

Roane County Schools Service Personnel Job Description Manual

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Accountant (I, II, III)

Job Description and Tasks

- Prepare a schedule of accounts payable and receivable
- Prepare cash disbursement reports
- Prepare checks to pay bills
- Follow procedures to maintain confidentiality of data
- Input data to process payroll
- Prepare individual employee's earnings record
- Make salary adjustments
- Prepare payroll statements
- Verify the budget code and vendor address on all purchase orders
- Maintain alphabetical files on completed and pending purchase orders
- Verify invoices with receiving copies of purchase orders
- Notify vendors regarding proper billing and credit of purchase orders
- Receive invoices, audit for accuracy, and match with purchase order receipts approved for payment
- Organize monthly bills for payment on a prescribed time schedule in accordance with data processing procedures
- Maintain a file of paid orders which includes copies of purchase order receipts, invoices, and check copies
- Reconcile accounts
- Maintain financial records on all employees with salary and related information
- Issue Federal Form W-2 withholding statements to employees

Accountant (I, II, III)

Job Description and Tasks

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- Bill and receive payment for field trips
- Work with travel authorizations and verify expense accounts to travel policy
- Audit individual school accounting records
- Invoice vendors for services rendered or reimbursements
- Prepare monthly treasurer report
- Receipt, code, and post all revenue
- Make bank deposits
- Reconcile monthly bank statements
- Maintain a purchase order log
- Prepare payroll deduction invoices

Note: Policy 1224.1 Accounting Procedures Manual for Public Schools is a good source for inservice material.

wvde.state.wv.us/policies/p1224.1.html

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Source: Board of Education Minutes

Date: February 11, 2010

Aide I, II, III, IV

Job Description and Tasks

- Provide individual or small group instruction under the supervision of teacher
- Provide students with individualized attention
- Assist in grading assignments and recording grades
- Set up and operate equipment for instruction
- Help teacher prepare materials for instruction
- Assist teacher with bus duty in escorting students to and from the bus
- Provide library assistance to students
- Assist with preparing snacks for students as needed
- Remain aware and alert of medication administered to students
- Assist in lifting, feeding, toileting, and changing clothes of special needs students
- Assist and supervise special needs students in a regular classroom setting
- Modify materials and instructional activities for special needs students
- Secure students in car seats, seat belts, harnesses, etc., while in transport
- Secure wheelchairs safely for transport
- Assist students as instructed in physical therapy activities
- Practice good safety habits and have knowledge of basic first aid
- Help maintain an up-to-date inventory
- Perform clerical duties such as filing and typing for classroom purposes
- Possess strong oral and written communication skills
- Maintain familiarity with personnel policies and procedures
- Be proficient in the use of basic computer operations
- Maintain confidentiality

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Auditor

Job Description and Tasks

- Verify the accuracy of the agency's records
- Establish and maintain a system of internal auditing to check for mismanagement, waste, or fraud
- Examine and evaluate financial and information systems
- Examine and evaluate management procedures and internal controls
- Recommend controls for the agency's computer system to ensure the reliability of the system and the integrity of the data
- Analyze, compare, and interpret facts and figures
- Clearly communicate the results of auditing work both orally and in writing
- Process and monitor purchase orders and records involved in the procedures of purchasing
- Review account statements periodically
- Plan, organize, and implement an internal auditing program for the agency
- Conduct periodic and systematic review of agency activities to ensure compliance with statutes, regulations, and operating procedures
- Use a personal computer especially in the area of accounting spreadsheet applications
- Analyze and interpret accounting records
- Develop and prepare audit schedules and working papers

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Cabinetmaker

Job Description and Tasks

- Identify shop safety hazards.
- Define and explain safety rules.
- Demonstrate safe use of tools and equipment.
- Add, subtract, multiply and divide whole numbers, mixed numbers, fractions and decimals.
- Perform linear, area and volume calculations.
- Read and use an architects, and metric scales.
- Compute board feet.
- Read and use a tape measure, framing square, try square, combination square, compass, protractor, inside caliper and outside caliper.
- Read and interpret blueprints and shop drawings.
- Draw and sketch shop drawings.
- Estimate materials needed for a job from a blueprint or layout.
- Estimate labor and material costs.
- Select proper grades of lumber, plywood, particle board, and hardboard for building cabinets.
- Glue plastic laminate to substrate using contact cement.
- Identify and use cabinetmaking hand tools.
- Safely operate a table saw to rip, crosscut, dado, groove, bevel and tenon.
- Safely operate a radial arm saw to crosscut, rip, dado, tenon, miter and compound miter.
- Identify, select and install appropriate circular saw blades for different operations.
- Safely operate a drill press to drill, countersink, counterbore, drum sand and mortise.
- Select and install appropriate attachments for various operations on power tools.
- Safely operate a jointer to join edges, square stock, bevel, chamfer, taper, rabbet and plane.
- Remove, and replace jointer and planer knives.
- Safely operate a planer to surface stock and plane to desired thickness.
- Safely operate a wood lathe to turn between centers and make face plate turnings.
- Select and use proper turning tools.
- Safely operate a band saw to cut curves and contours, resaw, rip and crosscut.
- Replace and adjust band saw blades and blade guides.

Cabinetmaker
Job Description and Tasks
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- Safely operate a shaper and hand router to shape and edge stock, cut grooves, dovetail, rabbet, and make and use jigs.
- Select and install shaper and router cutters.
- Safely use belt sander to surface sand.
- Select and install appropriate sanding belts.
- Clean and maintain power equipment and hand tools.
- Layout and cut frame stiles and rails, shelf panels, drawers, doors, etc.
- Construct joints; i.e., butt, dado, rabbet, lap, miter, tongue and groove, spline, mortise and tenon, dovetail.
- Reinforce joints using keys, block splines, dowels and plates.
- Assemble cabinets using the various joints with glue, screws, nails, etc.
- Sand cabinets and wood parts with the proper type and grit number of abrasives.
- Select and use the various types of sanding equipment; i.e., vibrator sanders, drum sanders, oscillating sanders, disc sanders and hand sanders.
- Clean and remove dust and dirt to prepare furniture for finishing.
- Select appropriate type of stain for cabinets and furniture.
- Select and/or mix stain colors according to manufacturers directions.
- Apply stain using spray, brush, or hand according to manufacturers directions.
- Apply sealers and finish coats of paint, lacquers, oils, polyurethanes and water based finishes.
- Follow manufacturers directions on the proper and safe use of volatile finishes.
- Spray finishes using an air spray so there are no runs, fish eyes, orange peel, or dirt in the finish.
- Clean and maintain air and airless spray equipment.
- Spray finishes using an airless spray so there are no imperfections.
- Finish using brush, rag and roller.
- Clean and maintain brushes and rollers.
- Follow all safety rules relating to finishing.
- Wear appropriate clothing and safety equipment; i.e., respirators, safety goggles, gloves.

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Carpenter (I, II)

Job Description and Tasks

- Comply with shop and equipment safety rules
- Correct safety hazards
- Determine availability of machines, supplies, and materials
- Inspect shop equipment and arrange for maintenance
- Clean and maintain work area and leave it in safe condition
- Develop a materials list used for each job
- Work with blueprints to do layouts, measurements, markings, and arrangement of materials
- Cut and shape wood, plastic, ceiling tile, fiberglass, and drywall using hand and power tools
- Construct stud and sheathing wall forms
- Erect plywood panel wall forms
- Construct stair forms
- Install beams and metal studs
- Install reinforcement steel
- Frame, align, and brace walls
- Frame door and window openings
- Install floor and ceiling joists
- Install backing for hanging fixtures and cabinets
- Install exterior wall sheathing
- Install diagonal sub-floors
- Set metal door and window frames for masonry construction
- Install common, hip, and hip jack rafters
- Install composite strip shingles
- Install composite shingles on a ridge cap and in a valley
- Install roof and ridge vents
- Install gutters and down spouts

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Clerk I, II **Job Description and Tasks**

- Demonstrate the ability to communicate and work with staff members, students and parents.
- Demonstrate good communication skills; i.e., listening, speaking, writing, etc.
- Demonstrate the proper use of the telephone and telecommunications equipment including voice mail and FAX.
- Take and record phone messages courteously and accurately.
- Operate office machines; i.e., calculator, duplicating equipment, etc.
- Perform basic financial transactions.
- Maintain records; i.e., student, general correspondence, financial, school lunch, etc.
- Demonstrate basic math skills.
- Process incoming and outgoing mail.
- Schedule appointments, process purchase orders and maintain inventories.
- Maintain a clean, safe and well-organized work area.
- Operate a computer utilizing the software available.
- Perform word processing skills effectively and efficiently; i.e., preparing memorandums, business correspondence, forms, reports, etc.
- Use word processing equipment to access stored information.
- Enter and retrieve data from the West Virginia Education Information System (WVEIS) as it relates to the job.
- Type straight copy at a minimum rate of 35 words per minute (wpm).
- Proofread typed material for correct grammar, punctuation, spelling and format.
- Maintain confidentiality as instructed.
- Perform other tasks and assume other responsibilities as the immediate supervisor may from time to time assign.

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Computer Operator Job Description and Tasks

- Assist with the inputting of data, management of data, and retrieval of data in daily operations of the school administration
- Possess an extensive knowledge of Windows 98 or greater
- Be proficient in the use of word processing, spreadsheet, and database software packages
- Be proficient in keyboarding skills
- Compose and prepare documents such as: letters, memos, brochures, and forms
- Possess a general knowledge and usage of the Internet, search engines, and browsers
- Communicate with school personnel through networked mailing servers and the Internet
- Maintain system access security on PCs
- Provide on-site support to individual users of PCs
- Determine basic hardware and software upgrading needs of PCs
- Determine status of processed and pending jobs
- Schedule loads and downloads of programs
- Run periodic system reports for local and state needs
- Perform backup on a daily or weekly basis as needed
- Transmit and receive data between networks and the Internet
- Verify computer output against user request specifications
- File printouts
- Observe for abnormal termination of job
- Maintain skill level to keep pace with technological advances
- Attend ongoing training for WVEIS
- Follow procedures to maintain confidentiality of data
- Maintain inventory and warranty information on personal computers
- Be efficient in the use of multitasking
- Be familiar with the different components and peripherals of a personal computer

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Date: February 11, 2010

**Cook (I, II, III) /
Cafeteria Manager
Job Description and Tasks**

- Demonstrate an understanding of the information from food labels
- Explain the meaning of the ingredients list
- Assist in developing menus
- Evaluate menus to determine whether they meet USDA requirements
- Prepare salads and cold items
- Prepare and cook fruits, vegetable, and starches
- Prepare and cook sandwiches
- Prepare and cook soups and sauces
- Prepare and cook breakfast items
- Prepare and cook entrees
- Prepare miscellaneous food and beverages
- Evaluate different methods of preparation appropriate to specific meats, vegetables, salads, and quick breads
- Determine appropriate food temperatures for service
- Describe and demonstrate the correct procedure for rehydration of dehydrated products
- Assist in performing buying, inventory, receiving, and stocking functions
- Measure, mix, and cook ingredients according to recipes
- Be familiar with terms associated with food products, such as: enriched, fortified, juice, drink, and imitation
- Be familiar with measurement abbreviations
- Estimate food requirements
- Assist in planning meals
- Exhibit the ability to maintain a storeroom inventory system

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Custodian (I, II, III, IV)

Job Description and Tasks

- Dust, clean, polish fixtures, woodwork, and equipment
- Wash windows and dust blinds
- Clean restrooms and replenish with supplies
- Sweep, mop, wax, and polish floors, stairs, corridors, and courts using broom, mop, and buffer
- Clean rugs and carpets with vacuum cleaner
- Dispose of trash and waste materials
- Clean doors, door facings, and walls with disinfectant
- Assist in moving equipment
- Check and replace light bulbs
- Sweep sidewalks around buildings
- Report safety hazards within and around building
- List and report repairs needed
- Store equipment
- Keep stock of inventory and request supplies as needed
- Perform minor repairs and maintain equipment
- Clean shower rooms and gym
- Help remove snow and clear sidewalk of ice
- Operate and maintain: weed eater, lawn mower, floor scrubber, floor buffer, and vacuum cleaner

Custodian (I, II, III, IV)
Job Description and Tasks

Page 2

- Arrange table and chairs for breakfast and lunch
- Secure the building at night
- Operate hand and small power tools
- Prepare facilities for activities and clean up after the activities
- Shampoo carpets
- Perform inspections for fire extinguishers and emergency lighting
- Clean ceiling and restroom vents

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**Director or Coordinator of
Services
Job Description and Tasks**

- Coordinate and direct support services
- Develop policy and procedure for support service areas
- Develop job duties and task lists for service employees
- Provide needed training for employees in the area of specialization
- Oversee the requisition and allocation of supplies
- Oversee budgetary needs for area of assignment
- Make available the necessary equipment and supplies needed to perform a task
- Develop and coordinate work schedules
- Maintain time sheets
- Prepare monthly and annual reports for local, state, and federal offices
- Provide safety information and training for assigned area of responsibility
- Maintain an up-to-date inventory for area of supervision
- Provide written assessments and reports to the Superintendent and Board of Education upon request
- Assist the Superintendent as requested in the interviewing, evaluation, and separation of personnel
- Maintain confidentiality in all aspects relating to personnel
- Communicate job tasks in an effective manner
- Prioritize job tasks by order of importance
- Deal with difficult situations among employees in a fair and consistent manner

Director or Coordinator of Services
Job Description and Tasks
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- Coordinate work assignments with personnel training and abilities
- Work effectively as a team member
- Be knowledgeable of all aspects of the specific supervisory area as it relates to the job
- Be knowledgeable of policies relating to personnel
- Provide leadership and support in assigned areas of responsibility
- Establish good public and employee relations
- Operate with great latitude with independent judgment as required
- Act as a liaison between departments
- Be proficient in the use of basic computer operations including word processing and spreadsheet functions

School Law of West Virginia, 1997 Edition, §18A-4-8

Nothing herein may prohibit professional personnel or professional educators as defined in section one (§ 18A-1-1), article one of this chapter, from holding this class title, but professional personnel may not be defined or classified as service personnel unless the professional personnel held a service personnel title under this section prior to holding class title of "director or coordinator of services."

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Electrician (I, II)

Job Description and Tasks

- Install power switch gear
- Install electrical conductors and motor starters
- Install relay panels
- Install electrical lighting
- Terminate electrical lighting and electrical wiring
- Install instrumentation devices
- Debug and test process equipment
- Perform preventive maintenance
- Align rotating equipment
- Document amp and voltage readings
- Repair electronic devices
- Repair relay and lighting systems
- Repair power transformers
- Calibrate process instruments
- Troubleshoot process equipment
- Design control and power systems
- Calculate wire ampacity
- Calculate electrical power consumption
- Dispose of light ballasts
- Locate and layout devices for job from a blueprint or schematic diagram
- Figure materials list from blueprint or schematic diagram

Electrician (I, II)
Job Description and Tasks
Page 2

- Compute service loads
- Install electrical environmental control components
- Install service entrance
- Install switch boxes and outlet boxes
- Maintain existing wiring
- Rough in feeders, branch circuits cables, and circuits
- Trim out electrical devices and appliances
- Install and maintain split-phase motors
- Install and maintain capacitor start motors
- Install and maintain motor controls
- Properly ground equipment before use
- Use the National Electric Code (NEC) to determine specific requirements for systems
- Follow lockout/tagout procedures
- Apply safety principles during working operations

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Source: Board of Education Minutes
Date: February 11, 2010

Electronic Technician (I, II)

Job Description and Tasks

- Explain the basic characteristics of series circuits, parallel circuits, and series-parallel circuits.
- Calculate, using Kirchoff's Voltage Law, the voltage drop in series, parallel, and series-parallel circuits.
- Find the total amount of resistance in series, parallel, and series-parallel circuits.
- Determine the frequency and period for a given AC sine wave.
- Calculate the peak, effective (rms), and average voltage or current values for an AC waveform.
- Define the voltage and current phase relationship in a resistive AC circuit.
- Identify electronic system components.
- Interpret electronic schematic diagrams.
- Connect diodes, light-emitting diodes, and silicon-controlled rectifiers.
- Identify the leads of various solid-state devices.
- Use the following devices: analog and digital multimeter, oscilloscope, wattmeter, frequency, meter, and continuity tester.
- Measure AC and DC voltages and currents using a multimeter.
- Measure resistance and capacitance using a multimeter.
- Locate the cause of a ground fault.
- Select and test DC power supplies used in electronic equipment.
- Use a ground resistance tester to test for a low voltage ground.
- Identify a cable by its color coding.
- Test cables and isolate cable faults within voice and data systems.
- Identify the types of data networks.
- Apply the principles of operation of switches, relays, timers, and photoelectric devices.
- Classify switches and relays using wiring symbols according to the number of poles and the number of throws.

Electronic Technician (I, D)
Job Description and Tasks
Page 2

- Prepare and terminate a cable or wire with various types of connectors.
- Use the National Electrical Code (NEC) to determine specific requirements for systems.
- Apply safety principles at all times.
- Identify and repair components of a personal computer.
- Install software on personal computers.

QUALIFICATIONS:

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Date: February 11, 2010

Food Services Supervisor

Job Description and Tasks

- Identifies and meets current and future nutrition services program needs through organization, planning, direction, and control.
- Establishes policies and procedures to allow for program operation in accordance with state and federal regulations and local needs.
- Defines the philosophy and goals of the nutrition services department and delineates policies and procedures.
- Provides to all personnel a policy and procedures manual containing comprehensive directions for nutrition services operations.
- Reviews the policy and procedures manual annually.
- Develops annual and long-range plans based on school board goals and objectives.
- Identifies long-range goals based on future needs to guide progress in nutrition services.
- Uses short-term objectives to establish priorities for the development of the nutrition services program.
- Develops written plans to achieve objectives and goals and includes proposed actions and schedules for accomplishment.
- Documents progress toward meeting goals and communicates this annually to school district administration and nutrition services personnel.
- Uses current nutrition services research in planning.
- Implements an evaluation process to address all functions of the nutrition services program.
- Reviews regulatory and operation procedures annually to ensure compliance with current requirements.
- Develops and implements corrective actions based on the analysis of evaluation data.
- Documents and communicates results of evaluation and corrective actions to nutrition services personnel.
- Uses computer technology in program management and develops and implements new computer applications as needed.
- Maintains financial accountability through established written procedures.

Food Services Supervisor
Job Description and Tasks
Page 2

- Establishes revenue and expenditure projections (budget) for district and school level operations prior to school year.
- Projects revenue based on the following:
 - estimated meal participation
 - federal rates of reimbursement
 - estimated cash collections reflected by proposed selling prices
 - state appropriations
 - other revenue sources
- Accomplishes financial control by analyzing and comparing financial statements to budget.
- Prepares statements of revenue and expenditures by uniform accounting principles to reflect district and school level operations.
- Compares actual to budgeted activity at least quarterly.
- Prepares budget amendments as needed in accordance with local procedures.
- Identifies and calculates financial and management indicators.
- Pre-costs menu items to provide pricing and control information.
- Determines per plate costs for:
 - purchased food
 - labor
 - USDA commodity foods
 - materials and supplies
- Compares pre- and post-cost information to determine prices of menu items and meals.
- Calculates the number of meals served per labor hour and compares to established guidelines.
- Uses current automated data processing technology to enhance financial reporting.
- Provides costing and labor productivity information to site personnel.

Food Services Supervisor
Job Description and Tasks
Page 3

- Establishes procedures for collecting and depositing money.
- Establishes a method of documenting cash overages and shortages implemented daily.
- Establishes procedures for disbursement of money.
- Ensures that nutrition services requests for payment are accompanied by supporting documentation to justify payment.
- Establishes and administers system of inventory control for district.
- Conducts a physical inventory.
- Uses an accepted method for pricing inventories.
- Compares physical and perpetual inventories.
- Maintains separate inventories for purchased foods, nonfoods, and USDA commodity foods.
- Maintains a staff of personnel capable of accomplishing program goals.
- Establishes procedure for allocating staff.
- Develops a formula-based allocation.
- Reviews and adjusts allocation of labor.
- Provides training programs consistent with development needs of personnel.
- Provides a new employee orientation program.
- Establishes a system of on-the-job training.
- Provides formal training opportunities.
- Adjusts work schedules.
- Evaluates all training activities at least annually.
- Maintains a communication process between personnel and management.
- Conducts individual employee conferences as needed.

**Food Services Supervisor
Job Description and Tasks
Page 4**

- Recognizes publicly those employees who exhibit outstanding performance or significant developmental needs.
- Provides appetizing, nutritious meals through effective, efficient systems management.
- Meets the nutritional needs of the students and complies with USDA child nutrition programs.
- Maintains a master file of current menus and recipes.
- Offers a variety of foods, temperatures, colors, textures, tastes, shapes, and preparation methods.
- Analyzes menus for nutritional adequacy and revises as appropriate.
- Uses USDA commodity foods to reduce costs.
- Evaluates convenience and/or prepackaged foods for nutritive value, cost effectiveness and student acceptance prior to use.
- Determines current trends and customer market value when selecting menu items.
- Considers individual school needs and special dietary and cultural needs of a varied school population.
- Reviews compliance with USDA meal pattern requirements when making any substitutions.
- Assures production of high quality food through efficient and effective management procedures.
- Evaluates efficiency and implements appropriate improvement measures.
- Encourages involvement in professional associations.
- Encourages employees to become active members of local, state, and national associations.
- Encourages employees to assume leadership roles in professional associations.
- Insures that the food available at schools meets students' nutritional needs and helps reinforce healthy eating habits. Provides for immediate growth and development needs of students.

**Food Services Supervisor
Job Description and Tasks**

Page 5

- Implements nutrition policy.
- Monitors the sale of food of minimal nutritional value that competes with nutritional meals.
- Promotes student, parent, and community advisory councils and other food related community activities.
- Makes menus and other nutrition information available to parents and community.
- Provides menus to allow students to practice good nutrition.
- Varies menus to allow student choices.
- Meets requirements for the USDA meal patterns.
- Analyzes menus for nutritional adequacy and revises as appropriate.
- Implements the dietary guidelines for increased fiber and decreased fat, sodium, and sugar allowances.
- Monitors preparation techniques that ensure wholesomeness, quality, and palatability of foods.
- Reviews over- and under-production of food items and implements corrective actions.
- Establishes a system for food holding and delivery that ensures quality of food.
- Develops a food delivery system appropriate to facilities resources and requirements.
- Complies with safety and sanitation requirements when transporting meals to satellite locations.
- Ensures that delivers from warehouse storage are prompt and accurate.
- Reinforces positive food consumption habits with nutrition learning activities and school meals.
- Provides accurate responses on food and nutrition issues as they relate to child nutrition programs.
- Provides information and services for personnel involved in coordinating nutrition education efforts.

Food Services Supervisor

Job Description and Tasks

Page 6

- Develops a comprehensive plan for communications and marketing that obtains support for child nutrition programs.
- Identifies, adapts, and implements successful marketing plans.
- Promotes a positive image of child nutrition programs.
- Surveys students, teachers, administrators, and parents to identify attitudes.
- Develops or works with youth advisory groups to communicate a positive image and good nutrition information to students, parents, and teachers.
- Develops or adapts an outreach marketing programs to enhance or encourage a positive image of child nutrition programs.
- Provides information about school food service to local media.
- Publicizes menu within the school and community.
- Cooperates with educational institutions in activities that increase nutrition and food service knowledge and provide learning experiences for students.
- Cooperates with allied professional associations in nutrition and food service related activities.
- Promote a variety of merchandising techniques to encourage students to participate in nutrition services programs.
- Seeks input from students and parents into the nutrition services programs.
- Involves students in taste testing and evaluating food items.
- Expands nutrition services to meet school and community needs.
- Evaluates needs for providing additional nutrition services such as, after school feeding, catering services, elderly feeding, contract services, PTA functions, and summer feeding.
- Maintains an environment for safe and sanitary food production.
- Supervises the maintenance of equipment in an operable, safe, and sanitary condition.
- Monitors proper storage procedures and area for various needs according to recognized guidelines.

Food Services Supervisor

Job Description and Tasks

Page 7

- Controls issue of food supplies and equipment.

- Limits issue of products to authorized personnel.
- Requires an approved requisition if products are issued from a central warehouse.
- Purchases and maintains equipment that complies with recognized standards.
- Submits specifications for purchase of equipment that meets individual site requirements.
- Insures that procurement practices meet established standards to provide nutrition services the best quality food, supplies, equipment, and services at competitive prices.
- Adheres to fair purchasing ethics.
- Follows a policy of mutual respect and honesty between buyer and supplier, never obligated to one vendor.
- Makes purchases without prejudice and gives all qualified vendors equal opportunities.
- Makes purchasing decisions based on objective evaluation of quality, service, and price.
- Issues bids that result in a valid contract following federal, state, and local laws and regulations.
- Develops clear, simple, and specific specifications for all products and services.
- Develops a bid contract that defines the obligation between buyer and seller.
- Specifies contract period, terms of delivery and method and time of payment.
- Awards bid after comparing all factors specified.
- Maintains purchasing procedures that provide optimum conditions and availability of goods and services.
- Utilizes volume and seasonal purchasing when appropriate.
- Maintains a file of current vendor information.
- Identifies products and services to be ordered based on menu projections.
- Maintains product usage records.
- Establishes procedures for receiving food, supplies, and equipment.

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Source: Board of Education Minutes

Date: February 11, 2010

Foreman/Crew Leader

Job Description and Tasks

- Apply Supervision Skills
 - Practice human relations skills
 - Follow leadership principles and approaches
 - Develop organizational plans
 - Follow and teach accepted accident prevention practices
 - Coordinate employee and organization interest
 - Apply techniques of dealing with crisis
- Communicate Effectively in Supervision
 - Solve problems in communicating
 - Exhibit appropriate habits in person to person communication
 - Apply listening skills
 - Use communication feedback effectively
 - Build credibility in management
 - Practice confrontation skills
- Manage Human Behavior
 - Establish goals and objectives
 - Assess worker and supervisor roles and relationships
- Motivate One's Self
 - Build improved attitude and self-confidence
 - Set personal goals
 - Determine areas of personal talent
- Motivate Others
 - Conceptualize the process of motivation
 - Apply attitude enrichment procedures
 - Develop role of trust and credibility in worker motivation
 - Direct goal-setting procedures with workers
- Apply Strategies for Effective Management
 - Diagnose unacceptable performance
 - Determine effective discipline procedures

- ° Undertake disciplinary action

Foreman/Crew Leader
Job Description and Tasks
Page 2

- Utilize Creative Thinking to Achieve Business Objectives
 - Conduct and apply techniques for maximum production of ideas
 - Maintain conditions necessary for creative problem solving
- Apply Basic Decision Making Skills in Supervision
 - Conduct decision making meetings
 - Employ steps of effective decision making
 - Maintain conditions for effective decision making
 - Set goals and objectives
- General Skills
 - Order materials
 - Verify supply order received
 - Route estimates and work order
 - Arrange for repair of damaged good
 - Arrange for replacement of damaged goods
 - Review work performance with employee
 - Review completed work for quality
 - Update self on new product information
 - Consult with employees on technical problem solving
 - Encourage employees to consult with each other on technical problems
 - Praise employee for good work performance
 - Consult lead persons regarding technical problems
 - Conduct safety meetings - be familiar with and cautious about hazardous materials
 - Verify attendance
 - Assign tasks to crews
 - Schedule work between crews
 - Revise schedules when backlogged
 - Assign tasks to lead person
 - Maintain attendance records
 - Approve vacation and leave schedule
 - Schedule overtime
 - Explain function of department to employee
 - Sign time tickets and send to payroll
 - Diagnose backlog problems

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General Maintenance Worker

Job Description and Tasks

- Clears brush, cuts grass, digs ditches, and performs other minor grounds maintenance duties
- Responsible for shoveling snow from board offices
- Loads and unloads trucks, moves or hauls such items as supplies, office furniture, and building materials
- Assists in building repair, working with a plumber, electrician, carpenter, etc.
- Services county automobiles to the extent of filling with gasoline, checking the oil and wiper fluid, etc.
- Perform routine maintenance tasks of heating and cooling systems, such as changing filters and checking seals and duct work
- Assist in the coordination of the building maintenance program
- Performs related work as required

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Glazier

Job Description and Tasks

- Identify shop safety hazards.
- Define and explain safety rules related to the glass industry.
- Demonstrate safe use of tools and equipment.
- Apply basic mathematical and measuring skills.
- Add, subtract, multiply and divide whole numbers, mixed numbers, fractions and decimals.
- Perform linear, area and volume calculations.
- Read and use an architect's scale and metric scale.
- Read and use a tape measure, framing square, combination square, protractor and compass.
- Read and interpret working drawings.
- Estimate materials needed for a job from blueprints and sketches.
- Sketch or draw shop plans.
- Draft bill of materials.
- Install glass in windows, doors and skylights.
- Install glass on surfaces such as interior walls, ceilings and table tops.
- Mark outline or pattern on glass and cut glass using glass cutter.
- Break off excess glass by hand or with glass pliers.
- Fasten glass panes into wood sash with glazing points, and spread and smooth putty around edge of panes with putty knife to seal joints.
- Install glass in metal sash and doors using the proper methods and materials.
- Install mirrors or structural glass on walls or tables using mastic, screws or decorative moldings.
- Bolt metal hinges, handles, locks, and other hardware to prefabricated glass doors.
- May install stained glass windows.
- Cut flat safety glass according to specified pattern using glass cutter.

Glazier

Job Description and Tasks

Page 2

- Smooth cut edge of glass using abrasive belts and jewelers rouge.
- May replace or adjust parts in window mechanisms.
- Cut and install mirrors.
- Cut and install wired glass.
- Cut and install patterned glass.
- Cut and install plexiglass.

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Heating and Air Conditioning Mechanic (I, II) Job Description and Tasks

- Construct a flare construction and swage joint
- Set up and operate an oxyacetylene torch
- Differentiate between soldering applications
- Perform the following soldering applications: silver, soft, and brazing
- Locate and identify high and low side components of a refrigeration system
- Check for moisture in systems
- Install a filter dryer with flare and sweat fittings
- Install a liquid indicator in a liquid line
- Place service valves in the front seat, gauge, and back seat positions
- Analyze temperature-pressure operations
- Evacuate a refrigeration system
- Pressurize a system with dry nitrogen and refrigerant and locate and repair leaks
- Charge a system on both the high and low side
- Check compression operation
- Remove and replace compressor parts in a refrigeration system
- Service a fan motor
- Remove and replace a compressor
- Replace a capillary tube
- Diagnose and repair electrical circuits
- Remove and replace temperature controls
- Check, remove, and replace a defrost and mullion heater
- Check, remove, and replace a defrost timer
- Remove and replace the defrost termination thermostat
- Locate and repair an evaporator leak
- Replace refrigerator relay

Heating and Air Conditioning Mechanic (I, II)

Job Description and Tasks

Page 2

- Adjust the superheat
- Install a pump down control system
- Adjust the high and low pressure controls of a commercial system
- Replace a defrost control
- Braze joints in repair of refrigeration tubing
- Repair and replace a solenoid valve
- Sketch and construct series and parallel circuits and calculate circuit values
- Measure the start-run-common windings of a single-phase compressor
- Measure wattage
- Determine the microfarad rating of capacitors
- Use electrical test equipment
- Troubleshoot electrical circuits
- Troubleshoot a magnetic starter and coil
- Apply codes given in the National Electric Code (NEC) book
- Check voltage and amps
- Adjust heat anticipator on thermostat
- Install a single-stage heating and cooling thermostat
- Install a two-stage heating and cooling thermostat
- Wire a current relay
- Wire a control fan relay
- Use test equipment to test relays
- Wire a time-delay and sequencing relay
- Wire a contactor and/or magnetic starter
- Adjust/replace high and low pressure controls
- Check a solid-state compressor motor protector
- Wire a permanent split-capacitor run compressor motor
- Check transformers

Heating and Air Conditioning Mechanic (I, II)

Job Description and Tasks

Page 3

- Determine the operating wattage and phase of a motor
- Wire a single phase three phase motor
- Adjust v-belt tension
- Check the starting components of a CSR motor
- Replace fan blades and blower wheels
- Analyze a gas furnace wiring diagram
- Analyze a condensing unit wiring diagram
- Analyze an electric furnace wiring diagram
- Analyze a domestic refrigerator wiring diagram
- Draw a low voltage wiring diagram for a furnace/air conditioner
- Sketch a schematic wiring diagram of a low-voltage control system
- Wire and install a window air conditioner
- Check the selector switch for proper operation
- Clean an air conditioner window unit
- Remove and replace a fan motor
- Locate and repair a refrigerant leak on a window air conditioner
- Determine the temperature drop across the evaporator for a residential and commercial system
- Determine the temperature rise across the condenser for a residential and commercial system
- Test operating pressures for a residential and commercial system
- Service/install an evaporative blower
- Repair an evaporator
- Wire a residential and commercial system with high voltage
- Check and service a water cooled condenser
- Balance an evaporator for adequate air flow
- Determine temperature rise across a gas furnace
- Measure and adjust incoming gas pressure to a furnace
- Remove and replace a fan-limit control

Heating and Air Conditioning Mechanic (I, II)

Job Description and Tasks

Page 4

- Remove and replace a gas valve
- Remove and replace a transformer
- Remove and replace room thermostats
- Remove, inspect, and replace a blower and motor
- Install and service a high efficiency gas furnace
- Adjust burners
- Check a heat exchanger for cracks
- Install belts
- Determine air flow and temperature rise across an electric furnace
- Determine voltage and wattage to heating element
- Inspect sequencing, relays, and safety devices
- Install and charge a heat pump
- Install service supplementary heat strips
- Check heat pump controls
- Replace and adjust limit switches
- Check systems for leaks and repairs
- Remove restrictions and adjust pressure of automatic valve expansion
- Determine temperature rise and drop across coils
- Determine operation pressures
- Inspect a reversing valve
- Remove and replace common defrost controls
- Remove, replace, and adjust outdoor thermostats
- Inspect circulating pumps
- Test low water switches
- Replace automatic expansion valves

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Date: February 11, 2010

Heavy Equipment Operator Job Description and Tasks

- Turn and back up equipment in confined space
- Determine and follow load limitations
- Knowledge of safe operational procedures for each piece of equipment operated
- Knowledge of basic first aid and CPR
- Perform walk around check
- Perform preventative maintenance, includes greasing, changing oil, filters, and fluid checks
- Perform cold start procedures
- Knowledge of fuel, motor oil, and other fluid specifications used in heavy equipment
- Perform minor mechanical repairs
- Maintain service records
- Operate and clean equipment: bulldozer, backhoe, front end loader, fork lift
- Move, level, and spread soil
- Remove stumps
- Pile debris for proper disposing
- Remove and replace dozer blade
- Remove and replace hoe bucket
- Replace cutting teeth
- Load, haul, and dump loads
- Dig trench to specified grade
- Dig ditches for drainage pipe and sewer
- Identify safety hazards, i.e. underground utilities
- Grade to specific levels
- Build a road bed
- Change blade and scarifier teeth
- Load and unload equipment
- Load truck using crane
- Operate crane with drag bucket, clam shell, and hook
- Operate tractor and low-boy trailer
- Spread material

Heavy Equipment Operator
Job Description and Tasks
Page 2

- Verify material needs
- Make on-site adjustments
- Assemble proper tools and manpower needs
- Order materials
- Comply with safety and health codes
- Coordinate site activities with other trades
- Communicate with inspectors and general public
- Demonstrate job site housekeeping
- Secure job site
- Back fill and fine grade site
- Compact according to specifications
- Perform general landscaping of site

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Inventory Supervisor

Job Description and Tasks

- Remain responsible for warehouse organization
- Practice good safety habits and have knowledge of basic first aid
- Identify, select, and demonstrate proper use and care of all basic personal safety equipment
- Use proper lifting techniques
- Maintain EPA and OSHA documentation of materials handling
- Maintain stock inventory control
- Maintain maintenance supply records
- Verify receipt of goods against purchase order to ensure correct quantity and quality
- Prepare damaged goods claims and package damaged goods for reshipment
- Prepare overage, shortage, and discrepancy report
- Provide secure storage for property which is classified, sensitive, radioactive, hazardous, or flammable
- Conduct on-going and periodic physical inventory
- Issue tools and supplies daily upon written request

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At school sites, the *Principal* or his/her designee.

At the Board of Education Office, the appropriate Department *Director* or *Coordinator*, or an appropriate designee with credentials to evaluate as approved by the *County Superintendent*.

EMPLOYMENT TERM:

200 days employment, plus any extended employment approved by the Board of Education for the specific position and required classification(s).

SALARY:

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Source: Board of Education Minutes
Date: February 11, 2010

Locksmith

Job Description and Tasks

- Maintains all locks in the county school system in good working order.
- Ensures keys are cut properly for all locks.
- Repairs and installs panic hardware to insure safe operation.
- Serves when called in emergency situations outside of regular work day.
- Maintains positive work habits.
- Maintains and/or upgrades skills.
- Performs duties efficiently and productively.
- Repairs and opens locks.
- Changes lock combinations using hand tools and special equipment.
- Disassembles locks such as padlocks, safe locks, and door locks.
- Repair or replaces worn tumblers, springs, and other parts.
- Shortens tumblers using files; and inserts new or repaired tumblers into locks to change combinations.
- Cuts new or duplicate keys, using key cutting machine.
- Pick locks when no keys are available.
- Opens safe locks.
- Keeps records of locks and keys.

QUALIFICATIONS:

Meets requirements for classification as per *West Virginia State Code*, and other such qualifications as the Roane County Board of Education may require at the time of employment through official Board of Education action and/or Vacancy Notice posting requirements.

PERFORMANCE RESPONSIBILITIES:

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Source: Board of Education Minutes

Date: February 11, 2010

Maintenance Clerk

Job Description and Tasks

- Issue tools and supplies daily upon written request of school maintenance employees.
- Maintains computerized stock inventory control and reorders against predetermined item description to keep an adequate supply on hand.
- Verify receipt of goods against purchase order to insure that the correct quantity and quality were received.
- Stock shelves in an orderly manner, so that merchandise is easily accessible for prompt issue.
- Maintains computerized supply records to facilitate interface with supply management and coordination of mechanized inventory control and operations reports.
- Maintains control and accountability of tools by keeping records of tools issued either permanently or on loan.
- Post daily issues and receipts to computerized inventory system to constantly maintain an updated perpetual inventory.
- Suggests alternatives to requested stock items not available.
- May be required to deliver materials to the job site to expedite maintenance work.
- May work in other warehouse areas as need arises.
- Performs other related tasks as assigned by supervisor.

QUALIFICATIONS:

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Source: Board of Education Minutes
Date: February 11, 2010

Mason

Job Description and Tasks

- Comply with shop and equipment safety rules
- Apply basic emergency first aid techniques
- Complete accident reports
- Inspect workplaces for safe working environment
- Report shop, environmental and equipment safety violations
- Correct safety hazards
- Participate in safety training programs
- Requisition, schedule and distribute supplies and materials
- Coordinate workers with work to be done
Maintain labor records
- Explain work requirements
- Inventory supplies and equipment
- Check job/time cards
- Inspect shop equipment and arrange for maintenance and repair work
- Follow up employee reports of problems or equipment failures
- Inspect quality of brickwork
- Order masonry supplies and equipment
- Prepare estimate of brickwork
- Clean and maintain work area and leave in safe condition
- Follow tool crib procedures
- Report problems to supervisor
- Complete time cards
- Make equipment failure reports
- Answer customer questions
- Troubleshoot customer problems
- Make out material lists used on each job
- Complete work orders
- Estimate forming materials, concrete, concrete blocks, and rough framing materials
- Establish elevation relevance points from bench mark
- Locate and square corners

Mason

Job Description and Tasks

Page 2

- Install batter boards
- Set grade stakes
- Layout buildings using transit
- Prepare foundations and footings
- Build rectangular, round, and square brick columns
- Construct residential chimneys and fireplaces
- Construct masonry buildings
- Construct concrete masonry

QUALIFICATIONS:

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Source: Board of Education Minutes

Date: February 11, 2010

**Mechanic, Chief Mechanic,
Mechanic Assistant
Job Description and Tasks**

- Thoroughly inspect all new, used or recently serviced vehicles and equipment to make certain they are in safe operating condition.
- Service and repair vehicles and equipment as requested by drivers and equipment operators.
- Install accessories in vehicles; i.e., lights, cell phones, TV, cameras, etc.
- Clean engines and parts using the proper methods and cleaning materials.
- Rebuild, replace or repair gas and diesel engines if practical.
- Align front and rear wheels of vehicles.
- Inspect tires for wear, wear pattern and damage and repair, or replace tires if needed.
- Repair or replace engine cooling system components to correct engine overheating problems.
- Inspect entire air and hydraulic brake systems and repair or replace parts for safe operation.
- Inspect steering and suspension systems for worn or broken parts and replace or repair as needed.
- Diagnose emission control and ignition problems and repair or replace components as needed.
- Diagnose fuel system problems (injectors, pumps, fuel lines, filter, etc.) and repair or replace as needed.
- Inspect exhaust systems for leaks and restrictions and replace components as necessary.
- Repair or replace turbochargers.
- Test and repair or replace charging system components.

Mechanic, Chief Mechanic, Mechanic Assistant
Job Description and Tasks
Page 2

- Replace or repair automatic and manual transmissions.
- Inspect and replace or repair drive line components.
- Test and repair or replace starters system components including batteries.
- Check all circuit breakers and fuses and replace as needed.
- Repair or replace primary electrical components.
- Install body parts on vehicles; i.e., doors, windows, steps, seats, bumpers, mirrors, etc.
- Lubricate all vehicles according to a lubrication schedule.
- Check all fluid levels on a regular basis.
- Maintain a clean, organized, and safe working area.
- Perform routine and preventive maintenance on all vehicles and other mechanical equipment.
- Keep an up-to-date log on all vehicles and equipment showing repairs and preventative maintenance performed, parts used, date performed, person(s) making repairs and cost.
- Attend workshops to keep up-to-date on service and repair of vehicles and other mechanical equipment.
- Keep an operating inventory of all parts and materials needed for routine repairs and service.
- Perform such other tasks and assume such other responsibilities as the immediate supervisor may from time to time assign.
- Apply safety principles during all working operations.

QUALIFICATIONS:

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Date: February 11, 2010

Office Equipment Repairman Job Description and Tasks

- Demonstrate office machine repair tasks to personnel
- Evaluate shop production
- Evaluate worker performance
- Conduct inventory
- Organize shop layout
- Orient workers on shop practices
- Prepare shop budget
- Prepare work schedules and assignments
- Process repair work
- Receive maintenance contract machines
- Receive new office machines
- Requisition supplies and parts
- Requisition tools and equipment
- Write shop personnel requirements
- Write shop repair equipment requirements
- Sell office machines, parts, and services
- Receive office machines for repair
- Update parts catalogs
- Update service manuals
- Maintain and repair typewriters
- Maintain and Repair duplicators

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Date: February 11, 2010

<p style="text-align: center;">Painter Job Description and Tasks</p>
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- Comply with shop and equipment safety rules
- Apply basic emergency first aid techniques
- Complete accident reports
- Inspect workplaces for safe working environment
- Demonstrate use of fire extinguishers
- Participate in shop safety committees
- Correct safety hazards
- Demonstrate cardiopulmonary resuscitation techniques
- Participate in safety training programs
- Perform housekeeping and recordkeeping activities
- Clean and maintain work area and leave in safe condition
- Follow tool crib procedures
- Report problems to supervisor
- Complete time cards
- Make equipment failure reports
- Determine basic maintenance procedures using manuals
- Plan sequence of work operations
- Use technical references
- Conduct shop operations
- Troubleshoot school personnel problems
- Perform public relations activities
- Maintain records of service tools and equipment
- Receive and store supplies
- Make out material lists used on each job
- Complete work orders and job status reports

Heavy Equipment Operator
Job Description and Tasks

Page 2

- Estimate materials needed to complete the job
- Use climbing equipment properly
- Inspect climbing equipment for safety
- Set up ladders
- Set up ladder jacks and planks
- Construct outrigger scaffolds
- Erect metal scaffolds
- Construct hanging and swinging scaffolds
- Erect suspended work platforms
- Set up mobile and powered scaffolds
- Prepare various surfaces for painting
- Use compressor and spray equipment properly
- Select proper paint/coating for application
- Clean surfaces using paint removal tools and sandpaper
- Fill holes and cracks
- Apply primer to surface to be painted
- Paint plaster or wall surfaces
- Paint concrete surfaces
- Paint metal surfaces
- Seal uncoated wood surfaces
- Paint uncoated wood surfaces
- Stain uncoated wood surfaces
- Apply varnish to wood surfaces
- Apply shellac to wood surfaces
- Apply lacquer to wood surfaces
- Clean area and equipment of finishing materials
- Apply latex and oil base industrial grade paints/coatings

QUALIFICATIONS:

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Source: Board of Education Minutes

Date: February 11, 2010

Plumber (I, II)

Job Description and Tasks

- Clean blocked drains
- Utilize repair equipment
- Repair leaks
- Replace and repair water heaters
- Service and replace boilers
- Install back-flow prevention devices
- Replace service lines
- Investigate sewer gas odors
- Repair sewer lines
- Install fixtures and appliances
- Recycle scrap pipe
- Dispose of work site debris
- Establish project budgets
- Read blueprints
- Coordinate project schedules
- Select appropriate tools for jobs
- Apply basic first aid techniques
- Check steam pressures for boiler
- Troubleshoot boilers
- Check for improper combustion
- Install, maintain, and repair different types of pipe systems
- Install and repair both high and low pressure pipe systems
- Install automatic controls to regulate systems

Plumber (I, II)

Job Description and Tasks

Page 2

- Cut holes in walls, ceilings, and floors for pipe placement
- Use saws, pipe cutters, and pipe bending machines to cut and bend lengths of pipe
- Connect lengths of pipe with adhesives and soldering
- Use pressure gauges to check systems for proper plumbing
- Install hangers and supports
- Construct water distribution lines and drains
- Install traps, cleanouts, and vents
- Apply safety principles during working operations

QUALIFICATIONS:

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Date: February 11, 2010

Programmer

Job Description and Tasks

- Write, test, and maintain the detailed instructions that list in a logical order the steps computers must execute to perform their functions
- Provide input for and follow set standards and methodology for analysis, design, and coding of a system
- Update, repair, and modify existing programs
- Test programs by running them to ensure the instructions are correct and they produce the desired information
- Review program specifications
- Code programs into designated computer language
- Debug programs and run a compiler for diagnostic errors
- Design flow charts and write program documentation
- Consult with users to determine specific program requirements and the data necessary for production
- Evaluate and analyze user requests
- Develop effective work plans for system development and maintenance
- Present ideas in a concise format using narrative statements and logic diagrams
- Develop and perform system checks which are sufficient to test the thoroughness and accuracy of programs
- Compare viability of various software development tools for system analysis and design
- Prepare a detailed statement of system requirements and determine the cost of implementation
- Assist management in establishing standards and methodology for analysis, design, and coding of systems

Programmer

Job Description and Tasks

Page 2

- Analyze performance measurements to select appropriate languages and database for system construction and implementation
- Assist in writing a user procedures manual upon completion of a new system
- Develop the training required for conversion to a new or modified system
- Serve as a technical advisor throughout the agency
- Review functionality and utility of hardware/software systems to develop cost/benefit ratios
- Select appropriate platforms for system development and operations
- Understand and implement changes in ISO Standards
- Design custom interfaces for programs
- Define user limitations and change software to meet a particular challenge
- Provide help for system and software

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Date: February 11, 2010

**Roofer /Sheet Metal
Mechanic
Job Description and Tasks**

- Must determine condition of roofs and recommend improvements.
- Must be able to install, repair, fabricate and maintain roofs, gutters, flashing and downspouts.
- Must be fully aware of safety precautions.
- Must check scaffolds and ladders to determine safety and mark out of bounds areas where work is required in occupied areas.
- Must secure building against vandals as much as possible with scaffold in place.
- Must make follow-up inspections to assure bonding and sealing of new or repaired roofs, and to clean debris such as leaves, rocks, etc., on roofs.
- Must plan an annual fall inspection of each roof.
- Reads and interprets blueprints and schematics.
- Demonstrates use and care of hand tools and equipment.
- Develops work estimates.
- Identifies types of roofing decks.
- Installs shingle roofing, build-up roofing, single-ply roofing, or clay tile roofing.
- Demonstrates safe work habits.
- Demonstrates appropriate communication skills.
- Demonstrates appropriate math skills.
- Demonstrates appropriate understanding of basic science.
- Demonstrates understanding of procedures and trade safety practices.
- Lays out sheet metal.

Roofer /Sheet Metal Mechanic
Job Description and Tasks
Page 2

- Fabricates mechanical systems.
- Fabricates architectural/roofing sheet metal.
- Fabricates specialty sheet metal.
- Fabricates food and beverage dispensing equipment.
- Welds sheet metal.
- Installs mechanical systems.
- Installs architectural/roofing sheet metal.
- Perform such other tasks and assume such other responsibilities as the superintendent or immediate supervisor may from time to time assign.

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Date: February 11, 2010

School Bus Operator

Job Description and Tasks

- Follow schedule set for preventative maintenance as outlined by Transportation Supervisor.
- Bring buses to repair center for repairs, service and state inspections.
- Required to fill out work forms for needed repairs on their bus as soon as detected.
- Wash outside of buses as needed.
- Sweep the floor and dust the seats immediately after the last morning run each day.
- A bus shall be washed every two weeks or more when in use.
- Check oil level in crankcase and fluid level in radiator each morning and refuel bus as needed.
- Operators will drive on a rotating basis for curricular trips during the school day.
- Bus operators will be paid at a rate set by the Roane County Board of Education for extra-curricular trips.
- Extra-curricular trips will use roster on rotating basis.
- Operators will attend all in-service training and workdays as scheduled.
- Operators will be aware and keep all state and county records up to date as well as time sheets.
- Operators will be able to pass all written, performance, and medical tests.
- Operators will also complete first aid training as required by the state.
- The operator will follow route schedule set up by the Transportation Supervisor and approved by the Board of Education.
- Operators will be responsible for all rules and regulations outlined in the handbook and West Virginia School Transportation regulations.
- Operators will be available for emergency school closing at any time during the day.
- Perform other duties as required by the Transportation Supervisor.

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School Bus Supervisor

Job Description and Tasks

- Recruit, interview, and recommend for hiring prospective school bus operators.
- Instruct and assist beginning school bus operators in meeting the qualifications for their jobs.
- Provide the required number of hours of pre-service and in-service training for school bus operators.
- Organize first aid classes for school bus operators.
- Make arrangements for four annual school bus inspections.
- Direct bus operators in insuring adequate safety procedures; keeping buses clean and cleaning signal lamps, windshields, rear window areas, service door windows, and mirrors before each run.
- Insure that spare buses are kept in safe operating condition for use immediately.
- Be familiar with chassis and body specifications for school buses.
- Evaluate county needs regarding bus size and write specifications for new school buses to be purchased and to assure that specifications of all new buses, upon their delivery, have been designed to meet the specific needs of regular and special education students.
- Study routes to be served and to recommend purchase of buses of proper capacity to meet needs most efficiently.
- Be familiar with insurance policy provisions and to recommend changes as necessary to provide appropriate coverage.
- Possess an understanding of federal and state laws, rules, and regulations pertaining to school bus transportation and to assume full responsibility for compliance thereto.
- Abide by and promulgate the West Virginia School Transportation Regulations.
- Attend and participate in the state and regional school transportation conferences, workshops, and meetings.
- Investigate all requests for school bus service and route changes and recommend to the Superintendent the feasibility of route alterations.
- Initiate work orders for such repairs as may be needed for proper maintenance of the physical facilities of the bus garage.

School Bus Supervisor
Job Description and Tasks
Page 2

- Assist bus operators and principals in handling discipline cases arising from bus-related situations.
- Supervise arrangements for curricular and extracurricular bus trips.
- Sign and turn in time sheets for mechanics.
- Obtain substitute bus operators when regular operators are absent.
- Act as purchasing agent in procuring parts, chains, and safety equipment for school buses and other board-owned vehicles.
- Maintain an adequate stock of gasoline, oil, tires, antifreeze, and batteries.
- Develop specifications for bid invitations for oil, gasoline, tires, insurance, and other items as directed.
- Keep a current inventory of all parts and equipment at the School Bus Garage and recommend items of surplus property to be sold.
- Develop and maintain good public relations and information services with the local news media and the general public.
- Evaluate each bus operator, the chief mechanic and each of the other mechanics, the secretary, and all substitutes in accordance with board policy.
- Attend meetings of the Board of Education as deemed necessary by the Superintendent.
- Perform such other duties as may be assigned from time to time by the Superintendent and/or the Board of Education.
- Be familiar with the county road system.
- Be knowledgeable for preventive maintenance routines and mechanical operation of equipment.
- Maintain adequate records of operating costs, make necessary estimates for future costs, and correlate those within existing budgetary confines.
- Maintain a system for dealing with emergency problems and situations with efficiency and a minimum loss of instructional time.
- Prepare and update all bus schedules in the county on a yearly basis.
- Recommend purchases in accordance with budgetary limitations, board policy, and regulations.

School Bus Supervisor
Job Description and Tasks
Page 3

- Interpret work orders and repair work to mechanics.
- Decide whether a defective or malfunctioning part shall be replaced or repaired.
- Maintain records of work performance.
- Maintain a current and working knowledge of the WV minimum requirement for design and equipment for school buses, and of new equipment on school buses including its operation.
- Investigate road conditions and report such to WV Department of Highways for repair; provide information regarding road conditions to the county school superintendent for the purpose of determining school cancellations during inclement weather.
- Secure bus parking as necessary.
- Operates a bus when necessary.

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Source: Board of Education Minutes
Date: February 11, 2010

Secretary (I, II, III, Executive)

Job Description and Tasks

- Organize, schedule, and prepare materials for meetings.
- Answer telephone and screen incoming calls.
- Order and stock supplies.
- Perform bookkeeping and financial activities; i.e., balance books, balance bank statement, make bank deposits, etc.
- Maintain files.
- Maintain all student records, student transcripts, permanent record cards, absentee and tardy lists, etc.
- Maintain personnel records.
- Prepare and proofread correspondence, reports, charts, expense forms, booklets, purchase orders, business forms, certificates, etc.
- Enter, maintain, and retrieve computerized documents.
- Operates office machines such as PC, copier, fax machine, calculator.
- Enter and retrieve information and data from the West Virginia Education Information System (WVEIS) as it relates to the job.
- Practice good safety habits and have knowledge of basic first aid.
- Maintain confidentiality as required by the position.
- Maintain a positive, professional attitude at all times.
- Dress in a professional manner.
- Attend board/faculty meetings and take minutes.
- Sort and route incoming mail.
- Have a working knowledge of the school lunch program.

QUALIFICATIONS:

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PERFORMANCE RESPONSIBILITIES:

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Date: February 11, 2010

Supervisor of Maintenance

Job Description and Tasks

- Follow leadership principles and approaches
- Develop organizational plans
- Follow and teach accepted accident prevention practices
- Apply elements of delegation
- Apply techniques of dealing with crisis
- Utilize strategies for dealing with interpersonal conflicts
- Develop and implement job instructions
- Communicate effectively in supervision
- Apply listening skills
- Build credibility in management
- Establish goals and objectives
- Use self concept building skills
- Assess worker and supervisor roles and relationships
- Manage worker resistance to change
- Use appropriate assertiveness skills
- Build improved attitude and self-confidence
- Set personal goals
- Apply self-esteem building skills
- Apply self-discipline techniques
- Motivate others
- Conduct appraisal interviews
- Participate in hiring interview
- Estimate and order materials

Supervisor of Maintenance
Job Description and Tasks
Page 2

- Verify supply order received
- Route estimates and work orders
- Arrange for repair or replacement of damaged goods
- Review work performance with employees.
- Review completed work for quality
- Record evaluative information in employee's personnel file
- Conduct staff meetings
- Counsel unsatisfactory worker to detect problems
- Update self on new product information
- Conduct meeting with work group to resolve low production problems
- Consult with employees on technical problem solving
- Encourage employees to consult with each other on technical problems
- Praise employee for good work performance
- Consult lead persons regarding technical problems
- Counsel employees regarding teamwork attitude
- Conduct safety meetings
- Schedule shifts
- Approve shift deviations
- Assign tasks to crews
- Consult with lead person whose crew have not met schedule
- Schedule work between crews
- Revise schedules when backlogged
- Assign tasks to lead person

Supervisor of Maintenance
Job Description and Tasks
Page 3

- Consult lead persons regarding scheduling
- Maintain attendance records
- Approve vacation and leave schedules
- Schedule overtime
- Calculate necessary production
- Schedule production needs
- Describe job consent to new worker
- Explain function of department to employee
- Assist new employee with performance of task
- Sign time tickets and send to payroll
- Spot check floor for equipment problem detection
- Spot check floor to assure that workers are performing their jobs
- Interview job applicant
- Review applicant's records
- Arrange for repair of malfunctioning equipment
- Diagnose product problems
- Develop new work procedures
- Be aware of hazardous materials in buildings or on grounds
- Applying safety practices
- Performing supervisory functions
- Performing housekeeping and recordkeeping activities
- Conducting shop operations

QUALIFICATIONS:

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Source: Board of Education Minutes
Date: February 11, 2010

Supervisor of Transportation

Job Description and Tasks

- Gather field and statistical information for the improvement of the transportation program.
- Possess knowledge of safety rules, traffic regulations, laws, and ordinances governing the use and operation of school buses and other motor vehicles in the state of West Virginia.
- Possess a broad based knowledge of the county road system.
- Maintain knowledge and understanding of preventive maintenance routines and mechanical operation of equipment.
- Demonstrate knowledge and understanding of business administration and practices to include budgeting, scheduling, inventory control, purchasing, bidding, and letter writing.
- Participate in planning, assigning, and supervising the work activities of employees.
- Coordinate the certification of drivers and equipment
- Provide specific guidelines for driver training, supervision, and control of bus maintenance.
- Work with school principals to arrange transportation for field trips.
- Consult with school officials concerning discipline cases occurring on buses.
- Prepare and analyze transportation reports and records.
- Schedule transportation of students in respect to time and routes while reviewing and adjusting schedules as needed.
- Evaluate county needs regarding bus size and write specifications for new school bus purchases.
- Possess an understanding of federal and state laws, rules, and regulations pertaining to school bus transportation.

Supervisor of Transportation
Job Description and Tasks
Page 2

- Utilize interpersonal relation skills.
- Assist bus operators and principals in handling discipline cases arising from bus-related situations.
- Develop specifications for bid invitations for oil, gasoline, and tires.
- Evaluate bus operators and mechanics in accordance with current evaluation policy.
- Maintain a system for dealing with emergency problems and situations with efficiency and a minimum loss of instructional time.
- Provide information regarding road conditions to the county school superintendent for the purpose of determining school cancellations during inclement weather.
- Receive and respond to accident reports on school buses.
- Maintain MSDS records for all hazardous chemicals onsite.

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Date: February 11, 2010

Switchboard Operator
/Receptionist
Job Description and Tasks

- Operates multi-positioned telephone switchboard to relay incoming, outgoing, and interoffice calls.
- Answers questions of callers according to school policy; takes messages for staff members; and pages authorized personnel.
- Maintains an alphabetical file of staff members' names, room locations, and telephone extensions to expedite relaying of calls.
- Keeps records of toll charges, telegram charges, and incoming collect calls for the business office.
- Provides clerical assistance and is proficient in the operation of office machines, including typewriters.
- Performs such other miscellaneous school communications duties as may be assigned.
- To serve as office receptionist for people visiting the office and for telephone calls.
- To serve as "key operator" for the Xerox and postage machines.
- To attempt to know the daily whereabouts of each central office staff member.
- To be sure that a supply of requests, applications, evaluations, etc., are Xeroxed and on file for distribution when needed.
- To distribute long distance telephone call report forms and collect and file these reports each month.
- To take dictation and transcribe it as the need arises.
- To type work permits for working minors.
- To assist in keeping the office neat and attractive.
- To perform such other duties as the Superintendent, Assistant Superintendent or other members of the supervisory staff may require from time to time.

Switchboard Operator/Receptionist
Job Description and Tasks
Page 2

- Maintains positive work habits such as:
 - Attendance
 - Efficient
 - Attitude
 - Cooperation
 - Appearance
 - Adaptability

- Maintains and/or upgrades skills.

- Attends required county inservice and training sessions related to specific job.

- Performs duties efficiently and productively such as:
 - Operates switchboard equipment.
 - Places, receives, routes and/or phone messages.
 - Greets visitors and refers them to proper persons.
 - Receives, dispenses, inventories and orders supplies.
 - Operates office machines necessary for the particular office (includes computers and/or word processors).
 - Receives, sorts, dispatches, delivers or otherwise handles letters, parcels and other mail.
 - Performs clerical tasks as assigned.
 - Maintains confidentiality of information.
 - Performs other duties as assigned

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Date: February 11, 2010

Warehouse Clerk

Job Description and Tasks

- Load and unload goods using appropriate material handling equipment.
- Record any discrepancies or damage on packing slip, bill of lading or purchase order, and give it to the supervisor or purchasing department.
- Mark incoming items with description, purchase order number, etc.
- Safely operate material handling equipment; i.e., fork truck, pallet jack, dolly, etc.
- Maintain clean, organized and safe storage area(s).
- Maintain up-to-date receiving and shipping logs.
- Physically inventory all goods and supplies.
- Fill requisitions and deliver them as directed.
- Request purchase orders for goods and supplies to maintain operating inventory levels.
- Demonstrate basic math skills.
- Ship goods using appropriate packaging methods and materials to prevent damage.
- Determine best way to ship goods (fastest/cheapest) using common carrier, UPS, U.S. Mail, FED EX, etc.
- Complete Bill of Lading or other paper work necessary to ship goods.
- Trace inbound and outbound shipments on request.
- Safely open containers using proper methods and tools.
- Develop and maintain master warehouse location plan.
- Distribute mail.
- Perform other tasks and assume other responsibilities as the immediate supervisor may from time to time assign.

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Date: February 11, 2010

Welder

Job Description and Tasks

- Comply with shop and equipment safety rules
- Apply basic emergency first aid techniques
- Complete accident report
- Inspect work area and equipment for safe working environment
- Report shop, environmental and equipment safety violations
- Demonstrate use of fire extinguishers
- Correct safety hazards
- Participate in safety training program
- Perform benchwork operations
- Rough finish parts with hand filing machines
- Rough grind parts with hand grinders
- Finish parts with hand grinders
- Disassemble, fit and reassemble parts
- Lift and position workpiece using hoists
- Plan assembly operations
- Work materials with hand tools and portable power tools
- Chip slag
- Bevel pipe
- Position materials to be welded with positioners
- Position weldments
- Perform taping procedures.
- Measure parts with semi-precision measuring tools
- Inspect parts according to quality control and inspection standards and procedures as relates to blueprints
- Inspect assemblies
- Perform layouts
- Analyze specifications
- Compute layout dimensions

Welder

Job Description and Tasks

Page 2

- Plan layout operations
- Calculate reference points
- Calculate angles from reference point
- Calculate arcs from reference point
- Calculate locations from reference point
- Verify workpiece specifications
- Layout reference points
- Layout angles, arcs and locations from a reference point
- Label workpiece
- Perform semi-precision layout
- Perform layouts from templates
- Operate saws properly
- Remove and replace saw blades
- Set cutting speed and feed rate for sawing
- Slot, groove, miter and trim parts on saw
- Set up and use stops and guides to control dimension of cuts
- Set up and use horizontal band saw for production work
- Set up and use friction saw
- Perform basic saw maintenance
- Plan sequence of sawing operations
- Operate drilling machines properly
- Select and change drills using drill chart
- Calculate and set drilling speeds, feeds and depth of cut
- Center drill and drill holes to size
- Perform basic drilling machine maintenance
- Plan sequence of drilling operations
- Set up drill press

Welder

Job Description and Tasks

Page 3

- Operate bench grinders correctly
- Change and dress bench grinding wheels
- Sharpen and recondition hand tools
- Rough grind materials
- Perform basic bench grinder maintenance
- Select material for job
- Identify materials
- Perform heat treatment of metals
- Preheat and post-heat metals to control distortion/warpage during welding
- Perform housekeeping and recordkeeping activities
- Dispose of scrap metal chips, shavings, trash and waste
- Clean and maintain work area and leave in safe condition
- Clean and store hand tools, cutters, fixtures, jigs and attachments
- Follow tool crib procedures
- Inspect and remove, replace, or adjust machine guards
- Report problems to supervisor
- Complete job status reports
- Make equipment failure reports
- Read job orders and process sheets to determine tooling and set up information
- Determine basic maintenance procedures using manuals
- Participate in participative management program (Quality Circles)
- Perform Oxy-Fuel Welding (OAW)
- Perform Thermal Cutting Operations
- Perform Shielded Metal Arc Welding (SMAW)
- Perform Gas Metal Arc Welding (GMAW)
- Perform Gas Tungsten Arc Welding (GTAW)
- Perform Flux Core Arc Welding (FCAW)

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