies, and equipment.
4. Verifies with the Food Service Director the shipments of food/supplies into the school as ordered, noting any variations from invoiced quantities.
5. Assists in all aspects of Food Service responsibilities for activities, parties, meetings, and events.
6. Helps maintain high standards of health and safety for students and staff.
7. Assists in training substitute food service staff to maintain State of Wyoming requirements.
8. Reports immediately to Food Service Director any problem or accident.
9. Attend food service meetings and other training activities as assigned to maintain skills, keep current in new techniques, maintain credit hours, and be aware of changes in food service requirements.
10. Follow all policies, directives, and memos.
11. Participate in all required meetings and inservice training.
12. Follow strict confidentiality at all times.
13. Perform other duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified staff.

6004d-R

Revised 4-27-05  
Revised 5-23-07  
Revised 4-25-12  
Revised 9-25-13

## Classified Staff (Job Description)

Title: House Parent

### Qualifications:

1. High School Diploma
2. Demonstrate aptitude for the work to be performed
3. First Aid, CPR Certification and approved evidence based model of nonviolent crisis intervention certification
4. Experience recommended
5. Such alternatives to the above as the Board may require

Reports to: Residential Supervisor and Lead Houseparent

Supervises: Residential Aides

Terms of Employment: Salary, fringe benefits, and work year to be established by the Board

Job Goal: To provide a well organized, smooth functioning living environment which promotes health, safety, hygiene and a pleasant learning, living and training experience.

### Performance Responsibilities:

1. Perform duties which include but are not limited to meal preparation, monitoring students' monitor students' bathtime, supervision of students, safety, hygiene, health, recreation and housekeeping.
2. Schedule and maintain ongoing weekly activities.
3. Record and report all pertinent information.
4. Care for equipment and facility.
5. Carry out programs as directed by the educational team.
6. Maintain effective and appropriate interpersonal relations between students, family and staff.
7. Follow all policies, directives and memos.
8. Participate in all required meetings and inservice trainings.
9. Follow strict confidentiality at all times.
10. Perform other duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified staff

Evaluation will be performed annually by supervisors as shown on the organizational chart. (Policy 6014)

6004e-R

Revised 4-27-05

Revised 5-23-07

Revised 8-28-13

## Classified Staff (Job Description)

Title: Residential Aide

### Qualifications:

1. High School Diploma
2. Demonstrate aptitude for the work to be performed
3. First Aid, CPR certification and approved evidence based model of nonviolent crisis intervention certification
4. Such alternatives to the above as the Board may require

Reports to: House Parent

Terms of Employment: Salary, fringe benefits and work year to be established by the Board.

Job Goal: To assist the house parent in providing a well organized, smooth functioning living environment which promotes health, safety, hygiene and a pleasant learning, living and training experience.

### Performance Responsibilities:

1. Assist house parent in all duties required in the performance of his/her job which include but are not limited to meal preparation, monitoring of student's bathtime, safety, hygiene, health, recreation and housekeeping and supervision of students.
2. Help create and maintain a pleasant living environment and experience for the student.
3. Follows schedules and on going weekly activities.
4. Cares for equipment and facility.
5. Record pertinent data and report as needed.
6. Maintains effective and appropriate interpersonal relations between students, family and staff.
7. Follows all policies, directives and memos.
8. Participate in all required meetings and inservice training.
9. Follows strict confidentiality at all times.
10. Performs other duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified staff

Evaluation: Will be performed annually by the supervisor as shown on the organizational chart (Policy 6014)

6004f-R

Revised 4-27-05

Revised 5-23-07

Revised 8-28-13

Classified Staff (Job Description)

Title: Administrative Assistant

Qualifications:

1. High School Diploma
2. Possess necessary training/experience to meet performance requirements in business, personnel and secretarial services.
3. Possess general working computer knowledge and skills.
4. Demonstrate communication, organization, business and public relations skills.
5. TB test required, Hepatitis Vaccination encouraged.
6. First Aid and CPR Certification.
7. Three years experience as a secretary.
8. Such alternatives to the above qualifications as the Board may require.

Reports to: Business Manager

Terms of Employment: According to the needs of the NW BOCES with salary and fringe benefits to be established by the Board.

Job Goals: To assure the smooth and efficient operation of the NW BOCES office so that the office's maximum positive impact on the education of children can be realized.

Performance Responsibilities:

1. Work with the administration in carrying out the day-to-day operations necessary to the smooth functioning of the building.
2. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
3. Maintains student records as shall be required.
4. Types student IEP's and progress reports.
5. Attends monthly Board meetings as recording secretary.
6. Assists in purchasing, receiving and inventory control.
7. Assists business manager with accounting and business activities.
8. Assists staff members in budget development.
9. Performs such other duties as may be assigned.
10. Follows strict confidentiality at all times.
11. Follow all policies, directives, and memos.
12. Participates in all required meetings and inservice training.

Evaluation: Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of classified personnel.

6004g-R

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Revised 5-23-07

Revised 3-28-12

Revised 9-25-13

## Classified Staff (Job Description)

Title: School Secretary

### Qualifications:

1. High School Diploma
2. Possess necessary training/experience to meet performance requirements in business, personnel and secretarial services.
3. Possess general working computer knowledge and skills.
4. Demonstrate communication, organization, business and public relations skills.
5. TB test required, Hepatitis Vaccination encouraged.
6. First Aid, CPR Certification and approved evidence based model of nonviolent crisis intervention certification.

Reports to: Business Manager

Terms of Employment: According to the needs of the NW BOCES with salary and fringe benefits to be established by the Board.

Job Goal: To assure the smooth and efficient operation of the NW BOCES office so that the office's maximum positive impact on the education of children can be realized.

### Performance Responsibilities:

1. Work with administration in carrying out the day-to-day operations necessary to the smooth functioning of the building.
2. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
3. Maintains student records as shall be required.
4. Types student IEP's and progress reports.
5. Attends monthly Board meetings as recording secretary.
6. Assists in purchasing, receiving and inventory control.
7. Assists business manager with accounting and business activities.
8. Follow all policies, procedures, directives and memos.
9. Participate in all required meetings and inservice training.
10. Follow strict confidentiality at all times.
11. Perform other duties as may be assigned.

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

6004h-R

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Revised 5-23-07  
Revised 8-28-13

Classified Staff (Job Description)

Title: Bookkeeper

Qualifications:

1. High School Graduate
2. Knowledge of accounting theory and practice
3. Ability to operate business machines
4. Practical experience in school or business environment

Reports to: Business Manager

Terms of Employment: According to the needs of the NW BOCES with salary and fringe benefits to be established by the Board.

Job Goals: To contribute to the efficient operation of the business office and NW BOCES as a whole.

Performance Responsibilities:

1. Assists the business manager in the handling, accounting and reporting of all funds for the NW BOCES.
2. Assists in compiling the necessary data for the preparation of monthly financial statements.
3. Assists in the preparation of monthly financial statements, bank reconciliations, and food service reports.
4. Assists in the preparation of payroll data for entry on computer, associated tax deposits, monthly and quarterly tax returns.
5. Assists in the maintenance of the ledgers and journals for NW BOCES, including recording, posting, adjusting, and closing.
6. Enters data on computer and runs the associated reports and statements under the supervision of Business Manager.
7. Maintains and updates computer printout files and general business office files.
8. Prepares purchase orders and vouchers and maintains the purchasing system for the cooperative.
9. Assists in the billing to various agencies for student services.
10. Follow all policies, directives, and memos.
11. Participates in all required meetings and inservice training.
12. Follows strict confidentiality at all times.
13. Performs other duties as assigned.

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

6004i-R

Revised 4-27-05

Revised 2-22-06

Revised 8-28-13

## Classified Staff (Job Description)

Title: Paraprofessional/Education Aide

### Qualifications:

1. Associate Degree/Highly Qualified Status
2. Demonstrate aptitude for the work to be performed.
3. First Aid, CPR certification and approved evidence based model of nonviolent crisis intervention certification
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to: Teacher

Terms of Employment: Salary, benefits and work year to be established by the Board.

Job Goal: To assist in the provision of a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

### Performance Responsibilities:

1. Under supervision of a certified teacher, prepares for classroom activities.
2. Assists teacher with implementation of IEP and classroom activities.
3. Assists teacher in duties relating to the supervision of playground, cafeteria, bus loading activities and any off campus activities.
4. Record pertinent data and report as needed.
5. Assists in preparing class displays and bulletin boards, and clerical duties.
6. Maintains effective and appropriate interpersonal relations between students, family and staff.
7. Cares for equipment and facility.
8. Follows all policies, directives and memos.
9. Participates in all required meetings and inservice training.
10. Follows strict confidentiality at all times.
11. Performs other duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified staff

Evaluation: Evaluation shall be performed annually by supervisors as shown on organizational chart (Policy 6014).

6004j-R

Classified Staff (Job Description)

Title: Bus Aide

Qualifications:

1. High School Diploma.
2. Demonstrate aptitude for the work to be performed.
3. First Aid and CPR certification.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Bus Driver

Terms of Employment: Salary, benefits, and work year to be established by the Board.

Job Goal: To supervise students on daily and weekend bus runs and provide a safe and controlled environment for the children.

Performance Responsibilities:

1. Supervise students on assigned bus run.
2. Assist driver in emergency situation.
3. Maintain discipline on bus.
4. Respond to medical activity and/or issues.
5. Document student behavioral problems, parent concerns/ comments or other issues.
6. Ensure safety and comfort of students on bus.
7. Position students and/or strap in wheelchairs as needed following safety procedures..
8. Follow Infection Control and Universal Precaution Policies.
9. Follows strict confidentiality at all times.
10. Perform other duties as assigned.
11. Follows all policies, directives and memos.
12. Participates in all required meetings and inservice training.

Evaluation: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Classified Staff

6004k-R

Revised 4-27-05

Revised 5-23-07

## Classified Staff (Job Description)

Title: Bus Driver

### Qualifications:

1. Must be able to pass required physical exam.
2. Demonstrated driving proficiency.
3. Driver's license as mandated by State Law.
4. Any other alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. First Aid and CPR Certification.

Reports to: Facilities & Transportation Supervisor

Terms of Employment: The work year will be set by the school year calendar. Salary and fringe benefits to be established by the Board.

Job Goal: To provide safe and efficient transportation so that students enjoy the greatest possible advantage from the NW BOCES programs.

### Performance Responsibilities:

1. Obeys all traffic laws
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Document student behavioral problems, parent concerns/ comments or other issues.
5. Keeps assigned bus clean.
6. Keeps assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Notifies proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops and to authorized guardians.
10. Exercises responsible leadership.
11. Transports only authorized leadership.
12. Reports all accidents and completes required reports.
13. Adheres to the rules and regulations of the State Department of Education and State of Wyoming.
14. Follows strict confidentiality at all times.
15. Performs other duties as assigned.
16. Participates in all required meetings and inservice training

Evaluation: Performance will be evaluated in accordance with provisions of the Board's policy on the evaluation of classified staff.

60041-R

Classified Staff Position (Job Description)

Title: Lead Houseparent

Qualifications:

1. High School Diploma
2. Demonstrate aptitude for the work to be performed.
3. First Aid, CPR certification and approved evidence based model of nonviolent crisis intervention certification
4. Experience and leadership qualities.
5. Understanding of NWBOCES policies and program.
6. Such alternatives to the above as the Board may require.

Reports to: Residential Supervisor

Terms of Employment: Salary, fringe benefits, and work year to be established by the Board.

Job Goal: To provide a well organized, smooth functioning living environment which promotes health, safety, hygiene and a pleasant learning, living and training experience.

Performance Responsibilities:

1. Supervises residential aides and houseparents
2. Performs duties which include but are not limited to meal preparation, monitoring of students' bathtime, supervision of students, safety, hygiene, health, recreation and housekeeping.
3. Schedules and maintains ongoing weekly activities.
4. Maintains effective and appropriate interpersonal relations between students, family and staff.
5. Assesses, records and reports all pertinent information.
6. Provides leadership and support to cottage staff.
7. Consults and collaborates with other staff
8. Assesses student needs on a regular basis
9. Carries out programs as directed by the educational team.
10. Participates in orientation and training of new employees.
11. Cares for equipment and facility.
12. Follows all policies, directives and memos.
13. Participates in all required meetings and inservice training.
14. Follows strict confidentiality at all times.
15. Performs other duties as assigned.

Evaluation: Performance will be evaluated in accordance with provisions of the Board's policy on the evaluation of classified staff.

Evaluation: Evaluation will be performed annually by supervisors as shown on the organizational chart. (Policy 6014)

6004m-R

Classified Staff Position (Job Description)

Title: Residential Nurse

Qualifications:

1. Valid Wyoming state license to practice as Licensed Practical or Registered Nurse
2. First Aid, CPR certification and approved evidence based model of nonviolent crisis intervention certification
3. Any additional requirements as established by the Board.

Reports to: Nurse Supervisor & Residential Supervisor

Terms of Employment: Salary, fringe benefits, and work year to be established by the Board.

Job Goal: To provide the best possible educational and residential opportunity for each student by minimizing absence due to illness and creating a climate of health and well being in the school and residential programs.

Performance Responsibilities:

1. Refers and follows up on students in need of medical and dental care to the Nurse Supervisor.
2. Maintains open communication with the Nurse Supervisor regarding medical concerns and procedures.
3. Assists in the maintenance of up-to-date records, medications, physician's orders, yearly physical examinations (by child's physician), health care plans, and any other pertinent medical data obtainable.
4. Observes students on a regular basis to detect health needs.
5. Assists in the education of residential staff on administration of medication, procedures to be followed in case of medication error, emergency procedures and precautions, student health concerns, student medical history, student medical follow up needed.
6. Provides primary health care, medications and treatment to all students in the residential program.
7. Advises on modification of the residential program to meet health needs of individual students in accordance with recommendations from student's physician.
8. Assists the Nurse Supervisor in the recommendation of exclusion and re-admission of students in connection with infectious and contagious diseases in accordance with policy.
9. Assists nurse supervisor in establishment and follow-up of infection control policy and procedures.
10. Provides care for a student or staff member who has suffered injury or emergency illness.
11. Assists in the preparation of reports as requested by the nurse supervisor as required by the State Board of Health.
12. Maintains effective and appropriate interpersonal relations between students, family and staff.
13. Cares for equipment and facility.
14. Follows all policies, directives and memos.
15. Participates in all meetings and trainings as required.
16. Follows strict confidentiality at all times.
17. Performs other duties as assigned.

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

6004n-R

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