INSTRUCTIONS:

Please press Ctrl + F key or select Edit | Find then type in the job description and press enter key to search.

NOTE:
If there is not a job description posted for a position, please contact the Classified Personnel Department.
Accountant (053) (Revised March 2001)
Administrator (027) (Revised March 2001)
Administrator Drug Education (755) (Revised April 2001)
Administrator Employee Assistance Program (031) (Revised March 2001)
Aide - General Fund (901) (Revised March 2001)
Aide - School (916) (Revised March 2001)
Aide - Special Education (902) (Revised March 2001)
Aide - Title I (911) (Revised March 2001)
Assistant Custodial Supervisor (202) (Revised April 2001)
Assistant Custodian - Elementary (212) (Revised April 2001)
Assistant Custodian - High School (214) (Revised April 2001)
Assistant Custodian - Middle School (213) (Revised April 2001)
Assistant Director of Marketing and Media Services (2009)
Assistant Superintendent - Support Services
Assistant Mechanic Foreman (506) (Revised April 2001)
Assistant Operator - Repro Machines (118) (Revised April 2001)
Assistant Supervisor (037) (Revised April 2001)
Assistant Supervisor Employee Training & Education (433) (Revised April 2001)
Assistant Supervisor Nutrition Education (404) (Revised April 2001)
Assistant Supervisor of Accounting and Accounts Payable (031) (Revised March 2001)
Assistant Warehouse Manager (106) (Revised April 2001)
Automation Specialist - Child Nutrition Programs (450) (Revised April 2001)
Auxiliary Computer Services Operator (079) (Revised April 2001)
Benefit Specialist (129) (Revised April 2001)
Bookkeeper I Purchasing (056) (Revised March 2001)
Bookkeeper I Insurance (056) (Revised March 2001)
Bookkeeper I (056) (Revised March 2001)
Bookkeeper II (058) (Revised March 2001)
Bookkeeper School (055) (Revised March 2001)
Budgetary Accountant (051) (Revised March 2001)
Budgetary Supervisor (051) (Revised March 2001)
Bus Driver (551) (Revised July 2011)
Bus Driver Attendant (552) (Revised July 2011)
Buyer II (102) Revised April 2001
Cabinetmaker Senior (315) (Revised April 2001)
Carpenter (311) (Revised April 2001)
Carpenter Helper (312) (Revised April 2001)
Certification Specialist (128) (Revised March 2001)
Chief Buyer (102) (Revised March 2001)
Chief Financial Officer (387) (Revised January 2019)
Chief Internal Officer (011) (Revised April 1, 2019)
Chief Operations Officer (003) (January 2010)
Chief of Staff (386) (December 2012)
Child Nutrition Programs Cashier (431) (Revised April 2001)
Child Nutrition Programs Manager (401) (Revised April 2001)
Child Nutrition Programs Manager Helper (403) (Revised April 2001)
Child Nutrition Programs Specialist (463) (Revised July 2016)
Claims Adjuster (057) (Revised March 2001)
Claim, Processor - Adjuster (119) (Revised April 2001)
Clerk Health Services (111) (Revised April 2001)
Clerk Parent Resource Center (133) (Revised April 2001)
Clerk Parts Room (508) (Revised March 2001)
Clerk Library Processing (111) (Revised April 2001)
Clerk Typist (111) (Revised April 2001)
Clerk Typist - PBX Operator (111) (Revised April 2001)
Clerk Typist - Personnel (111) (Revised April 2001)
Clerk - File (112) (Revised April 2001)
Compliance Coordinator (107) (Revised April 2001)
Computer Technician (855) (Revised March 2001)
Controller (388) June 2019
Coordinator Drug Intervention Referral (755) (Revised April 2001)
Caddo Parish School Board
Classified Job Descriptions
Alphabetical Index

Crew Chief (309) (Revised April 2001)
Custodial Supervisor (201) (Revised April 2001)
Custodian I & II (251 - 252) (Revised March 2001)
Custodian I and II (251 - 252) (Revised April 2001)
Data Entry Clerk (075) (Revised April 2001)
Data Management Controller (080) (Revised April 2001)
Data Processing Assistant Services Specialist (076) (Revised April 2001)
Data Processing Operations Manager (061) (Revised April 2001)
Data Processing Programmer Analyst (065) (Revised April 2001)
Data Processing Senior Operator (067) (Revised April 2001)
Data Processing Services Specialist (063) (Revised April 2001)
Data Processing System Design Manager (060) (Revised April 2001)
Data Processing Systems Analyst (064) (Revised September 2015)
Data Processing Systems Programmer (069) (Revised April 2001)
Data Processing Technical Manager (062) (Revised April 2001)
Data Processing Help Desk Assistant (078) (Revised April 2001)
Director of Communications and Marketing (2014)
Director of Classified Personnel (011) (Revised 2014)
Director of Data Processing (011) (Revised March 2001)
Director of Purchasing (011) (Approved Date June 2011)
Director of School Plant (011) (Revised March 2001)
Director of Security (011) (Revised March 2001)
Director of Transportation (Revised February 2019)
Educational Interpreter (900) (Revised April 2001)
Electrical Assistant (333) (Revised April 2001)
Energy Manager (023) (Revised March 2001)
Finance Operations Auditor (092) (Revised April 2001)
Food Service, Automation Clerk (420) (Revised April 2001)
Food Service, Cafeteria Clerk (418) (Revised April 2001)
Food Service, Cashier (431) (Revised April 2001)
Food Services Computer Operator (440) (Revised April 2001)
Food Services Manager Trainee (417) (Revised April 2001)
Food Technician Part Time (416) (Revised April 2001)
Caddo Parish School Board
Classified Job Descriptions
Alphabetical Index

Food Technician Regular Substitute (490) (Revised April 2001)
Food Technician I (411) (Revised April 2001)
Food Technician II (412) (Revised April 2001)
Food Technician III (412) (Revised April 2001)
Foreman Labor and Grounds (308)
Foreman Mechanic (308) (Revised April 2001)
Foreman Mechanical and Electrical (308)
Foreman Preventive Maintenance (078) (July 2015)
Foreman Painter (308) (Revised April 2001)
Front Desk Receptionist/PBX Operator (131) (Revised December 2012)
Garage Buyer Inventory Account (103) (Revised April 2001)
Gas Truck Driver (512) (Revised April 2001)
Glazer Glass Setter (355) (Revised March 2001)
Groundskeeper (211) (Revised April 2001)
Head Custodian Elementary (215) (Revised April 2001)
Head Custodian High School Administration (217) (Revised April 2001)
Head Custodian Middle School (216) (Revised April 2001)
Head Nurse (031) (March 2001)
Instructional Technology Specialist (031) (March 2001)
Instructional Technology Specialist - Title I (856) (Revised March 2001)
Insurance Clerk (117) (Revised April 2001)
Insurance Manager (024) (Revised March 2001)
Internal Auditor (054) (Revised March 2001)
Inventory Control Clerk (SPED) (341) (Revised March 2001)
Inventory Manager (434) (Revised April 2001)
JROTC Program Specialist (155) (Revised April 2001)
Licensed Practical Nurse (083) (Revised April 2001)
Licensed Practical Nurse (625) (Revised March 2001)
Mail Clerk (116) (Revised April 2001)
Maintenance Mechanic Child Nutrition Programs (406) (Revised April 2001)
Master Electrician (336) (Revised April 2001)
Mechanic Auto Helper (502) (Revised April 2001)
Mechanic - Electrical (331) (Revised April 2001)
Mechanic - Transportation (501) (Revised April 2001)
Military Instructor (841)
Painter (321) (Revised April 2001)
Painter Helper (324) (Revised April 2001)
Parent Educator II (918) (Revised April 2001)
Payroll Manager (029) (Revised March 2001)
Personnel Administrator Information Services (031) (Revised March 2001)
Personnel Administrator Recruiter (031) (Revised March 2001)
Personnel Administrator-Classified (031) (Revised March 2001)
Pest Exterminator (405) (Revised April 2001)
Plumber (341) (Revised March 2001)
Plumber Helper (343) (Revised April 2001)
Project Manager Contracts and Construction (038) (Revised March 2001)
Project Coordinator - Security (379)
Public Information Specialist (2019)
Purchasing Agent (101) (Revised April 2001)
Purchasing Processor, Child Nutrition Programs (460) (Revised April 2001)
Recruiting Assistant (121) (Revised March 2001)
Repairman - Electronic and Audio Visual Equipment (085) (Revised April 2001)
Repairman - Lawnmower (304) (Revised April 2001)
Repair - Technician (085) (Revised April 2001)
Risk Manager (028) (Revised March 2001)
Roofer Helper (354) (Revised April 2001)
School Computer Proctor (910) (Revised March 2001)
School Library Clerk (146) (Revised April 2001)
School Library Clerk Middle Secondary (146) (Revised April 2001)
School Nurse - Special Education (083) (Revised April 2001)
School Nurse - Title I Health Service (083) (Revised March 2001)
School Nurse (083) (Revised April 2001)
School Office Clerk - Elementary/Middle/High (145) (Revised April 2001)
Secretary Information Services Data Entry (170) (Revised April 2001)
Caddo Parish School Board
Classified Job Descriptions
Alphabetical Index

Secretary I - Classified Personnel (121) (Revised March 2001)
Secretary I (121) Revised April 2001
Secretary II Elementary (121) (Revised April 2001)
Secretary II High School (122) (Revised April 2001)
Secretary II Middle (122) (Revised April 2001)
Secretary III SEMS (Revised March 2001)
Secretary III (123) (Revised April 2001)
Secretary IV (124) (Revised April 2001)
Secretary V (125) (Revised April 2001)
Secretary Board of Education (126) (Revised April 2001)
Security Coordinator Central Office (376) (Revised April 2001)
Security Coordinator School (376) (Revised April 2001)
Security Investigator (377) (Revised April 2001)
Security Manager (371) (Revised April 2001)
Security Monitor (375) (Revised April 2001)
Security Patrol (374) (Revised April 2001)
Security Patrol Supervisor (378) (Revised March 2001)
Security Specialist (374) (October 2015)
Security Technician (372) (Revised April 2001)
Security Technician Helper (373) (Revised April 2001)
Senior Accountant (052) (Revised June 2019)
Senior Buyer (103) (Revised April 2001)
Senior Class II Purchasing Warehouse (114) (Revised April 2001)
Senior Class II Purchasing - Warehouse Buyer (114) (Revised April 2001)
Senior Clerk (113) (Revised April 2001)
Senior Clerk II (114) (Revised April 2001)
Senior Computer Technician (857) (Revised March 2001)
Senior Machine Operator (115) (Revised April 2001)
Senior Purchasing Clerk (109) (Revised April 2001)
Special Projects Specialist (130) (Revised May 2019)
Staffing Specialist - Classified Personnel (128) (Revised April 2001)
Caddo Parish School Board
Classified Job Descriptions
Alphabetical Index

Supervisor I (030) (Revised March 2001)
Supervisor II (031) (Revised March 2001)
Supervisor of Accounting and Accounts Payable (031) (Revised August 2019)
Supervisor of Building and Grounds (035) (Revised March 2001)
Supervisor of Construction (040) (Revised March 2001)
Supervisor of Security (031) (Revised March 2001)
Supervisor of Transportation - Routing Specialist (031) (Revised March 2001)
Supervisor Transportation (036) (Revised July 2015)
Technician I Electronic and Audio Visual Equipment (085) (Revised April 2001)
Technician I Musical Instrument Repair (085) (Revised April 2001)
Technician II Electronic and Audio Visual Equipment (108) (Revised April 2001)
Technician II Musical Instrument Repair (108) (Revised April 2001)
Title I Evaluator (605) (Revised April 2001)
Transportation Dispatcher (355) (Revised May 2003)
Transportation Recruiting/Training Specialist (184) July 6, 2015
Transportation Analyst (521) (Revised January 19, 2018)
Truck Driver Maintenance or Purchasing (364) (Revised April 2001)
Truck Driver Child Nutrition Programs (364) (Revised April 2001)
Vision - Hearing Technician (626) (Revised March 2001)
Warehouse Manager (105) (Revised April 2001)
Warehouse Checker (361) (Revised April 2001)
Warehouseman (105) (Revised April 2001)
Caddo Parish Schools Job Description

Job Title: Director of Purchasing
Job Code: 011
DOT Code: 162.167-022
Department: Purchasing
Prepared By: Cleveland R. White
Prepared Date: June 23, 2011
Approved By: James Woolfolk, II
Approved Date: June 27, 2011

SUMMARY
Coordinates and directs the daily operations of the Purchasing Department to ensure that the material and service requirements of the Caddo Parish School District are met in a timely, efficient, effective, and ethical manner. Provides oversight of all purchases in compliance with the State and School District’s procurement policies and procedures. Additionally, compliance with all applicable Federal and State rules and regulations, e.g. OSHA, DOE, EPA, DOD, DEP and other federal and state agencies having jurisdiction over the products and services required. Also responsible for the management, execution, and administration of any and all related warehouse and inventory stock.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Prepares requisitions, purchase orders and/or bid requests.
• Reviews and approves invoices for payment.
• Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
• Selects products for purchase by testing, observing, or examining items.
• Estimates values according to knowledge of market price.
• Advises Chief Operations Officer and management on purchasing policies and state laws.
• Maintains a high level of knowledge relating to current technology, vendor competence, and competitive marketing conditions as they relate to requirements of the District.
• Determines method of procurement such as direct purchase or bid.
• Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
• Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
• Recommends to the Human Resources Department the hiring, transferring, disciplining, and termination of departmental employees.
• Reviews decisions made by other individuals and makes recommendations that may have significant impact on the District or outside the District.
• Advises legal counsel, both public and private of potential or actual legal complications pertaining to purchasing activities and cooperate in the School District’s defense if needed.

• Prepares, administers, and monitors annual budget for Purchasing Department.

• Assists in the equitable solution of complaints, concerns, and problems in the areas of responsibility.

• Ability to handle multiple tasks, with awareness of deadlines.

• Neat, well groomed, appropriately dressed appearance.

• Performs other related duties as required or assigned.

**SUPERVISORY RESPONSIBILITIES**
Manages subordinate supervisors who supervise several employees in the department. Responsible for the overall direction, coordination, and evaluation of department. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance, addressing complaints, and resolving problems.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
Master’s degree in business, accounting, finance or related field from an accredited college or university. Capability equivalent to that normally achieved through four to six years of progressive work experience. Must be proficient with computers and practical knowledge of word processing applications, spreadsheet, and data base software programs.

**LANGUAGE SKILLS**
Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, financial reports, legal documents, or governmental regulations. Ability to respond to inquiries or complaints from employees, regulatory agencies, or members of the business community and/or school board. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to communicate effectively and present information to top management, public groups, and/or boards of education.

**REASONING ABILITY**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PERSONAL CHARACTERISTICS**
- Ability to plan, organize, and oversee the work of assigned personnel.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
**PHYSICAL DEMANDS**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; and use hands to feel objects or controls.

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

**PROFESSIONAL CONDUCT**  
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**  
Chief Operations Officer

**SUPERVISES**  
Buyer Assistant                         Senior Buyer
Chief Buyer                             Senior Clerk
Chief Purchasing Clerk                  Senior Machine Operator
Secretary                              Warehouse Manager

**TERMS OF EMPLOYMENT**  
260 days

Employee Name: ___________________________ SSN: ________-________-________  
(Type or Print)

__________________________ ____________________________  
Employee Signature            Date
Caddo Parish Schools Job Description

Job Title: Accountant  
Job Code: 053  
Grade: 9  
DOT Code: 210382014  
Prepared By: David Barr  
Prepared Date: November 28, 2000  
Approved By: David A. Barr  
Approved Date: March 16, 2001

SUMMARY
Keep records of financial transactions for established accounts by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Essential duties and responsibilities include the following. Other duties may be assigned.
- Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts. (Verifies the posting of business transactions, including receipts, disbursements, journal entries and transfers to computer printouts and general ledger of all funds/accounts.)
- Performs a monthly deposits and disbursements analysis using computer printouts, spreadsheet and bank documents.
- Summarizes details in separate ledgers or computer files and transfers data to general ledger.
- Reconciles and balances accounts.
- Compiles monthly and annual reports to show statistics such as cash receipts, average daily balance, interest accumulation, monthly balances, expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Communicates, verbally and written, with banking institutions on a regular basis to insure that all the bank accounts are properly maintained by the banking institutions.
- Responsible for ordering supplies and equipment utilizing the computerized purchasing system.
- Types correspondence and audit reports.
- Receives and distributes mail, school receipt books, and other forms pertinent to the operation of business.
- Verifies and prepares bills for payment.
- Calculates employee wages from records or time cards and prepares checks for payment of wages.
- Prepares withholding, Social Security and other tax reports.
- Computes, types, and mails monthly statements to customers.
- Maintains filling system.
- Neat, well groomed, appropriately dressed appearance.
- Works courteously and harmoniously with others.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor’s Degree; two to four years job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Finance

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ______-_______-_____
(Type or Print)

Employee Signature ___________________ Date ___________________
Caddo Parish Schools Job Description

Job Title:  Administrator
Job Code:  027
Grade:  3
Prepared By:  Richard Dezendorf
Prepared Date:  December 16, 1997
Approved By:  David A. Barr
Approved Date:  March 23, 2001

SUMMARY
Administers and coordinates Board policy pertaining to rights of persons with disabilities, ensuring compliance with the Rehabilitation Act of 1993 and Titles I and II of the Americans with Disabilities Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Receives, investigates and mediates complaints.
- Supervises and provides various inservice programs.
- Recommends to all divisions methods and solutions for dealing with specific concerns of compliance questions.
- Make on-site visits to assist SBLC.
- Prepares reports, compliance documents, correspondence and programs for various departments, parents, and community.
- Advises all departments in assessing employee needs for "reasonable accommodations".
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand.

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

The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Appropriate Supervisor, Appropriate Director

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________   SSN: _______ - _______ - _______
(Type or Print)  

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Administrator, Drug Education
Job Code: 755
Grade: 3
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Works with supervisors, principals, school counselors, Student Assistance Teams (SAT), school nurses, parent and community organizations in implementing a drug education program through instructional and community activities; coordinates the drug referral process.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Administers the Drug Education Program in the parish system.
• Coordinates the establishment and organization of local school Student Assistance Teams (SAT).
• Plans workshops for administrators and staff regarding drug education and related issues.
• Develops and implements a parent education program on drug education awareness and prevention.
• Provides ongoing inservice for Student Assistance Teams (SAT), teachers, administrators and support personnel.
• Liaison with community groups regarding drug education and treatment. Screens community drug prevention programs to be provided in schools regarding age appropriateness.
• Coordinates Drug-Free Schools and Communities Act programming.
• Improves articulation of the drug prevention curriculum from elementary to high school and disseminates information within the school community and in the larger community relative to substance abuse prevention.
• Assists Director of Student Services and staff in providing information to parents and the community.
• Performs other related duties as required or assigned by the Director of Student Services, including assisting in the evaluation of the appropriate personnel.
• Neat, well groomed, appropriately dressed appearance.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation with a Master's degree from an accredited college or university. Capability equivalent to that normally achieved through at least five years of continuous professional experience

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, and/or the public. Ability to write speeches and articles for publication for conforms to prescribed style and
format. Ability to effectively present information to top management, public group, and/or the board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PERSONAL CHARACTERISTICS
- Ability to plan, organize, and supervise work of assigned personnel.
- Ability to work tactfully and harmoniously with staff, schools, agencies, parents and the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports and conversations in confidence.
- Ability and initiative to plan, organize and carry out assignments.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Student Services

TERMS OF EMPLOYMENT
202 days

SUPERVISES
Drug Prevention Coordinator and Drug Intervention Coordinator

Employee Name: ____________________________ SSN: __________ - __________ - ______

(Type or Print)

Employee Signature ____________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Administrator, Employee Assistance Program
Job Code: 031
Grade: A4
Department: Certified Personnel
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Develops, implements and maintains the Employee Assistance Professional Services. Provides employee evaluations, assessments, counseling, and referrals for personal problems affecting job performance standards. Administers the Employee Assistance Programs. Provides employees information through a clearinghouse service. Participates in planning, evaluating and implementing assistance programs for the school system. Maintains confidential records. Produces reports on program results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Essential duties and responsibilities include the following. Other duties may be assigned.
• Directs and advises personnel on the employee assistance programs (EAP) responsibilities, policies, and programs. Supervises all personnel assigned to the EAP office. Provides information to those seeking EAP assistance. Serves as an EAP authoritative program data source for the directors and supervisors on employee assistance matters. Uses interviews, surveys, and other techniques to provide information and guidance on preventing and eliminating conditions causing job and social problems.
• Maintains program statistics. Prepares programs policy and regulatory guidelines for management review and approval. Establishes guidelines for recordkeeping and program promotion. Designs and conducts employee needs assessment surveys.
• Organizes and performs drug and alcohol abuse and other substance abuse activities. Lectures and conducts discussions in support of employee assistance drug and alcohol abuse supervisors and other employee education programs. Coordinates employee drug and alcohol abuse education. Evaluates education program activities. Performs employee and family member's evaluations, assessments, counseling and referrals. Identifies and organizes helping resources. Initiates and maintains substance abuse and other employee case files. Performs telephone-counseling services. Manages and participates in the advisor committee activities. Maintains substance abuse, drug free workplace and other organizational policy files.
• Organizes and performs other Employee Health and Wellness Programs Activities. Clarifies health and wellness issues. Identifies existing and potential community opportunities and resources. Advises employees and supervisors of solutions to health and wellness problems. Develops, coordinates and monitors action oriented health plans. Participates in organizational advisory council on health activities. Presents briefings in support of health and wellness opportunities and human relations activities. Conducts lectures, group discussions, and seminars to improve the employee relations. Evaluates education program activities. Coordinates scheduling of health and wellness programs and education.
• Supervises employee assistance staff personnel. Establishes work priorities and performance standards. Recommends personnel for training. Maintains training records.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master’s degree in Psychology, Counseling, Social Work or related field. Capability equivalent to that normally achieved through 20 years of progressive professional experience in public administration, psychology, social work, drug/alcohol treatment, human/race relations, and/or equal opportunity programs and employee assistance program administration.

PERSONAL CHARACTERISTICS
Ability to plan, organize and implement programs. Ability to work tactfully and harmoniously with staff, schools, agencies, parents and the public. Physical stamina and emotional stability to work effectively under pressure and keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence.

SKILL RELATED
Skill in the area of public administration, public/private organizational development and management, human relations. Skill in the teaching, rehabilitation, assessment, counseling and establishing treatment modalities.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Certified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Aide, General Fund  
Job Code: 901  
Grade: N4  
DOT Code: 099327010  
Department: Deputy Superintendent  
Prepared By: Richard Dezendorf  
Prepared Date: September 4, 1997  
Approved By: David A. Barr  
Approved Date: March 23, 2001

SUMMARY
Performs general office duties and any combination of the below listed essential duties and responsibilities in the classroom to assist teaching staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. These examples are intended only as illustrations of the various type of work performed. Actual work assignments may vary from school to school depending on the directions of the school principal. Other duties may be assigned.

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Assists teacher in preparing and developing various teaching aids such as bibliographies, charts, and graphs.

Assists teacher in presentation of subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role-playing.

Assists teacher in preparing, administering, and grading examinations.

Assists in the routine supervision of children in study areas, cafeteria, halls, playground, on field trips, and bus loading/unloading areas where applicable.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Performs basic office duties.

Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; and some previous experience working with children preferred.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students. Ability to speak effectively before groups of students and/or parents.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to的成功fully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift or move light weight.

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

The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Teacher, Principal, designated certified personnel

TERMS OF EMPLOYMENT
180 days

Employee Name: ___________________________ SSN: ______-_______-_______
(Typed or Printed)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title: Aide, School
Job Code: 916
Grade: 4
Department: Middle School
Prepared By: Richard Dezendorf
Prepared Date: December 17, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
School aides are directly responsible to the principal and under the supervision of the assistant principal of administration. The function of the school aide staff is to monitor safety, security, order and report infractions as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Act with courtesy and respect at all times.

Greet anyone entering the building or parking lot during the school day. Direct visitors to the office for permission to enter. Request that unauthorized visitors leave campus immediately. Report any infractions to an assistant principal.

Question students who are out of class during class time. Those students out of an assigned area without a pass should be escorted to the office.

Monitor playground and cafeteria.

Monitor and report all unsafe or improper behavior to the assistant principal of administration.

Maintain classroom order in emergency cases until proper certified or substitute person arrives.

Maintain compliance with Caddo Parish School Board Policy and school rules and regulations. Familiarity with those regulations is mandatory.

Report any suspicious activity or condition to an assistant principal.

Neat, well groomed, appropriately dressed appearance.

Performs other related duties as required or assigned.

GENERAL GUIDELINES

Each school aide will be assigned duty areas. In order to provide continuous supervision along with the assigned duty teachers, it is important that each school aide cover the assigned area. DO NOT CONGREGATE. The excess above one person is useless under usual circumstances.
When questioning students or visitors, identify yourself by giving name and title. Then give directions as needed using specific terms with a firm approach without offense. Never engage in personal arguments with anyone. Ask for information or assistance as needed.

Signatures on passes should be honored unless there exists bonafide evidence of a forgery. Students and visitors without passes should be escorted to the office.

If a situation requires assistance, call the nearest school aide on the radio. For additional assistance call an assistant principal. If you do not get an answer, call the principal.

Reporting time, lunch break and regular break schedule will be posted near the sign-in register.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
Successful completion of a course of study leading to a diploma from a state accredited high school. Two or more years of successful experience in an accredited college are desirable. Capability equivalent to that normally achieved through a minimum of 2 years continuous office, business, or education related experience.

**LANGUAGE SKILLS**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students.

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

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift or move light weight.

**SKILL RELATED**
Ability to perform basic mathematical functions and properly operate two-way radio equipment.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
CHAIN OF SUPERVISION
Principal, Assistant Principal of Administration

TERMS OF EMPLOYMENT
180 days

Employee Name: ___________________________ SSN: _____-_______-_______

________________________________________________________ ___________________________________

Employee Signature                                     Date
Caddo Parish Schools Job Description

Job Title: Aide, Special Education
Job Code: 902
Grade: N4
DOT Code: 099327010
Department: Special Education
Prepared By: Richard Dezendorf
Prepared Date: September 4, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Performs any combination of following instructional tasks in classroom to assist teaching staff of elementary or secondary school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Assists teacher in preparing and developing various teaching aids such as bibliographies, charts, and graphs.
- Assists teacher in presentation of subject matter to students, utilizing a variety of methods and techniques such as lecture, discussion, and supervised role-playing.
- Assists in the routine supervision of study areas, cafeteria, halls, playground, field trips, and bus loading and unloading areas, when applicable.
- Assists teacher in preparing, administering, and grading examinations.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Operates audio-visual equipment.
- Assists teacher with control of student behavior and discipline.
- Assists teacher in conferences with parents on progress of students.
- Performs non-complex health procedures as prescribed by board policy and state law.
- Performs other related duties as required or assigned

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; and some previous experience working with children preferred. California Achievement Test or any basic skills test and score at least tenth grade level.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or parents. Ability to effectively present information in one-on-one and small group situations to students.

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

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk, sit, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift or move light weight.

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

The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Principal; teacher; designated certified personnel

TERMS OF EMPLOYMENT
180 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Teacher Aide – Title I
Job Code: 911
Grade: 4
DOT Code: 099327010
Department: Title I
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Performs any combination of the following instructional tasks in classroom to assist teaching staff of public or private elementary or secondary school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Prepares lesson outline and plan in assigned area and submits outline to teacher for review.

Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs.

Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role-playing.

Prepares, administers, and grades examinations.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Assists teacher with control of student behavior and discipline.

Confers with parents on progress of students.

Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; some previous experience working with children preferred. California Achievement Test or any basic skills test and score at tenth grade level or above.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or parents.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift or move light weight.

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

The noise level in the work environment is usually loud.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
School Principal

**TERMS OF EMPLOYMENT**
180 days

Employee Name: _____________________________  SSN: _______ - _______ - _______
(Type or Print)

______________________________  __________________________
Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Assistant Custodial Supervisor  
Job Code: 202  
DOT Code: 187167046  
Grade: 9  
Department: Maintenance  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
In close coordination with custodial supervisor, school principals and school administrators, supervises school district custodial program to ensure safe, clean, orderly and attractive conditions of buildings and grounds by performing the following duties personally or through other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Aids in establishing standards and procedures for work of custodial staff.
- Instructs and evaluates to insure set standards and procedures are performed to insure safe, clean, orderly and attractive conditions of buildings and grounds.
- Provides portable fire extinguishers inspection, servicing and recharging.
- Provides semi-annual asbestos surveillance for all schools.
- Investigates new and improved cleaning instruments and methods.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Aids in managing custodial department including supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include input in hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training. Two to four years job-related experience or equivalent combination of education and experience.

CERTIFICATES, LICENSES, Registrations
Must be certified in the State of Louisiana to inspect, service and recharge portable fire extinguishers. Must be certified in the State of Louisiana to do asbestos surveillance.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Custodial Supervisor

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________________________   SSN: _________-_________-
(T ype or Print)

________________________________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title:  Assistant Custodian - Elementary  
Job Code:  212  
Grade:  4  
DOT Code:  382664010  
Department:  Elementary School Administration  
Prepared By:  Richard Dezendorf  
Prepared Date:  December 10, 1997  
Approved By:  David A. Barr  
Approved Date:  April 3, 2001  

SUMMARY

Keeps school campus and classrooms in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Secures all doors and windows.
- Sweeps, mops, dusts, scrubs, and vacuums, classrooms, hallways, stairs and office area.
- Maintains building by performing maintenance activities.
- Replaces air conditioner filters.
- Operates school boilers and heating and cooling equipment.
- Notifies head custodian, principal and/or maintenance department concerning need for major repairs or additions to lighting, heating, and ventilating equipment and assist with repair.
- Mows lawn, trims shrubbery, and keeps grounds clean.
- Assists with supervision of sweepers and groundskeepers.
- Makes minor repairs on electrical fixtures, plumbing, doors, locks, windows, glass, and other building fixtures as required.
- Assists in setting up school facilities such as the gym for basketball games and dances, the auditorium for meetings, or the cafeteria for meetings. Cleans the facility after the function as taken place and returns equipment to its storage place.
- Performs miscellaneous tasks such as filling coke machine, putting out supplies, and building small objects for the faculty.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving concrete variables in standardized situations.
SKILL RELATED
Ability to use basic hand tools such as wrenches, screwdrivers, power saws, and drills. Should also possess a basic knowledge of electrical fixtures and appliances, mechanical equipment, and motorized garden and yard tools.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Custodian, School Principal, Central Office Supervisory Staff

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________________________  SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title: Assistant Custodian - High School  
Job Code: 214  
DOT Code: 382664010  
Grade: 5  
Department: High School Administration  
Prepared By: Richard Dezendorf  
Prepared Date: December 10, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001  

SUMMARY
Keeps school campus and classrooms in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Secures all doors and windows.
- Sweeps, mops, scrubs, and vacuums, classrooms, hallways, stairs and office space.
- Maintains building by performing maintenance activities.
- Replaces air conditioner filters.
- Operates school boilers and heating and cooling equipment.
- Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Mows lawn, trims shrubbery, and keeps grounds clean.
- Assists with supervision of sweepers and groundskeepers.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving concrete variables in standardized situations.

SKILL RELATED
Ability to use basic hand tools such as wrenches, screwdrivers, power saws and drills. Should also possess a basic knowledge of electrical fixtures and appliances, mechanical equipment, and motorized garden and yard tools.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Custodian, School Principal

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ________-_______-_____
(Type or Print)

__________________________  ______________________
Employee Signature        Date
Caddo Parish Schools Job Description

Job Title: Assistant Custodian - Middle School  
Job Code: 213  
Grade: 4  
DOT Code: 382664010  
Department: Custodial  
Prepared By: Richard Dezendorf  
Prepared Date: December 10, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Keeps school campus and classrooms in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Secures all doors and windows.
- Replaces air conditioner filters.
- Operates school boilers and heating and cooling equipment.
- Notifies head custodian, principal and/or maintenance department concerning need for major repairs or additions to lighting, heating, and ventilating equipment and assist with repairs.
- Assists with supervision of sweepers and groundskeepers.
- Makes minor repairs on electrical fixtures, plumbing, doors, locks, windows, glass, and other building fixtures as required.
- Assists the building custodian in maintaining building security by locking and unlocking doors, turning on night lights, allowing only authorized persons in the school building after school hours, and keeping doors, windows, locks, and gates in good repair and working order.
- Sweeps, dusts, mops, or buffs hallways, classrooms, offices, auditoriums, and the school gym. Either directs the work of sweepers or assists them with this work.
- Helps maintain school grounds by mowing grass, sweeping sidewalks and drives, working in flower beds, or picking up paper and trash.
- Assists in setting up school facilities such as the gym for basketball games and dances, the auditorium for meetings, or the cafeteria for meetings. Cleans the facility after the function has taken place and returns equipment to its storage place.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving concrete variables in standardized situations.

**SKILL RELATED**
Ability to use basic hand tools such as wrenches, screwdrivers, power saws, and drills. Should also possess a basic knowledge of electrical fixtures and appliances, mechanical equipment, and motorized garden and yard tools.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Head Custodian, School Principal, Central Office Supervisory Staff

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(T     ype or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Assistant Foreman, Mechanic
Job Code: 506
Grade: 7
Department: Transportation
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Supervises garage in the absence of the mechanic foreman; examines vehicle or equipment, discusses work with mechanic foreman, and plans work procedures; supervises the repairs on buses, trucks, tractors, and other machinery and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Supervises garage in the absence of the mechanic foreman.
• Helps with drivers' training.
• Road tests vehicles after being worked on.
• Helps in parts room when needed.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 3 to 5 years of continuous skilled trade experience as a mechanic.

SKILL RELATED
Ability to use small hand tools such as screwdrivers, hammers, and saws and shop tools such as wrenches, hoists, and drill presses. Valid State of Louisiana commercial driver’s license.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PERSONAL CHARACTERISTICS
• Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
• Ability to act intelligently if emergencies occur.
• Ability to handle routine and repetitious tasks.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit. The employee must frequently lift or move moderate to heavy weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outdoor weather conditions or near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Mechanic Foreman

**TERMS OF EMPLOYMENT**
260

Employee Name: ___________________________  SSN: ______-______-_______
(Type or Print)

__________________________________________  _______________________
Employee Signature                      Date
Caddo Parish Schools Job Description

Job Title: Assistant Operator-Reproduction Machines
Job Code: 118
Grade: 4
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: January 8, 1998
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists with the printing of all materials for the Administration Building, Instructional Center, Warehouse and Garage.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Prints, assembles, and staples printed materials for the Administration Building, Instructional center, Warehouse and Garage.
- Assists with the maintenance of files of printed materials for various staff members and departments.
- Assists with the maintenance of inventory of printing supplies and materials.
- In the absence of the operator, performs all functions of the print shop for uninterrupted service.
- Relieves on switchboard during peak periods and when work load in Reproduction permits.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 0 to 6 months of continuous skilled trade experience.

SKILL RELATED
Ability to operate various duplicating, collating and printing devices such as a Xerox Model 9900 and 9500 high-speed copier/duplicator and other equipment regularly used in a large volume print shop.

PERSONAL CHARACTERISTICS
- Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
- Ability to handle routine and repetitious tasks.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move moderate weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Senior Machine Operator; Purchasing Agent

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ________________________________ SSN: ______-____-_____

(Type or Print)

Employee Signature

Date
Caddo Parish Schools Job Description

Job Title: Assistant Supervisor
Job Code: 037
Grade: A4
Department: Finance
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Assists in operating the accounting and accounts payable department and insuring proper accounting and reporting of system's financial activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Resolves problems for staff members.
• Balances daily accounts payable activities.
• Prepares various reports.
• Invests funds.
• Receives requests for funds and project completion reports.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before public groups or employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently
required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel controls; and talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Supervisor of Accounting, Director of Finance

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________________________ SSN: ________-________-________

(Type or Print)

_________________________ ____________________________
Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Assistant Supervisor Employee Training & Education
Job Code: 433
DOT Code: 166167026
Grade: 9
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Plans, coordinates, and directs personnel training and staff development programs for organization by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Confers with managers and supervisors to determine training needs.
• Formulates training policies, programs, and schedules, based on knowledge of identified training needs, company production processes, business systems, or changes in procedures, or services.
• Selects appropriate instructional procedures or methods.
• Develops and upgrades lesson plans, training manuals, and employee testing and performance evaluations.
• Conducts manager and school personnel training and school reviews.
• Supervises and coordinates substitute CNP personnel.
• Plans professional development program.
• Recommends employees for participation in internal or external educational and training programs, maintains records, and prepares statistical reports to evaluate performance of instructors or monitor progress of trainees.
• Keeps informed on new developments, methods, and techniques in the training field.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
CERTIFICATES, LICENSES, REGISTRATIONS
Certification by the Louisiana State Department of Education as a Child Nutrition Programs Supervisor.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and use hands to feel objects or controls.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Child Nutrition Programs

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ____________________________________  SSN: ________-________-_______
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Assistant Supervisor - Nutrition Education  
Job Code: 404  
Grade: 9  
Department: Child Nutrition Programs  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Plans and coordinates nutrition education and marketing activities for Child Nutrition Programs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Plans, develops, manages, and implements Nutrition Education Programs.
- Administers Summer Food Service Program and other special food programs.
- Conducts school reviews including breakfast program visits and onsite reviews.
- Reviews school menu worksheets to ensure compliance with meal requirements.
- Performs other administrative duties as required.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Registered Dietitian with American Dietetic Association. Louisiana State Department of Education Certification as a CNP supervisor.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Child Nutrition Programs

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Assistant Supervisor of Accounting and Accounts Payable
Job Code: 031
Grade: Administrative - A
Department: Finance
Prepared By: Jim Lee
Prepared Date: February 24, 2016
Approved By: Dr. Mary Nash Robinson
Approved Date: February 24, 2016

SUMMARY
Assists in operating the accounting and accounts payable department and insuring proper accounting and reporting of the school system's financial activities. Prepares various reports for state and local agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists the Supervisor of Accounting and Accounts Payable in operating the department in order to reach desired goals and objectives.
- Administers investments program.
- Approves invoices for payment.
- Assists accounting personnel with day-to-day accounting functions when required.
- Performs related duties as required.
- Coordinates various functions among different departments in order that the accounting cycle be expedited and supervises changes to the chart of accounts.
- Ensures accurate records and reports are developed, maintained and forwarded to appropriate authorities upon request.
- Prepares periodic reports for federal, state and parish departments, agencies, courts, governing bodies and groups.
- Maintains records of collateral pledged by banks to secure deposits.
- Assists in the equitable solution of complaints, concerns and problems in the area of responsibility.
- Cooperates in communicating with all outside agencies requesting financial, statistical or other data from the School Board.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.
PERSONAL CHARACTERISTICS

- Ability to plan, organize, and supervise the work of assigned personnel.
- Ability to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION

Supervisor of Accounting and Accounts Payable

TERMS OF EMPLOYMENT

260 days

Employee Name: ____________________________________ SSN: _______-_______-_______

(Type or Print)

_______________________________________________________   ______________________________

Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Assistant Warehouse Manager
Job Code: 106
Grade: 6
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Assists warehouse manager in general operation of the warehouse by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Signs purchase order receipts.
- Inspects physical condition and quantity of materials and supplies that are delivered.
- Supervises other employees of the warehouse.
- Operates fork lift.
- Fills orders for delivery from warehouse to destination.
- Sorts mail.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees in the warehouse in the absence of the warehouse manager. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

SKILL RELATED
Ability to use office machines such as an adding machine or calculator, typewriter, personal computer, and to use warehouse equipment such as a dolly, hand truck, pallet jack and electric fork lift.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Warehouse Manager

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________   SSN: ________-________-_______
(Typ or Print)

__________________________________________  __________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Automation Specialist, Child Nutrition Programs
Job Code: 450
Grade: 7
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Conducts training of cafeteria managers, clerks, and cashiers; corrects computer problems, checks food and supply inventories; prepares work orders and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Checks various statements for accuracy and compiles report for Accounting Department.
- Conducts training in use of cafeteria accounting system.
- Communicates frequently with employees in schools to rectify problems encountered by the user.
- Tabulates receipts and balances accounts.
- Checks SFS-7A, CCNP-38, 38a and 50a for accuracy and compiles report for submission to Accounting Department. Requests corrected information from managers.
- Prepares work orders for warehouseman.
- Initiates maintenance and pest control work orders and maintains equipment repair and pest control records.
- Installs computers in school cafeterias with appropriate software and hardware.
- Schedules and conducts training classes for cafeteria staff in use of AMA system.
- Assists managers in maintaining accurate records and reports related to meal accounting.
- Monitors cafeteria AMA performance, provides additional trailing to staff, and communicates problems to software and hardware vendors.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience.

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

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILLS RELATED
Ability to operate office equipment such as computer, printer, calculator, cash register, typewriter and copying machine. Ability to install computers and do minor computer repairs.

PERSONAL CHARACTERISTICS
Ability and initiative to plan, organize and carry out work under minimal supervision. Ability to work tactfully and harmoniously with schools, staff, agencies, parents and the public. Ability to hold records, reports, and conversations in confidence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to talk or hear. The employee must occasionally lift or move light to moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Director

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ___________________________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Auxiliary Computer Services Operator
Job Code: 079
Grade: 5
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Classifies, catalogs, and maintains library of computer tapes by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Classifies reels and cartridges of magnetic computer tape according to content, purpose, principal user, date generated, or other criteria.
- Prepares catalog of tapes classified.
- Stores tapes according to classification and identification number.
- Inspects returned tapes and notifies supervisor when tapes are worn or damaged.
- Sends tapes to vendor for cleaning and to off-site location for secure storage.
- Coordinates with computer operations concerning run schedules and associated tape requirements.
- Operates auxiliary equipment (forms burster, decollator, forms sealer, check signer, optical scanner).
- Separates and prepares all reports for distribution to schools and departments.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

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

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently
required to use hands to handle or feel objects or controls. The employee is occasionally required to stand and sit. The employee must occasionally lift or move light weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Data Processing Operations Manager
Director of Data Processing

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ____________________________ SSN: ________-________-_____

(Type or Print)

Employee Signature ____________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Benefits Specialist
Job Code: 129
Grade: 8
DOT Code: 169107010
Department: Human Resources Division
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Reports to the Director of Certified Personnel. Initiates, prepares, and processes all benefit plan forms required to enroll, maintain, withdraw, retire, purchase service credit, or obtain survivors’ benefits for certified employees. Conducts bi-weekly orientation programs. Maintains all records relative to benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Schedules and conducts employee benefit conferences (disability retirement, service retirement, death cases).
• Prepares orientation materials. Reviews enrollment procedures with new employees for various benefit plans, including insurance, and processes documents. Communicates with no-shows.
• Prepares retirement reports.
• Reviews, verifies data, or corrects discrepancies reported from retirement system membership statements, checklists, exception reports, and other correspondence.
• Initiates documentation and completes follow-through communication to/from Payroll for use in retirement processing.
• Prepares retirement eligibility forms required by the Social Security Administration.
• Enrolls day-by-day substitute teachers in deferred compensation plan.
• Participates in preparation for and presentation of annual pre-retirement conferences and new employee orientations.
• Prepares, disseminates, and collects TRSLA election ballots/information.
• Assists employees in obtaining documentation required for proof of age.
• Prepares notifications of death, follow-through communications, and affidavits for release of wages/benefits to appropriate beneficiaries.
• Prepares and maintains all records required for processing retirement benefits for employees.
• Verifies retirement history as requested for former employees.
• Prepares certificates of service for retiring employees. Communicates with Superintendent’s office for presentation of certificates.
• Responds to inquiries regarding benefit matters.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience. Ability equal to that resulting from satisfactory completion of courses required for
graduation from an accredited junior college or technical/vocational school; or satisfactory completion of
course equivalent to one-half those required for graduation from an accredited college or university with a
Bachelor’s degree. Ability to do arithmetic and apply reasoning skills equal to that obtained through
specialized or technical training directly related to the assigned job. Capability equivalent to that normally
achieved through 2 to 4 years of continuous general office experience.

SKILLS RELATED
Ability to type a minimum of 60 words per minute and to operate office machines such as a typewriter,
copying machine, word processor, and calculator. Possesses a general knowledge of computers.

LANGUAGE SKILLS
Ability to read, analyze, and interpret journals, surveys, reports, and legal documents. Ability to respond to
common inquiries or complaints from employees or regulatory agency. Ability to write informational
handouts, reports, procedures, and letters that conform to prescribed style and format. Ability to effectively
present information to employees and middle management.

PERSONAL CHARACTERISTICS
Ability to work tactfully and harmoniously with schools, staff, and/or the public. Physical stamina and
emotional stability to work effectively under pressure and to keep all aspects of the job under control.
Ability to hold records, reports, and conversations in confidence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only
limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral,
diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully
perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly
required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel
controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said
professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary
to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Certified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________ SSN: ________-________-_____
(Type or Print)

Employee Signature ___________________________________________ Date _________________________
Caddo Parish Schools Job Description

Job Title: Bookkeeper - I (State Allotments, Textbooks and School Supplies)
Job Code: 056
DOT Code: 210382014
Grade: 7
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Processes invoices, purchase orders, and other documents for payment. Responsible for reviewing, posting and compiling state textbooks and school supply orders for appropriate Caddo Parish School Board accounts. Responsible for daily contact with suppliers, school officials, and other departments to compile orders and to obtain or provide payment related information and to coordinate authorized payments.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Compiles, maintains, verifies and monitors all of the parish's orders and delivery records for public and participating private and parochial schools for state textbook and state school supplies.
• In accordance with parish and state textbook adoptions and regulations, utilizes the comprehensive computer program for automated textbook ordering and inventorying.
• Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as on-line orders, invoices, receipts, and computer printouts.
• Reconciles and balances accounts.
• Verifies and prepares bills for payment.
• Computes, types, and mails reports to schools and state textbook depository.
• Maintains filing system.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to clients and other employees.

SKILLS RELATED
Ability to type a minimum of 45 correct words per minute and to operate office machines such as copying machines, desk calculators, and office or personal computers.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
PERSONAL CHARACTERISTICS
Ability to work tactfully and harmoniously with staff and maintain an effective and harmonious relationship with other personnel outside the immediate work area. Emotional stamina to maintain poise and to adjust to frequent interruptions during normal job performance. Must display legible handwriting habits.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________________________ SSN: ________-____-_____
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title:        Bookkeeper I - Insurance  
Job Code:        056  
Grade:           7  
Department:      Finance  
Prepared By:    Richard Dezendorf  
Prepared Date:  April 22, 1998  
Approved By:   David A. Barr  
Approved Date: March 23, 2001

SUMMARY
Performs bookkeeping duties for various employee benefit plans. Verifies and balances reports. Maintains current status files for each employee. Processes and corrects applications for insurance. Adjusts payroll deductions and balances monthly billing to various funds for multiple and diverse insurance plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Files records of insurance transactions and keeps calendar of premiums due and expiration dates of policies.
• Prepares vouchers for payment of premiums and verifies that payments have been made.
• Verifies, allocates, adjusts, and post details of business transactions for premium deductions and monthly billing to subsidiary accounts (in journals and computer files) derived from applications, invoices, cash receipts, check stubs and computer reports.
• Verifies and balances payroll runs and other insurance statements, invoices or billings.
• Fills in data on renewal policy applications and forwards applications to insurance company.
• Performs bookkeeping duties by company and balancing payroll deductions to various funds, reconciling variances between CPSB records and the insurance company. Verifies and prepares bills for timely payment.
• Provides information to employees or members of the various insurance plans and health providers.
• Summarizes details in separate ledgers or computer files and transfers to general ledger.
• Notifies insurance company of changes in property or equipment affecting insurance coverage. Operates insurance company hardware/software proficiently, including E-mail and data base inquiries.
• Completes amortization schedules.
• Calculates, adjusts, allocates and post details to data processing and payroll related to oversight of Section 125 of the Internal Revenue code.
• Maintains employee files.
• Applies working knowledge of insurance, regulations, and policy provisions/exclusions as it relates to processing applications. Determines insurance payroll deductions.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; one to two year job-related experience; or equivalent combination of education and experience. Experience with personal computers and mainframes.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
REASONING ABILITY
Ability to apply comprehensive insurance regulations and policy provision. Capable of preparing oral and written communication/correspondence, and memos. Ability to deal with problems involving complex variables in standardized and ambiguous situations.

SKILL RELATED Ability to type at a minimum of 45 correct words per minute and to operate office machines such as copying machine and calculator. Computer literate (able to operate the following software – Lotus/Excel/Word Processing).

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Insurance Manager

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: _________ - _________ - _________
(Type or Print)

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Bookkeeper - I  
Job Code: 056  
DOT Code: 210382014  
Grade: 7  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: March 23, 2001

SUMMARY
Processes invoices, purchase orders, and other documents for payment. Responsible for reviewing, posting and compiling utility and telephone usage and cost data for appropriate Caddo parish School Board accounts. Responsible for daily contact with suppliers, school officials and other departments to obtain or provide payment related information and to coordinate authorized payments.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.
• Summarizes details in separate ledgers or computer files and transfers data to general ledger.
• Reconciles and balances accounts.
• Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
• Verifies and prepares bills for payment.
• Calculates employee wages from records or time cards and prepares checks for payment of wages.
• Prepares withholding, Social Security, and other tax reports.
• Computes, types, and mails monthly statements to customers.
• Maintains filling system.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to clients and other employees.

SKILLED RELATED
Ability to type a minimum of 45 correct words per minute and to operate office machines such as copying machines, desk calculators, and office or personal computers.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Appropriate Supervisor

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________   SSN: ________-________-________

(Employee or Print)

Employee Signature ________________________________________________________________________

Date ____________________________________________________________________________________
Caddo Parish Schools Job Description

Job Title: Bookkeeper - II
Job Code: 058
Grade: 8
DOT Code: 210382014
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Keep records of financial transactions for established accounts by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts. (Verifies the posting of business transactions, including receipts, disbursements, journal entries and transfers to computer printouts and general ledger of all funds/accounts.)
- Performs a monthly deposits and disbursements analysis using computer printouts, spreadsheet and bank documents.
- Summarizes details in separate ledgers or computer files and transfers data to general ledger.
- Reconciles and balances accounts.
- Compiles monthly and annual reports to show statistics such as cash receipts, average daily balance, interest accumulation, monthly balances, expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Communicates, verbally and written, with banking institutions on a regular basis to insure that all the bank accounts are properly maintained by the banking institutions.
- Responsible for ordering supplies and equipment utilizing the computerized purchasing system.
- Types correspondence and audit reports for internal audit staff.
- Receives and distributes mail, school receipt books, and other forms pertinent to the operation of business.
- Verifies and prepares bills for payment.
- Calculates employee wages from records or time cards and prepares checks for payment of wages.
- Prepares withholding, Social Security and other tax reports.
- Computes, types, and mails monthly statements to customers.
- Maintains filing system.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Non-Instructional Supervisor
Non-Instructional Director

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________ SSN: ______-_______-_______
(Type or Print)

Employee Signature ___________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title:  Bookkeeper - School  
Job Code:  055  
DOT Code:  210382014  
Grade:  8  
Prepared By:  Richard Dezendorf  
Prepared Date:  December 12, 1997  
Approved By:  David A. Barr  
Approved Date:  March 23, 2001

SUMMARY
Keeps records of financial transactions for establishment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Verifies, allocates, and posts details of transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.

Summarizes details in separate ledgers or computer files and transfers data to general ledger.

Reconciles and balances accounts.

Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of school district.

Calculates employee wages from records or time cards and prepares checks for payment of wages.

Computes, types, and mails monthly statements to customers.

Completes records through trial balance.

Neat, well groomed, appropriately dressed appearance.

Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; and at least two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to administrators and other employees of the district.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

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

The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
School Principal

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN: _______ - _______ - _______
(Type or Print)

Employee Signature _______________________________________________ Date ____________________
Caddo Parish Schools Job Description

Job Title: Title 1 Bookkeeper II
Job Code: 053
Grade: G
DOT Code: 210382014
Prepared By: Al Graham
Prepared Date: March 30, 2015
Approved By: Dr. Mary Nash Robinson, PH.D.
Approved Date: 4/22/15

SUMMARY
Keep records of financial transactions for established accounts by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Essential duties and responsibilities include the following. Other duties may be assigned.
• Verifies, allocates, and posts details of business transactions to general ledger from documents such as sales slips, invoices, deposits and computer printouts
• Summarizes details in separate ledgers or computer files and transfers data to general ledger.
• Reconciles and balances deduction accounts and cash payroll account.
• Reviews quarterly financial statements to ensure the correct balances are reported.
• Records all year end journal entries to prepare funds for year-end closing.
• Verifies fixed asset additions for grants.
• Verifies payroll account coding and posting to general ledger. Records journal entries to correct any incorrect coding and communicates the account coding changes that need to be made to Human Resources.
• Verifies expenditures and allowable costs.
• Verifies timeliness of requisitions/purchase orders.
• Verifies and prepares bills for payment.
• Prepares monthly expenditure reports and reimbursement request for the state.
• Prepares fiscal and grant closing reports/entries.
• Maintains filing system.
• Operates computer system in daily job functions.
• Effectively communicates to directors and school personnel information regarding purchase orders, deadlines, balances and other fiscal matters.
• Neat, well groomed, appropriately dressed appearance.
• Works courteously and harmoniously with others.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The applicant must be detail oriented and capable of multi-tasking efficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
An Associate Degree with relevant training in accounting is required; four to six years job-related experience; or equivalent combination of education and experience. Extensive background in accounting preferred. Must be proficient in the use of Excel.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Title 1.

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________  SSN: ________-________-_______  
(Type or Print)

________________________________________________________  __________________________
Employee Signature                                          Date
Caddo Parish Schools Job Description

Job Title: Budgetary Accountant
Job Code: 051
DOT Code: 160162022
Grade: 10
Department: Finance
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Applies principles of accounting to analyze past and present financial operations and estimates future revenues and expenditures to prepare budget by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.
- Maintains budgeting systems which provide control of expenditures made to carry out activities.
- Prepares reports including mandatory state, federal, and tax reports.
- Advises management on matters such as effective use of resources and assumptions underlying budget forecasts.
- Assists with operation of Finance Department.
- Interprets budgets to management.
- Develops and installs budgeting system.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries from regulatory agencies or other employees. Ability to write business communication and complex reports. Ability to effectively present information to middle management, and/or other employees.

REASONING ABILITY
Ability to apply understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Finance

TERMS OF EMPLOYMENT
260 days

Employee Name: __________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature __________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Budgetary Supervisor
Job Code: 051
DOT Code: 160162022
Grade: A
Department: Finance
Prepared By: Jim Lee
Prepared Date: January 4, 2016
Approved By: Dr. Mary Nash-Robinson
Approved Date: January 4, 2016

SUMMARY
Applies principles of accounting to analyze past and present financial operations and estimates future revenues and expenditures to prepare budget by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.
- Maintains budgeting systems which provide control of expenditures made to carry out activities.
- Prepares reports including mandatory state, federal, and tax reports.
- Advises management on matters such as effective use of resources and assumptions underlying budget forecasts.
- Assists with operation of Finance Department.
- Interprets budgets to management.
- Develops and installs budgeting system.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to inquiries from regulatory agencies or other employees. Ability to write business communication and complex reports. Ability to effectively present information to middle management, and/or other employees.

REASONING ABILITY
Ability to apply understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief Financial Officer

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Title I Budgetary Supervisor
Job Code: 051
Grade: Administrative - A
Prepared By: Reginald Dodd
Prepared Date: May, 2016
Approved By: Dr. Mary Nash-Robinson
Approved Date: May, 2016

SUMMARY
Applies principles of accounting to analyze past and present financial operations and estimates future revenues and expenditures to prepare budget by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.
- Maintains budgeting systems which provide control of expenditures made to carry out activities.
- Prepares reports including mandatory state, federal, and tax reports.
- Advises management on matters such as effective use of resources and assumptions underlying budget forecasts.
- Interprets budgets to management.
- Develops and installs budgeting system.
- Budgetary supervisor for all Title I school budgets, Homeless Program, Professional Development District Wide, Neglected/Delinquent, Administrative, Instructional programs, and Parental Involvement (District & School level) and non-public schools in the e-grant system.
- Analyzes and reconciles revenue and expenditures to provide budget projections.
- Prepares budget reports for meetings when needed.
- Compiles journal entries to load budgets into SunGard and internal budget transfers for schools and other staff budgets.
- Reviews budgets to make sure items budgeted are in compliance with state and federal guidelines.
- Assists with Title I meetings and training events as it relates to Title I guidelines.
- Attends state and national conferences/workshops to keep abreast of rules and regulations for Title I federally-funded programs.
- Assists principals with budget preparation.
- Meets with all new principals to provide an overview of the Title I program.
- Evaluates school budgets and how they address goals in the school improvement plans.
- Assists principals in completing their school improvement plans.
- Calculates percentages of budgets that go directly toward instruction.
- Assists in determining if school and district purchases are allowable based on federal guidelines.
- Assists new principals develop school improvement plans.
- Provides updated information to school staffs related to programmatic requirements and changes.
- Approves requisitions, PR2s, invoices and Form 2s as instructed by the Title I Director when needed.
- Ensures that schools are spending funds in a timely manner.
- Keys in budget information, assists with figuring set asides, calculates per pupil amount and school allocations into the E-grant management system.
- Performs office/administrative duties as instructed.
- Gathers information for auditors (local, state and federal) and answers questions, if needed.
- Prepares budget templates for Title I Department and Title I schools for budget compilation.
- Facilitates secretary/bookkeepers’ workshop.
- Reviews personnel reports to insure Title I personnel are appropriately coded and works with Human Resource department to make necessary corrections.
- Monitors expenditures to insure line-item budgeting control for Title I fund expenditures and other Title I programs as required.
- Communicates with schools or staff and external agencies regarding charges for various expenditures and other information.
- Communicates with schools to ensure timely receipt of materials and expenditures of funds in current fiscal year.
- Compiles and prepares all budget revisions for Title I fund budgets.
- Checks available balances in school accounts and communicate with schools and the Title I Director regarding spending deadlines.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; at least five years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to inquiries from regulatory agencies or other employees. Ability to write business communication and complex reports. Ability to effectively present information to middle management, and/or other employees.

REASONING ABILITY
Ability to apply understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Title I Director

TERMS OF EMPLOYMENT
260 days
Employee Name: ___________________________ SSN: ______-____-_____
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title:        Bus Driver  
Job Code:  551  
DOT Code:  913463010  
Grade:   6  
Department:  Transportation  
Prepared By:  Otis Jones  
Prepared Date:  December 1, 2010  
Approved By:  Cleveland R. White  
Approved Date:  July 18, 2011

SUMMARY
Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Maintain professionalism in your relations with students, parents, and administrative personnel.
- Safely transports students to and from school and various activities.
- Notifies the Transportation Department of all accidents, incidents or delays.
- Complies with local traffic regulations, Transportation Department guidelines and Caddo Parish School Board policies.
- Adhere to assigned schedule.
- Be prompt in picking up and discharging students at approved stops.
- Transport only students which have been so authorized and, in emergency, a student assigned by the principal.
- Enforce bus regulations and report undisciplined students to principal.
- Furnishes and maintains traveling and time schedules.
- Inspects bus and checks gas, oil, and water before departure. Keeps bus clean.
- Notify parents of bus schedule (i.e., time and bus stop location) prior to opening of school and when changes occur.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must pass annual CDL physical examination as required by Bulletin 119.

EDUCATION and/or EXPERIENCE
High school diploma or GED; and no previous experience.

CERTIFICATES, LICENSES, REGISTRATIONS
Louisiana Commercial Drivers Licenses (CDL).
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands and arms to handle tools or controls. The employee is occasionally required to talk or hear. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Transportation, Supervisor of Transportation, and Principal

TERMS OF EMPLOYMENT
180 days

Employee Name: ____________________________     SSN: _______ - _____ - ______

(Type or Print)

_______________________________________________     ____________________________
Employee Signature         Date
Caddo Parish Schools Job Description

Job Title: Bus Driver Attendant
Job Code: 552
Grade: 1
Department: Transportation
Prepared By: Otis Jones
Prepared Date: December 1, 2010
Approved By: Cleveland R. White
Approved Date: July 18, 2011

SUMMARY
A variety of services are rendered to the bus drivers to make their routes as trouble-free as possible by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Organizes students into correct lines while waiting for bus. Insure that students are properly cared for.
- Assists students with boarding bus, becoming properly situated, and help students to safely depart properly off of bus at designated bus stop.
- Insure that protective safety devices are always properly utilized.
- Provides assistance to bus driver when needed.
- Performs a variety of other functions.
- Neat, well-groomed, with an appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or GED

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondences, and memos.
Ability to write simple correspondences.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to work and talk or hear. The employee is occasionally required to use hands to handle or feel object or controls and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move light weight.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard or professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Bus Driver, Director of Transportation and School Principal

TERMS OF EMPLOYMENT
180 days

Employee Name: ___________________________ SSN: _______ - ______ - ________
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title: Buyer II
Job Code: 102
DOT Code: 162157018
Grade: 9
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Purchases merchandise, materials, or commodities by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Selects and orders merchandise based on demand for specific commodity, merchandise, or other property.
• Processes and coordinates orders. Assists various personnel with purchase orders.
• Recommends equipment, supplies, and vendors.
• Consults with vendors.
• Maintains files.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of principals, supervisors, school board members, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee frequently is required to talk or hear.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ________________________________ Date ________________________________
Caddo Parish Schools Job Description

Job Title: Cabinetmaker Senior
Job Code: 315
DOT Code: 660280010
Grade: 6
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Sets up and operates variety of woodworking machines and uses various handtools to fabricate and repair wooden cabinets and high-grade furniture by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed.
• Marks outline or dimensions of parts on paper or lumber stock.
• Matches materials for color, grain, or texture.
• Sets up and operates woodworking machines such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock.
• Trims component parts of joints to ensure snug fit.
• Bores holes for insertion of screws or dowels.
• Glues, fits, and clamps parts and subassemblies together to form complete unit.
• Drives nails or other fasteners into joints at designated places to reinforce joints.
• Sands and scrapes surfaces and joints of articles to prepare articles for finishing.
• Repairs high-grade articles of furniture.
• Dips, brushes, or sprays assembled articles with protective or decorative materials such as stain, varnish, or paint.
• Installs hardware such as hinges, catches, and drawer pulls.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILL RELATED
Ability to use basic hand tools such as hammers, screwdrivers, and wrenches and power tools such as saws, routers, and jointers.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move light to moderate weight.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

**PROFESSIONAL CONDUCT**

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**

Supervisor of Maintenance

**TERMS OF EMPLOYMENT**

260 days

Employee Name: ______________________________ SSN: ________-________-_______

(Type or Print)

______________________________ __________________________
Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Carpenter
Job Code: 311
Grade: 6
DOT Code: 860381022
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated.
• Selects specified type of lumber or other materials.
• Evaluates safety status of buildings and makes repairs.
• Operates power tools and hand tools.
• Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue.
• Erects framework for structures and lays subflooring.
• Builds stairs and ramps and lays out and installs partitions and cabinetwork.
• Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base.
• Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letterdrops, and kick plates.
• Constructs forms and chutes for pouring concrete.
• Welds metal parts to steel structural members.
• Occasionally responsible for assigning activities to other employees.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILL RELATED Ability to use basic hand tools such as hammers, screwdrivers, and wrenches, and power tools such as saws, routers, and jointers.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects, tools, or controls. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Carpentry Foreman, Supervisor of maintenance

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN: ________-________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Carpenter Helper
Job Code: 312
Grade: 4
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Provides assistance to carpenter when he constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists carpenter on all duties and facets of job.
- Performs minor repairs on buildings.
- Shapes materials to prescribed measurements.
- Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue.
- Assists carpenter in fitting and installing window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letterdrops, and kick plates.
- Erects scaffolding and ladders for assembling structures above ground level.
- Cleans up work area and shop.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to 1 year job-related experience; or equivalent combination of education and experience.

SKILLS RELATED
Proficient use of basic hand tools of the trade. Ability to safely use power tools. Ability to perform independent tasks without direct supervision of the carpenter. Ability to use blueprints in layout of repair and/or modifications.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.
**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Carpenter, Carpenter Foreman, Supervisor of Maintenance

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Certification Specialist
Grade: 10
Job Code: 128
Prepared By: David Barr
Prepared Date: March 16, 2001
Approved By: Ron Festavan
Approved Date: March 16, 2001

SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Evaluates and reviews applicant credentials for determination of employment eligibility.
• Evaluates and reviews certified job descriptions and advertisements for determination of certification requirements needed to meet state standards for certification as outlined in Bulletin 746.
• Serves as Liaison between Caddo Parish School Board employees/applicants and the Bureaus of Higher Education and Teacher Certification, Elementary Education, Secondary Education, Vocational Education, and Special Education.
• Serves as contact person for colleges and universities relative to teacher certification and documents required for certification.
• Analyzes, evaluates, prepares, processes and maintains all documents and records in accordance with State Department guidelines and regulations relative to issuing temporary teaching certificates (new, renewal, appeals, waivers).
• Analyzes, evaluates, prepares, processes and maintains all records in accordance with State Department guidelines and for employing individuals under Circular 665 and TEP.
• Receives copy of Annual School Report Preliminary and Final Analysis from the State Department of Education. Analyzes, researches, evaluates and provides data to schools and state department for correcting deficiencies. Responsible for ongoing maintenance.
• Analyzes, evaluates, researches, and collects data needed for correcting deficiencies for on-line maintenance of Profile of Educational Personnel Report. Responsible of on-going maintenance.
• Reconciles discrepancies between the Annual School Report and the Profile of Educational Personnel Report.
• Tracks, identifies and processes certification updates for employees with expired certificates for compliance with Bulletin 741. Maintains financial records of transactions.
• Prepares and processes certification update requests initiated by employees and sends to Bureau of Teacher Certification for changes and additions to teaching certificates. Maintains financial records of transactions.
• Prepares teacher contracts and maintains contract records for the issuance of contracts to probationary teachers.
• Evaluates certification status of temporary teachers for determination of contract eligibility and continued employment relative to certification and notifies appropriate administrator.
• Performs related duties as assigned by the Director of Certified Personnel.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree from an accredited college or university is required. Capability equivalent to that normally achieved through 3 to 5 years of progressive office experience.
SKILL RELATED
Possesses knowledge of computer and competency in use of computer software. (Windows, Word, Excel, Lotus 123, etc.) Ability to type at a minimum of 60 words per minute and to operate office machines such as a typewriter and copying machine.

LANGUAGE SKILLS
Ability to read, analyze, and interpret journals, surveys, reports, and legal documents. Ability to respond to common inquiries or complaints from employees or regulatory agencies. Ability to write informational handouts, reports, procedures, and letters that conform to prescribed style and format. Ability to effectively present information to employees and middle management.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with State Department of Education, schools, staff and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
• Neat, well groomed, appropriately dressed appearance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Certified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Chief Buyer  
Job Code: 102  
Grade: 10  
DOT Code: 162157018  
Prepared By: Ben Wreyford  
Prepared Date: March 16, 2001  
Approved By: David A. Barr  
Approved Date: March 16, 2001

SUMMARY
Purchases and assists in supervising the purchasing of merchandise, materials, commodities and services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Coordinates the assignment of purchasing activities with departmental buyers.
- Works with schools and staff to facilitate grant budgeting and procurement.
- Assists in maintaining warehouse inventory system.
- Assists Purchasing Agent with any formal bid openings.
- Attends board meetings in the absence of the Purchasing Agent.
- Signs all official documents in the absence of the Purchasing Agent.
- Specializes in acquisition of technology related equipment.
- Selects and orders merchandise based on demand for specific commodity, merchandise, or other property and makes judgments as to requirements for bids.
- Assists in planning, directing and scheduling purchasing activities for the parish.
- Plans, complies and directs annual materials and supplies bid purchases.
- Researches and writes bid specifications.
- Keeps abreast of laws, statues, and board policies pertaining to public purchasing.
- Maintains inventories of school musical instruments. (as applicable)
- Supervises the daily activities and workload of the Repair Technician (duplicators/mimeographs). (as applicable)
- Processes and coordinates orders.
- Assists school personnel and departments with purchase orders.
- Recommends, plans, and schedules equipment, supplies, and vendors for new and renovated school buildings.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Assists in supervising employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience. Must be proficient with computers and have practical knowledge of word processing, spreadsheet and data base software programs.
LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the board, groups of managers, principals, teachers, school secretaries, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is required to talk and hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: ___________ - ___________ - ________
(Type or Print)

Employee Signature ____________________________  Date ____________________________
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Cashier
Job Code: 431
Grade: 4
DOT Code: 211462010
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Receives cash and/or identification debit card in payment for food. Maintains required daily records; prepares and cleans assigned area for meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Follows Child Nutrition Programs collection procedures.
- Records information on student accountability records.
- Checks meal trays for menu components.
- Counts and wraps money.
- Implements use of the free/reduced price lunch computer listing.
- Portions menu items as required.
- Assists in serving and cleaning assigned area.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six to twelve months job-related experience.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with pupils, staff, parents and/or the public.
- Ability to handle routine and repetitious tasks.
- Ability to hold records, reports, and conversations in confidence.
- Legible handwriting.
LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Manager

TERMS OF EMPLOYMENT
182 days

Employee Name: ___________________________________________ SSN: ______-_______-_______
(Type or Print)

Employee Signature ___________________________ Date ______________
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Manager
Job Code: 401
Grade: 8
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Supervises and coordinates activities of workers engaged in providing meals and other food services for students and faculty and supervise cleaning by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Supervises food service employees to ensure that acceptable standards are met.
- Maintains required departmental records through the use of manual and automated systems.
- Inspects work done by food service employees.
- Plans work assignments for employees.
- Purchases food and supplies
- Attends scheduled training classes and workshops for job development.
- Attends school meetings as requested.
- Directs preparation and service of planned meals for special functions.
- Ability to plan, organize, and oversee the work of assigned personnel.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public.
- Ability to hold records, reports, and conversations in confidence.
- Neat, well groomed appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and regulations. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, financial records and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees, staff and students.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Certification from Louisiana State Department of Education as a Child Nutrition Program manager.

SKILL RELATED
Ability to perform difficult work and to deal with factors which are not easily understood. Requires broad knowledge of the general field and a thorough knowledge of the specialized area.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Child Nutrition Programs, Director of Child Nutrition, School Principal

TERMS OF EMPLOYMENT
185 days

SUPERVISES
Child Nutrition Program Cafeteria Staff

Employee Name: _______________________________   SSN: _____-_______-_______
(T ype or Print)

Employee Signature ___________________________ Date ___________________
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Manager Helper
Job Code: 403
Grade: 6
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists in the supervision and coordination of activities of workers engaged in providing meals and other food services for students and faculty by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists in the supervision of food service employees to ensure that acceptable standards are met.
- Maintains required departmental records through the use of manual and automated systems.
- Inspects food and supplies.
- Assists with work assignments for employees.
- Assists in the purchasing of food and supplies.
- Attends scheduled training classes and workshops for job development.
- Attends school meetings as requested.
- Substitutes for managers as assigned.
- Directs preparation and service of planned meals for special functions.
- Ability to plan, organize, and oversee the work of assigned personnel.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to command the respect and congeniality of students.
- Ability to hold records, reports, and conversations in confidence.
- Neat, well-groomed, appropriately dressed appearance.
- Reports to assigned schools at assigned times.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees in the absence of the manager. Carries out supervisory responsibilities in accordance with the organization's policies, applicable laws, and regulations.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, financial records and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees, staff and students.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Certification by Louisiana State Department of Education as a Child Nutrition Programs Manager.

SKILLS RELATED
Ability to perform difficult work and to deal with factors which are not easily understood. Requires broad knowledge of the general field and a thorough knowledge of the specialized area.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Manager

TERMS OF EMPLOYMENT
185 days

SUPERVISES
Child Nutrition Program cafeteria staff when assigned.

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature _______________________________ Date __________________

(68x57) 403 Child Nutrition Programs Manager Helper  Page 2 of 2
Revised April 2001
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Supervisor-Menu Planning and Development
Job Code: 031
Grade: A4
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Plans school menus; supervises secondary schools; manages and supervises the maintenance of all Child Nutrition Programs financial and food service records; works with dietetic supervised practice students; participates in professional development.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Coordinates the planning and revision of school menus that are nutritionally adequate, adhering to budgeting limes and prescribed meal patterns.
- Researches and develops procedures for efficient menu planning and financial control.
- Plans department public relations programs.
- Coordinates the development and Implementation of computer/technology programs for the department.
- Communicates menus to managers.
- Assesses menu and food acceptability and supervises improvements.
- Coordinates provisions for special nutritional needs of children.
- Supervises nutrition education opportunities for children, teachers, parents and employees.
- Supervises specialist's training of employees in the areas of food production, equipment care and use, proper sanitation and safety techniques, accurate maintenance of food service records and personnel training follow-up and analyses of products for inclusion in menus.
- Communicates and enforces food and supply procurement standards with managers.
- Coordinates development, testing and distribution of new recipes.
- Instructs, supervises and evaluates child nutrition program managers in compiling and maintaining timely and accurate records.
- Interprets financial information to child nutrition program managers.
- Supervises all facets of inventory control procedures within the department.
- Designs, implements, and supervises an effective and efficient system for collection of participation and revenue data.
- Routinely visits breakfast and lunch programs in secondary schools to ensure compliance with policies and procedures.
- Maintains permanent records of school visits.
- Recommends repair and maintenance of kitchen and food service equipment.
- Supervises the work of maintenance and computer mechanics.
- Supervises distribution of menus to media.
- Promotes and maintains an effective communication and public relations program.
- Develops brochures, visual aids and other materials for public information.
- Maintains the planning and control records of the child nutrition program department.
- Aids in developing evaluation tools and evaluation of the child nutrition programs and personnel.
- Conduct research and studies to improve the operation of child nutrition programs.
- Maintains resource library.
• Maintains good business relationship with all vendors, being receptive to new products and services.
• Arranges conferences with principal of secondary schools at regular intervals to evaluate cafeteria and solve problems.
• Assists in the equitable solution of complaints, concerns and problems in the schools of responsibility.
• Develops and updates operation manual and other materials for child nutrition programs personnel.
• Participates in developing and teaching units of instruction related to child nutrition programs.
• Assists with experiences for dietetic supervised practice students.
• Performs other duties as assigned by the Director of Child Nutrition Programs.
• Keeps abreast of technical, legislative, and professional trends and developments affecting programs and disseminates information to appropriate persons.
• Participates in conferences, workshops and inservice training of managers and employees.
• Serves as advisor to Caddo Parish School Food Service Association.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Satisfactory completion of courses required for graduation from an accredited college or university with a Master's Degree. A Bachelor's degree is required In Food and Nutrition, Institutional Management, Hotel and Restaurant Management or Dietetics. Capability equivalent to that normally achieved through five to seven years of continuous professional experience.

SKILL RELATED
Should satisfy Louisiana requirements for a certificate as a Child Nutrition Programs Supervisor.

PERSONAL CHARACTERISTICS
• Ability to plan, organize, and supervise the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.
• Ability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Neat, well-groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, employees and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Child Nutrition Programs

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Child Nutrition Programs Assistant Supervisor-Nutrition Education and Marketing
Child Nutrition Programs Specialist
Child Nutrition Programs Managers
Child Nutrition Programs Maintenance Mechanic

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Supervisor-Operations and Development
Job Code: 031
Grade: A4
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Provides direction, instruction and technical assistance in sanitation, safety, equipment, and food production; supervises elementary and combination schools; coordinates activities for dietetics supervised practice students; participates in professional development; attends staff meetings; and supervises summer feeding programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Identifies, plans and schedules training based upon needs.
• Plans and pilots programs on a continuous basis to update child nutrition programs operations.
• Plans and coordinates special food functions for schools and Board of Education affairs.
• Coordinates in-service training for all employees.
• Selects training and resource materials.
• Supervises the work of the Assistant Child Nutrition Programs Supervisor, Employee Education and Training and conducts performance observations as described in the Performance Evaluation Plan.
• Supervises specialist's training of employees in the areas of food production, equipment care and use; proper sanitation and safety techniques, accurate maintenance of food service records and personnel training follow-up and analyses of products for inclusion in menus.
• Coordinates activities and experiences for dietetic supervised practice students.
• Coordinates training plans and needs with local vocational schools.
• Recommends repair and maintenance of kitchen and food service equipment.
• Develops and updates equipment, maintenance and other materials for Child Nutrition Programs personnel.
• Supervises work of maintenance mechanics.
• Communicates menus to managers.
• Instructs, supervises and evaluates Child Nutrition Programs managers in compiling and maintaining timely and accurate records.
• Interprets financial information to Child Nutrition Programs managers.
• Supervises all facets on inventory control procedures within assigned schools and the department.
• Implements and supervises an effective and efficient system for collection of participation and revenue data.
• Routinely visits breakfast and lunch programs in elementary and combination schools to ensure compliance with policies and procedures.
• Maintains permanent records of school visits.
• Provides direction, technical assistance and regular supervision to special feeding programs.
• Develops comprehensive quality control program to monitor and improve standards for food production.
• Coordinates and supervises assignments of substitute personnel.
• Develops and updates operation manual and other materials for Child Nutrition Programs personnel.
• Participates in developing and teaching units of instruction related to child nutrition programs.
• Arranges conferences with principal of each elementary and combination school at regular intervals to evaluate cafeteria and solve problems.
• Assists in the equitable solution of complaints, concerns and problems in the schools of responsibility.
• Works with administration, business and community services, and instruction divisions of the parish school board.
• Maintains good business relationship with all vendors, being receptive to new products and services.
• Performs other duties as assigned by the Director of Child Nutrition Programs.
• Participates in conferences, workshops and inservice training of Child Nutrition Programs employees.
• Keeps abreast of technical, legislative, and professional trends and developments affecting programs and disseminates to appropriate persons.
• Serves as advisor to the Caddo Parish School Food Service Association.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree. A Bachelor's degree is required in Food and Nutrition, Institutional Management, Hotel and Restaurant Management or Dietetics. Dietetic registration (R.D.) is desirable. Capability equivalent to that normally achieved through five to seven years of continuous professional experience.

SKILL RELATED
Should satisfy Louisiana requirements for a certificate as a Child Nutrition Programs Supervisor.

PERSONAL CHARACTERISTICS
• Ability to plan, organize, and supervise the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.
• Ability to communicate effectively.
• Ability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Reliable transportation.
• Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, employees and/or board of education.
REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Child Nutrition Programs

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Child Nutrition Programs Assistant Supervisor-
Employee Education and Training
Child Nutrition Programs Specialist
Child Nutrition Programs Managers
Child Nutrition Programs Maintenance Mechanic

Employee Name: ___________________________ SSN: ________-____-_____
(Type or Print)

Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Claims Adjuster
Job Code: 057
Grade: 8
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Analyzes insurance claims to determine extent of system's liability and/or insurance carrier's liability and settles claims with claimants in accordance with policy provisions by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Investigates property and casualty claims in field.
- Determines liability and negotiates settlements.
- Inspects sources of potential exposure and follows-up.
- Receives claims and requests payments.
- Recommends solutions.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before various groups involved with the school district. Bachelor's Degree; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before various groups involved with the school district.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and oversee the work of assigned personnel.
Ability to work tactfully and harmoniously with schools, staff, employees, agencies, parents, and the public.
Ability to communicate effectively.
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
Ability to hold records, reports, and conversations in confidence.
Neat, well groomed, appropriately dressed appearance.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to handle or feel objects or controls.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Risk Manager  
Director of Auditing and Risk Management

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ________________________________  SSN: _____-_____-______
(T ype or Print)

________________________________________________________
Employee Signature  
________________________________________________________
Date
Caddo Parish Schools Job Description

Job Title: Claims Processor/Adjuster
Job Code: 119
Grade: 8
Department: Auditing/Risk Management
Prepared By: Richard Dezendorf
Prepared Date: January 7, 1998
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Analyzes worker's compensation claims to determine extent of system's liability and settles claims with claimants in accordance with law by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Investigates worker's compensation claims.
- Determines liability and negotiates settlements.
- Receives claims and requests payments.
- Inspects sources of potential exposure and follows-up.
- Recommends solutions.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before various groups involved with the school district.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to handle or feel objects or controls.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Auditing/Risk Management

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ________-________-_______
(Type or Print)

Employee Signature ___________________________ Date ____________________
Caddo Parish Schools Job Description

Job Title: Clerk, Health Services
Job Code: 111
Grade: 4
Prepared By: Richard Dezendorf
Prepared Date: January 8, 1998
Approved By: David Barr
Approved Date: April 3, 2001

SUMMARY
Performs clerical and assistant duties for the health services area, Title I lab technologist and medical consultant.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Accompanies nurse to schools, medical laboratories, and clinics.
• Assists nurse with student inspections by:
  a. Picking up and returning children from home rooms to health station
  b. Completing hearing test and weight test on each child before inspection
  c. Writing lab cares
• Assists lab technologist in collecting specimens from students for testing.
• Assists physician and nurse with medical clinics by:
  a. Undressing children
  b. Assisting physician
  c. Recording medical information during examination by physician
• Types medical file cards on students
• Works with Title I office regarding pricing and purchasing of material and supplies.
• Types checklist of student examinations and health problems after each school visit.
• Types and mails correspondences to parents, Handicapped Children Services, other health and medical Centers as directed.
• Maintains accurate equipment, material and supplies inventory.
• Answers phone, records inquires, refers calls to nurse or other appropriate sources, and answers inquires as directed by nurse.
• Makes approved vision appointments for students and keeps accurate records of such appointments.
• Files all records correctly and timely.
• Neat, well-groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic, and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 1 to 3 years of continuous equal office experience.
SKILL RELATED
Ability to type at a minimum of 45 correct words per minute and to operate office machines such as typewriter, copying machine, duplicating machine and personal or office computer.

PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with schools, staff, young children, and/or public.
• Ability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Pleasant and correct telephone manner.

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

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Title I Head Nurse

TERMS OF EMPLOYMENT
183 days
Employee Name: ____________________________ SSN: ______-______-______
Type or Print

Employee Signature ____________________________ Date ________________
Caddo Parish School Job Description

Job Title: Clerk - Parent Resource Center
Job Code: 133
Grade: C
Department: Title I
Prepared By: Janis Parker
Prepared Date: September 11, 2014
Approved By: Mary Nash -Robinson
Approved Date: September 22, 2014

SUMMARY
Assist in planning, organizing, scheduling, collecting data and facilitating services provided by the Parent Resource Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Assists in organizing and scheduling activities for the Parent Resource Center.
- Coordinates with Title I staff for operation of the Center on scheduled Saturdays.
- Plan, model, and implement instructional activities for keyboarding/computer class.
- Maintains Center's usage data and participants' contact information.
- Facilitates parent meetings scheduled in the Center with PRC Coordinator.
- Responsible for bulletin boards and display areas.
- Maintains a work schedule to provide optimal accessibility to the Parent Resource Center. This flexible work schedule will be determined by the Director of Title I based on the needs of parents and may include some non-regular office hours.
- Disseminates materials concerning activities and services offered at the Center, when applicable.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Prepares reports on equipment, orders supplies and materials and assist in conducting Center inventory.
- Assists in design and dissemination of a quarterly parent-school community newsletter.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED required. College credits preferred. Capability equivalent to that normally achieved through 3 to 5 years of experience working with parents and/or adults. Proficient in word processing, powerpoint design and other technology related skills that enhance education.
LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and core subject resources. Ability to write routine reports and correspondences. Ability to speak effectively with employees and others that utilize the Center.

REASONING ABILITY

Ability to analyze and execute instructions furnished in written, oral or diagram form. Ability to manage problems involving several concrete variables in standardized situations.

SKILLS RELATED

Ability to type a minimum of 40-50 correct words per minute, operate audio/visual equipment, computer, iPad, Smartboard and center equipment. Must possess skills in writing, proofing and editing.

PERSONAL CHARACTERISTICS

Ability to work tactfully, professionally and harmoniously with schools, staff, agencies, parents and the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job in perspective. Ability to keep in confidence records, reports and job related conversations. Ability and initiative to plan, organize and execute assignments with minimum supervision.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, and use fingers, handle or feel objects or controls. Additionally, the employee is required to stand, walk, talk and hear.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION

Coordinator, Parent Resource Center

TERMS OF EMPLOYMENT

194 DAYS

Revised September 2014
Caddo Parish Schools Job Description

Job Title: Clerk, Parts Room
Job Code: 508
Grade: 4
Department: Transportation
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: January 10, 1998

SUMMARY
Working under the supervision of the Director of Transportation and Shreveport Garage Foreman maintains inventory records on bus parts and performs other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Maintains perpetual inventory records on bus parts.
- Issues parts and tools to mechanics for repair of vehicles.
- Receives new parts and places them on inventory.
- Puts new parts in proper bins.
- Keeps the parts room clean and neat.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 1 to 2 years of continuous skilled trade or vocational experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to use office machines, such as an adding machine.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move moderate to heavy weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Transportation

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ____________________________  SSN: ______-_______-_______
(Type or Print)

______________________________  ____________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Clerk Typist - Library Processing
Job Code: 111
Grade: 4
Department: Instruction
Prepared By: Richard Dezendorf
Prepared Date: January 8, 1998
Approved By: David Barr
Approved Date: April 3, 2001

SUMMARY
Catalogs and processes library books, and performs related clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Catalogs and assigns subject heading to library books.
• Performs library book processing activities, such as verifying book vendor invoices, writing in trade items, stamping books with ownership stamp, marking book spines, and preparing/proofreading catalog cards.
• Attaches plastic covers to books, pastes book pockets, and unpacks/repacks books.
• Assists school librarians as requested by the Supervisor of Libraries.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 6 to 12 months of continuous general office experience.

SKILL RELATED
Ability to type at a minimum of 45 words per minute and to operate office machines such as a typewriter, calculator, and computer.

PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with staff.
• Ability to carry out assignments under minimum supervision.

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

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear. The employee must occasionally lift or move moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Libraries

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________   SSN: ________-________-_______
(Type or Print)

Employee Signature ___________________________________________ Date ________________________
Caddo Parish Schools Job Description

Job Title: Clerk Typist
Job Code: 111
Grade: 4
Department: Personnel
Prepared By: Richard Dezendorf
Prepared Date: July 13, 2000
Approved By: David Barr
Approved Date: April 3, 2001

SUMMARY
Performs general clerical duties and serves as the receptionist for the Classified Personnel Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Places and receives telephone calls and answers questions that require routine discretion.
• Takes messages for and disseminates messages to appropriate staff.
• Assumes responsibility for reception of guests in waiting area.
• Assists with distribution of U.S., Gray Box and faxed mail.
• Staples, stamps, punches, and files specified documents.
• Distributes incoming mail.
• Duplicates documents as needed.
• Neat, well groomed, appropriately dressed appearance.
• Receives, signs for and informs staff of merchandise deliveries.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 6 to 12 months of continuous general office experience.

SKILL RELATED
Ability to operate office machines such as typewriter, copying machine and switchboard.

PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with schools, staff, and/or the public.
• Ability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Pleasant and correct telephone manner.
• Legible handwriting.
• Ability and initiative to plan, organize and carry out assignments under minimum supervision.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Assigned Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Clerk Typist/PBX Operator
Job Code: 111
Grade: 4
Department: Special Education
Prepared By: Richard Dezendorf
Prepared Date: January 8, 1998
Approved By: David Barr
Approved Date: April 3, 2001

SUMMARY
Performs switchboard operation and clerical duties for the Special Education staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Switchboard operator.
• Assists with monitoring and servicing copier in Director's Building.
• Places and receives telephone calls and answers questions that require routine discretion in all areas of special education.
• Responsible for keeping phone system updated—names, extensions, etc. Provides training for relief operators.
• Keeps daily log of the location of Special Education Center personnel.
• Takes messages for and disseminates messages to Special Education Center staff and some special education staff members not housed at Center.
• Assumes responsibility for reception of guests in waiting area.
• Assists with distribution of U.S., Gray Box and faxed mail.
• Staples, stamps, punches, and files specified pupil appraisal documents. Opens pupil appraisal mail and Department of Social Service mail, obtains signatures for personnel when needed.
• Assists with pupil appraisal data management reports by highlighting specific information.
• Assists in obtaining signatures on insurance, retirement, summer addresses for payroll, workshop forms and ticket sales from Central Office.
• Neat, well groomed, appropriately dressed appearance.
• Receives, signs for and informs staff of merchandise deliveries.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 6 to 12 months of continuous general office experience.

SKILL RELATED
Ability to operate office machines such as typewriter, copying machine and switchboard.

PERSONAL CHARACTERISTICS

• Ability to work tactfully and harmoniously with schools, staff, and/or the public.
• Ability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Pleasant and correct telephone manner.
• Legible handwriting.
• Ability and initiative to plan, organize and carry out assignments under minimum supervision.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Special Education

TERMS OF EMPLOYMENT
260 days

Employee Name: ______________________________ SSN: _______*_____*____*
(Type or Print)

Employee Signature ______________________________ Date ______________________________

111 Clerk Typist/PBX Operator
Revised April 2001
Caddo Parish Schools Job Description

Job Title: Clerk Typist/Personnel  
Job Code: 111  
Grade: 4  
Department: Personnel  
Prepared By: Richard Dezendorf  
Prepared Date: July 13, 2000  
Approved By: David Barr  
Approved Date: April 3, 2001

SUMMARY
Performs general clerical duties and serves as the receptionist for the Classified Personnel Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Places and receives telephone calls and answers questions that require routine discretion.
• Takes messages for and disseminates messages to appropriate staff.
• Assumes responsibility for reception of guests in waiting area.
• Assists with distribution of U.S., Gray Box and faxed mail.
• Staples, stamps, punches, and files specified documents.
• Distributes incoming mail.
• Duplicates documents as needed.
• Completes written and telephonic job verifications.
• Neat, well groomed, appropriately dressed appearance.
• Receives, signs for and informs staff of merchandise deliveries.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 6 to 12 months of continuous general office experience.

SKILL RELATED
Ability to operate office machines such as typewriter, computer, fax machine, copying machine and switchboard. Be able to type 45 wpm or better.

PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with schools, staff, and/or the public.
• Ability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Pleasant and correct telephone manner.
• Legible handwriting.
• Ability and initiative to plan, organize and carry out assignments under minimum supervision.
LANGUAGE SKILLS
Abilities to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization and to those seeking employment information.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Classified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ____________________________  Date ____________________________
Caddo Parish Schools Job Description

Job Title: Clerk - File  
Job Code: 112  
DOT Code: 206387034  
Prepared By: Richard Dezendorf  
Prepared Date: December 10, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001  

SUMMARY
Files records in alphabetical or numerical order, or according to subject matter or other system by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Reads incoming material and sorts according to file system.
• Searches for and investigates information contained in files, inserts additional data on file records, completes reports, keeps files current, and supplies information from file data or removes files upon request.
• Keeps records of material removed, stamps material received, traces missing files, and types indexing information on folders.
• Organizes operations of file room to ensure efficiency and confidentiality.
• Verifies accuracy of material to be filed.
• Revises file arrangement or disposes of obsolete files in accordance with inactive employees, established retirement schedule, or legal requirements.
• Researches and forwards requests for employment verifications.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; and at least six months but less than one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel objects. The employee is occasionally required to stand, walk, and reach with hands and arms.
**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director, Classified Personnel

**TERMS OF EMPLOYMENT**
260 Days

Employee Name: _______________________________ SSN: _______ - _______ - _______
(Type or Print)

________________________________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Compliance Coordinator
Job Code: 107
Grade: 8
Department: Maintenance
Prepared By: Keith Norwood
Prepared Date: July 30, 1999
Approved By: PEC and Superintendent
Approved Date: April 2, 2001

SUMMARY
Inspects and monitors school district life safety and environmental plans, inspections, record documents, and certificates to ensure compliance with Federal, State, and local regulations governing life safety, asbestos, fire alarms, extinguishers and suppression systems and other mechanical, electrical, and plumbing systems as needed by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Keeps abreast of federal, state and local codes involving life safety and environmental compliance for public schools.
- Advises school principals concerning life safety and compliance documentation upon request.
- Makes periodic buildings and grounds life safety and environmental compliance inspections, reports conditions and practices to appropriate supervisory personnel and documents compliance with applicable regulations.
- Develops compliance schedules and check lists for each school or site.
- Submits plans and recommendations to management for life safety and environmental compliance.
- Provides semi-annual asbestos surveillance for schools as directed. Supervises Asbestos workers performing minor repairs to asbestos containing building materials.
- Neat, well-groomed, appropriately dressed appearance.
- Performed other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training. Four to six years job-related experience or equivalent combination of education and experience. Must be able to obtain LA Class A Fire Protection Equipment and Systems Certification. Must be able to obtain LA DEQ AHERA Asbestos Inspector, Worker and Contractor/Supervisor certification.
PERSONAL CHARACTERISTICS
Ability to work cooperatively and harmoniously with supervisory associates, custodial staffs, principals, and other school and departmental personnel. Ability to work independently and organize work to meet schedules of periodic compliance checks.

LANGUAGE SKILLS
Ability to read and interpret documents such as governmental regulations and safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees, school and central administration, and governmental agencies.

SKILLS RELATED
Ability to use basic hand tools such as hammers screwdrivers, and wrenches, and understanding of heating, air conditioning and ventilation equipment, and the ability to operate a motorized vehicle.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; crawl or enter confined spaces; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to heat, cold, dust, fumes or airborne particles and toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Building and Grounds

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________  SSN: ________-________-________
(Type or Print)

Employee Signature    Date
Caddo Parish Schools Job Description

Job Title: Computer Technician
Job Code: 855
Grade: 7
Department: Technology
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Troubleshoots and diagnoses problems; repairs and installs computer equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Repairs and maintains computer equipment at the school sites.
- Provides technical support over the telephone.
- Assists with network installations and cabling.
- Assists with dismantling and reassembling computers on site.
- Performs diagnostic tests on computer equipment.
- Installs computer workstations.
- Maintains a safe and orderly work area within the shop.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write grammatically correct reports and correspondence. Ability to speak effectively before groups of employees using good grammar.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand and walk. The employee must frequently lift or move moderate weight.

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

The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Senior Computer Technician

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:   ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Coordinator, Drug Intervention/Referral  
Job Code:  755  
Prepared By: Richard Dezendorf  
Prepared Date: January 5, 1998  
Approved By: David A. Barr  
Approved Date: April 4, 2001

SUMMARY
Works with supervisors, principals, school counselors, Student Assistance Teams (SAT), parents and community drug treatment resources in providing assistance with and performing drug referrals and interventions at the middle and high school level.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Coordinates drug referral and intervention in the parish system.
- Liaison with drug treatment resources in the community
- Meets with Student Assistance Teams (SAT) regarding drug referral and intervention.
- Provides faculty in-service regarding drug referral procedures.
- Establishes student support groups at the school level.
- Meets with parents and students regarding drug referrals and related issues.
- Monitors ongoing drug treatment reports from various agencies.
- Maintains records, conferences and conversations in confidence.
- Assists with drug awareness workshops for parents and faculty.
- Assists Drug Education Supervisor in providing information to parents and the community regarding drug education and referral.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation with a master's degree from an accredited college or university and/or experience in treatment preferred. Capability equivalent to that normally achieved through at least five years of continuous professional experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, students, parents, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
PERSONAL CHARACTERISTICS
Ability to plan, organize and supervise work of assigned personnel. Ability to work tactfully and harmoniously with staff, schools, agencies, parents and the public. Physical stamina and emotional stability to work effectively under pressures and to keep all aspects of the job under control. Ability to hold records, reports and conversations in confidence. Ability and initiative to plan, organize and carry out assignments.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Administrator, Drug Education

TERMS OF EMPLOYMENT
202 days

Employee Name: _____________________________ SSN: _________-________-________
(Typed or Print)

Employee Signature _____________________________ Date _____________________________
Caddo Parish Schools Job Description

Job Title: Coordinator, Drug Prevention
Job Code: 755
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Works with supervisors, principals, school counselors, Student Assistance Teams (SAT), parents and community volunteers in implementing a drug education prevention program in grades K-12.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Coordinates the ongoing development of drug prevention programming in the parish system.
- Meets with Student Assistance Teams (SAT) regarding their drug prevention plans and programs.
- Implements faculty inservice regarding drug prevention programming.
- Trains parent volunteers to assist SAT teams with drug prevention programs.
- Cooperates with personnel of community agencies interested in drug awareness and prevention.
- Coordinates evaluation of Mothers Against Drugs (MAD) programs provided in Caddo schools.
- Conducts inservice education regarding drug prevention and education.
- Works with SAT teams and other community leaders in organizing and implementing alternative programs for students in lieu of chemical usage.
- Assists Drug Education Supervisor in providing information to parents and the community regarding drug education.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation with a master's degree from an accredited college or university. Capability equivalent to that normally achieved through at least five years of continuous professional experience. Experience on a SAPE’ team helpful.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
PERSONAL CHARACTERISTICS
Ability to plan, organize and supervise work of assigned personnel. Ability to work tactfully and harmoniously with staff, schools, agencies, parents and the public. Physical stamina and emotional stability to work effectively under pressures and to keep all aspects of the job under control. Ability to hold records, reports and conversations in confidence. Ability and initiative to plan, organize and carry out assignments.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Administrator, Drug Education

TERMS OF EMPLOYMENT
202 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)  

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Crew Chief  
Job Code: 309  
Grade: 5  
Department: Maintenance  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Supervises, assists, and coordinates activities of workers by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Directs workers engaged in various activities.
- Trains and assigns work to crew.
- Requisitions tools, equipment, and supplies.
- Inspects completed work for conformance to standards.
- Establishes or adjusts work procedures to meet schedules.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains time and production records.
- Performs activities of workers supervised.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Supervises several employees. Carries out limited supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work; appraising performance; addressing minor complaints and resolving minor problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

REASONING ABILITY
Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
SKILL RELATED
Ability to satisfactorily operate automotive or truck equipment and to use basic hand tools such as hammers, screwdrivers and wrenches.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift or move light to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Foreman, Supervisor of Maintenance

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Custodial Supervisor
Job Code: 201
DOT Code: 187167046
Grade: A4
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 16, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Supervises school district custodial program to ensure clean, orderly, and attractive conditions of establishment by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Establishes standards and procedures for work of custodial staff.
- Keeps abreast of federal, state, and local codes involving the safety in public schools.
- Assists in securing substitute help during the illness or vacation of regularly assigned custodial personnel.
- Aids in coordinating and supervising the work of sweepers and extra summer employees.
- Advised school principals concerning custodial operations as requested or as needed.
- Makes building and grounds safety inspections, calls attention of custodians to unsafe conditions and practices, and sees that necessary changes are made.
- Acquaints custodians with safety habits that will guard against personal injury.
- Plans work schedules to ensure adequate service.
- Submits to management recommendations for repairs, furnishings, relocation of equipment, and reallocation of space.
- Provides portable fire extinguishers inspection, servicing and recharging.
- Provides semi-annual asbestos surveillance for all schools.
- Inventories supplies and equipment.
- Investigates new and improved cleaning instruments and methods.
- Selects and recommends the purchase of new furnishings.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Manages very large custodial department including supervisory employees. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include input in hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training. Four to six years job-related experience or equivalent combination of education and experience.
PERSONAL CHARACTERISTICS
Ability to work cooperatively and harmoniously with supervisory associates, custodial staffs, principals, and other school and departmental personnel. Ability to plan, organize, and supervise the work of assigned personnel.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

SKILLS RELATED
Ability to use basic hand tools such as hammers screwdrivers, and wrenches, and understanding of heating, air conditioning and ventilating equipment, and the ability to operate a motorized vehicle.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of School Plant

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ________________-__________

______________________________ __________________________
Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Custodian I & II
Job Code: 251/252
Grade: 2
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Keeps school campus and classrooms in clean and orderly condition by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Sweeps, mops, dusts, scrubs, and vacuums hallways, stairs and office area and classrooms.

Empties trash and garbage containers.

Cleans windows, doors, walls, lighting fixtures, and trims.

Keeps lavatories and bathrooms in neat and orderly condition and replenishes supplies of soap and paper.

Ability to work tactfully and harmoniously with staff

Ability to handle routine and repetitious tasks.

Satisfactory health and personal appearance.

Neat, well groomed, appropriately dressed appearance.

Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Less than High School Diploma; and no previous experience.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects, brooms, mops, vacuums, and the like. The employee frequently is required to walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Custodian, Assistant Custodian in the absence of Head Custodian, School Principal, Central Office Supervising Staff

TERMS OF EMPLOYMENT
195 days

Employee Name: ___________________________ SSN: ________-________-_______
(Type or Print)

Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Custodian I and Custodian II
Job Code: 251/252
Grade: 2
Department: Elementary and Secondary School Administration
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Keeps school campus and classrooms in clean and orderly condition by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Sweeps, mops, dusts, scrubs, and vacuums hallways, stairs and office area and classrooms.
- Empties trash and garbage containers.
- Cleans windows, doors, walls, lighting fixtures, and trims.
- Keeps lavatories and bathrooms in neat and orderly condition and replenishes supplies of soap and paper.
- Ability to work tactfully and harmoniously with staff
- Ability to handle routine and repetitious tasks.
- Satisfactory health and personal appearance.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Less than High School Diploma; and no previous experience.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects, brooms, mops, vacuums, and the like. The employee frequently is required to walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Head Custodian, Assistant Custodian in the absence of Head Custodian, School Principal, Central Office Supervising Staff

**TERMS OF EMPLOYMENT**
195 days

Employee Name: __________________________ SSN: _____-______-______
(Type or Print)

Employee Signature ___________________________________________ Date __________________
Caddo Parish Schools Job Description

Job Title: Data Entry Clerk
Job Code: 075
Grade: 4
DOT Code: 203582054
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Operates keyboard or other data entry device to enter data into computer or disk for subsequent entry by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Enters alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen.
• Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
• Deletes incorrectly entered data, and re-enters correct data.
• Compiles, sorts, and verifies accuracy of data to be entered.
• Keeps record of work completed.
• Answers phones and takes messages for staff members when necessary.
• Performs other clerical duties as required.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly
required to sit and use hands to handle or feel objects or controls. The employee must occasionally lift or move light
weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said
professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary
to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Data Processing Operations Manager
Director of Data Processing

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(T ype or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Data Management Controller
Job Code: 080
Grade: 6
DOT Code: 030162022
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Directs and coordinates development and production activities of data processing department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Updates run instructions for operations manual.
- Performs data entry operations.
- Keeps all data entry applications current.
- Validates database content.
- Submits data entry jobs for processing.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma, GED or vocational school training in a professional, specialized or general field with professional certification; one to two years job-related experience; or equivalent combination of education and experience.

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

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls.
**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Data Processing

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________  SSN: _____ - _______ - ______
(Type or Print)

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Data Processing Assistant Services Specialist
Job Code: 076
Grade: 8
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Assists the Services Specialist in training school computer personnel as well as performing various other duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists schools in problem solving by phone and visits.
- Visits schools to train in the use of computer equipment and on-line applications.
- Assist and verify results of operations.
- Research errors that occur.
- Operates word processor for secretarial duties.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to the various users of the organization.

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

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**PROFESSIONAL CONDUCT**

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**

Data Processing Services Specialist
Director of Data Processing

**TERMS OF EMPLOYMENT**

260 days

Employee Name: _________________________________________   SSN: ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Data Processing Operations Manager
Job Code: 061
Grade: A-4
DOT Code: 169167030
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Directs and coordinates development and production activities of data processing department by performing the following duties personally or through other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Consults with schools and management to determine information and report requirements, to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
- Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.
- Reviews project feasibility studies.
- Establishes work standards and procedures.
- Prepares progress reports to inform management of project status and deviation from goals.
- Supervises and schedules work of data processing department.
- Purchases and maintains inventory of supplies and verifies invoices for hardware and software.
- Monitors computer maintenance and repairs.
- Consults with management specialists, technical personnel, or vendors to solve problems.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.
- Assists staff to diagnose and solve computer equipment problems.
- Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises employees in the data processing department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include input in hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries. Ability to write letters and procedures that conform to prescribed style and format. Ability to effectively present information to top management.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, parent, and/or the public.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: _______________________________ SSN: ______-_______-_______
(Type or Print)

Employee Signature __________________________________ Date __________________
Caddo Parish Schools Job Description

Job Title: Data Processor Programmer/Analyst
Job Code: 065
Grade: 9
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Plans, develops, tests, and documents computer programs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Gathers data for problem analysis and solution development.
• Develops detailed systems design including systems flowcharts, program specifications, data file specifications, output report formats, data document design, and computer operation instructions.
• Develops and implements software for batch and online mainframe applications.
• Participates in development and implementation of new computer applications and maintenance of existing systems.
• Troubleshoots PC software and hardware.
• Develops reports and graphs.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret job control language, professional journals, and technical procedures. Ability to write reports and procedure manuals. Ability to effectively present information and respond to questions from groups of management and employees.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel controls. The employee frequently is required to sit. The employee is occasionally required to talk or hear.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: _______________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ___________________________________________ Date __________________________
Caddo Parish Schools Job Description

SUMMARY
Operates mainframe computer system and peripheral equipment to process data by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Monitors and responds to system needs.
- Runs scheduled programs in accordance with procedures.
- Solving computer related problems of system users.
- Operates auxiliary computer equipment.
- Monitor equipment condition and cleanliness.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before other members of computer staff.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects or controls. The employee is occasionally required to talk or hear. The employee must occasionally lift or move light to moderate weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Data Processing Operations Manager
Director of Data Processing

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________   SSN: ________-____________-________
(Type or Print)

Employee Signature ___________________________   Date ___________________________
Caddo Parish Schools Job Description

Job Title: Data Processing Services Specialist
Job Code: 063
Grade: 4
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Implements all Data Processing systems and programs for the school district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Formulates, designs, prepares, implements, and disseminates all system and program documentation involving schools and administrators.

- Supervises and evaluates the Help Desk and Assistant Services Specialist.

- Trains and monitors all users in the implementation of all systems and programs.

- Maintains the microcomputer equipment and software in the schools.

- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises several employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from administrators, principals, and the public. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to management.
REASONING ABILITY
Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to talk or hear. The employee must occasionally lift or move light weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________  SSN: ________-________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Data Processing System Design Manager
Job Code: 060
Grade: A4
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Supervises and coordinates activities of computer system design and program development by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises project development.
- Consults with users, assists in problem resolution.
- Prioritizes and delegates project assignments.
- Consults with administrators and staff concerning new and existing applications.
- Supervises data submission for state funding.
- Neat, well-groomed, appropriate dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises several employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret computer business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees and management.

PERSONAL CHARACTERISTICS
Ability to plan, organize and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to hold records, reports and conversations in confidence.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to talk or hear. The employee must occasionally lift or move light weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director, Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________  SSN: __________ - ________ - ________
(Type or Print)

Employee Signature        Date
Caddo Parish Schools Job Description

Job Title: Data Processing Systems Analyst  
Job Code: 064  
Grade: I  
DOT Code: 030167014  
Department: Information Technology  
Prepared By: Sharon Golett  
Prepared Date: September 2, 2015  
Approved By: Aloysius Graham  
Approved Date: September 9, 2015  

SUMMARY
Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Confers with personnel of departmental units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized, and formats for reports.
- Writes detailed description of user needs, program functions, and steps required to develop or modify computer program.
- Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system.
- Designs, develops, and implements computer software applications in the CPSB Information Technology environment, which may include platforms of mainframe, workstation and server.
- Studies existing information processing systems to evaluate effectiveness and develops new systems, or enhances existing system to improve production or workflow as required.
- Prepares workflow charts and diagrams to specify operations to be performed by equipment and computer programs and operations to be performed by personnel in system.
- Conducts studies pertaining to development of new information systems to meet current and projected needs.
- Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development.
- Upgrades system and corrects errors to maintain system after implementation.
- Prepares time and cost estimates for completing projects.
- Performs other related duties as required as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to write reports, technical instructions, letters, and proposals. Ability to effectively present information to middle management.
REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit and occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
System Design Manager, Information Technology
Director of Information Technology

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN: ________-________-_______
(Type or Print)

Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Data Processing Systems Programmer
Job Code: 069
Grade: 10
DOT Code: 030162022
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Coordinates installation of computer operating system software and tests, maintains, and modifies software by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Reads loading and running instructions for system software such as task scheduling, memory management, computer file system, or controlling computer input and output, and loads tape into tape drive or transfers software to magnetic disk.
- Maintains networks and on line systems.
- Initiates test of system program and observes readout on monitor of computer system to detect errors or work stoppage.
- Analyzes performance indicators to ensure that system is operating efficiently and changes system software so that system performance will meet objectives.
- Installs hardware and software for network and mainframe.
- Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested changes to operating system are possible.
- Assists users having problems with use of system software.
- Trains users, Computer Operator, and Computer Programmer to use system software.
- Administers and monitors computer program that controls user access to system.
- Reviews productivity reports and problem records to evaluate performance of computer system.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret scientific and technical journals. Ability to respond to inquiries from employees. Ability to write reports, letters, and procedures that conform to prescribed style and format. Ability to effectively present information to middle management.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
Caddo Parish Schools Job Description

Job Title: Network Analyst
Job Code: 065
Grade: I
DOT Code: 031.262.010
Department: Information Technology
Prepared By: James Woolfolk, II
Prepared Date: January 28, 2015
Approved By: Dr. Mary Nash Robinson
Approved Date: January 28, 2015

SUMMARY
Installs, configures and maintains the network. Builds networks and maintains external and internal web presence. Administers the network. Responsible for designing support server systems and supporting software. Provide technical support for LAN/WAN related network operations. Evaluates and recommends changes to current and future network requirements to meet needs. Assist in implementation of overall strategic goals of the network system. Performs a variety of complicated tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Performs network administration duties, including configuring, maintaining, upgrading and troubleshooting LAN/WAN network devices.

2. Performs network administration duties, including establishing and maintaining user accounts, file permissions and other authorization files; maintains system and remote access security to ensure system and data integrity.

3. Performs server administration duties, including configuring, maintaining, upgrading and troubleshooting networked servers.

4. Applies security patches; replaces defective hardware; installs, upgrades and maintains anti-virus protection software.

5. Serves as network security liaison, including web filtering management, administering the firewall rule base; and responds to network intrusion incidents; works with external technical assistance to resolve security issue

6. Communicates and coordinates activities with external vendors/system providers to meet network requirements.

7. Performs administration functions for the District wide e-mail system.

8. Performs systems backups and recovery procedures.

9. Troubleshoots network, systems, and applications to identify and correct malfunctions and other operational difficulties. Prevents recurring issues.

10. Independently stays abreast of current and emerging information technology trends and developments. Applies them in work assignments.

11. Provides technical support and general guidance to other staff members.

12. Maintains detailed network documentation including security.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with an Associate Degree. Capability equivalent to that normally achieved through a minimum of 6 years of continuous professional experience. It is desirable that this individual has a strong working knowledge of networking technology, products and protocols.

SKILL RELATED
- 2 – 5 years LAN/WAN implementation experience.
- Networking and/or computer hardware experience required. Experience with the following network devices strongly desired: Cisco equipment, Dell Servers, and LAN/WAN technologies.
- Relevant Certifications desired: A+, Network+, MCSA, MCSE, CCNA
- Proficiency in Windows based applications: WORD, EXCEL, ACCESS, VISIO
- Require occasional evening and weekend work in response to needs of the systems being supported.

PERSONAL CHARACTERISTICS
- Ability to plan and organize network management services and technical repair services.
- Self-motivated, pays close attention to details and accuracy.
- Ability to organize and work with changing priorities, frequent interruptions and minimal supervision.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports, and conversations in confidence.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common professional journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define complex problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle or feel objects or controls. The employee frequently is required to reach with hands and arms. The employee is frequently required to sit and talk or hear. The employee must occasionally lift or move moderate weight.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Network Manager, Information Technology
Director of Information Technology

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: _______ - ________ - ______
               (Type or Print)

Employee Signature                                        Date
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Data Processing

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-___________-________
(Type or Print)

_______________________________________________________     _________________________________
Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Data Processing Technical Manager
Job Code: 062
Grade: A-4
Department: Date Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Directs and coordinates development and programming activities of data systems by performing the following duties personally or through the assistance of other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Provides for the usability of computer hardware through systems software planning, selection, installation, maintenance and performance evaluation.
• Provides technical support to data processing, school staff and other users in the areas of systems design, programming, operational procedures, and problem determination.
• Plans, establishes, and maintains the mainframe communications network.
• Researches current hardware and software technology.
• Provides training as needed.
• Neat, well groomed appropriate appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
 Bachelor’s Degree; six to ten years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PERSONAL CHARACTERISTICS
Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or public. Ability and initiative to plan, organize and carry out assignments under minimum supervision. Ability to perform in a leadership capacity.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects or controls. The employee is occasionally required to sit and talk or hear. The employee must occasionally lift or move light to moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: ________-_______-_______
(Type or Print)

_____________________________________________________        __________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Data Processing - Help Desk Assistant
Job Code: 078
Grade: 5
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Provides help-desk facility for employees and assistance in problem situations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Provides help-desk facility for employees.
• Maintains a high level of proficiency in the operation of all applications and operation of all equipment.
• Performs data entry duties as needed.
• Maintains certain files for state maintenance.
• Resolves problems and other duties relating to the operations area.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School, GED or vocational school training in a professional, specialized or general field with professional certification; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Data Processing Service Specialist
Director of Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ________________________________ Date ________________________________
Caddo Parish Schools Job Description

Job Title: Director of Data Processing
Job Code: 011
Department: Technology
Prepared By: Richard Dezendorf
Prepared Date: August 27, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Directs and coordinates activities of the Data Processing department and aids the Technology Manager in formulating and administering organization policies by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Directs and coordinates activities of the Data Processing department for which responsibility is delegated to further attainment of goals and objectives.
- Review analyses of activities, costs, operations, and forecast data to determine department progress toward stated goals and objectives.
- Confers with and aids Assistant Superintendent of Support Services and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Responsible for development and administration of department budget.
- Participates in formulating and administering Caddo Parish School Board policies relating to data processing and developing long-range goals and objectives.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Manages subordinate supervisors who supervise several employees in the Data Processing Department. Responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the Caddo Parish School Board’s policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; six to ten years job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal
documents. Ability to respond to inquiries or complaints from employees, regulatory agencies, or members
of the business community. Ability to write speeches and articles for publication that conforms to
prescribed style and format. Ability to effectively present information to top management, public groups,
and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an
extensive variety of technical instructions in mathematical or diagram form and deal with several abstract
and concrete variables.

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

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

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said
professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary
to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Technology Manager

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________   SSN: ________-___________-________
(T  ype or Print)  

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Director of School Plant
Job Code: 011
Grade: A5
Prepared By: Richard Dezendorf
Prepared Date: March 16, 2001
Approved By: David Barr/Ron Festavan
Approved Date: March 16, 2001

SUMMARY
Directs the operation, maintenance, and minor renovation of school facilities; supervises the maintenance and custodial departments; coordinates repair and housekeeping services with school principals; coordinates and controls some work with architects, engineers, contractors, and city and state officials; ensures safety procedures, codes and standards are being followed; evaluates the effectiveness of the maintenance and custodial departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Stays abreast of federal, state, and local laws and codes involving safety in public schools.
- Works with instructional personnel, principals, teachers, and maintenance employees in planning and evaluating school facilities.
- Recommends additions, renovations, or abandonment of existing facilities.
- Prepares building, construction, and equipment specifications for use in securing bids for some renovation work, repair work, and asbestos abatement project design.
- Plans and schedules repairs and renovations performed by School Board employees.
- Prepares construction and repair cost estimates.
- Reviews and checks preliminary and final architectural and engineering plans and specifications.
- Keeps informed of current research findings and improved techniques in the areas of responsibility.
- Coordinates school plant plans and programs with other staff members including school principals.
- Disseminates appropriate administrative procedural information.
- Interviews and recommends to the Assistant Superintendent; hiring, transferring and terminating of classified maintenance and custodial employees.
- Performs other duties as assigned by the Assistant Superintendent.
- Ensures cost effectiveness of departmental operations.
- Prepares an annual operations and maintenance budget.
- Ensures accurate records and reports are developed, maintained, and forwarded to appropriate authorities.
- Coordinates renovation and repair work with architects and contractors, acting as the Board's representative to ensure that work proceeds according to specifications.
- Inspects job related construction, renovation, and repair projects and recommends acceptance or rejection of completed work, and payment for the same.
- Reviews repair/project requests and material requisitions.
- Maintains complete records on each school plant, including site, plant data, and operating and maintenance costs.
- Interprets the department's programs to the community.
- Releases information to news media about program activities for which responsible according to established policy.
- Assists in the equitable solution of complaints, concerns, and problems in the areas of responsibility.
- Interprets policies of the School Board and of the division to department employees.
- Interprets building and plant requirements to architects and engineers.
- Establishes and maintains effective liaison among various governmental agencies having jurisdiction with respect to school renovation projects.
- Works directly with school principals and other building level administrators to assure efficient delivery of support services with positive quality control.
SUPERVISORY RESPONSIBILITIES
Manages subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master’s degree. Capability equivalent to that normally achieved through at least seven years of progressive professional experience.

SKILL RELATED
- Knowledge of contemporary principles, practices, and materials involved in constructing and maintaining a safe, economical, and educationally effective school plant.
- Familiarity with contemporary administration, including local, parish, state, and federal reporting procedures, purchasing, and public contracts.
- Ability to read and interpret technical drawings, topographic maps, engineering and architectural studies, and testing laboratory reports.
- Should satisfy training and certification requirements of federal and state laws concerning disability access, asbestos, lead, and other environmental issues.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media, and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear.

PERSONAL CHARACTERISTICS
- Ability to plan, organize, and supervise the work of assigned personnel.
- Ability to work tactfully and harmoniously with principals, administrative staff, outside agencies, parents, and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports, and conversations in confidence.
- Neat, well-groomed appearance.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Assistant Superintendent for Support Services

TERMS OF EMPLOYMENT
260 days

Supervises
Supervisor of Building and Grounds

Employee Name: ________________________________ SSN: ______-_______-_______
(Type or Print)

Employee Signature ________________________________ Date ________________________________
Caddo Parish Schools Job Description

Job Title: Director of Security
Job Code: 011
Grade: A4
Prepared By: Richard Dezendorf
Prepared Date: August 6, 1999
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Responsible for directing the total security effort in the parish schools to include security patrols, security coordinators, contracted security, the operation of the school intrusion detection alarm system, crime investigation and crime prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Keeps informed of current research findings and improved techniques in the areas of responsibility.
• Involves other members of the department in decision making.
• Supervises the operation and maintenance of the intrusion detection alarm system of the School Board.
• Supervises the assignment of security employees, including contract security.
• Inspects the work of all personnel engaged in security protection for the School Board.
• Maintains the accountability record of all security personnel, property, and equipment.
• Ensures appropriate protection of School Board property after fires, accidents and other disasters.
• Responds at night and on weekends as well as during normal work hours when necessary to maintain effective security and/or in emergency situations.
• Directs the investigation of crimes within the school system and coordinates all efforts with law enforcement agencies.
• Keeps immediate supervisor promptly advised in all security matters.
• Performs other duties as directed by immediate supervisor.
• Ensures accurate records and reports are developed, maintained and forwarded to appropriate authorities upon request.
• Prepares and disseminates communications explaining programs for which responsible according to established policy.
• Directs the training of security personnel and coordinates training with outside agencies.
• Assists in the equitable solution of complaints, concerns and problems in the areas of responsibility.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master’s degree plus technical training directly related to assigned job. Capability equivalent to that normally achieved through 5 to 7 years of continuous professional experience in law enforcement, security and/or crime investigation.
SKILL RELATED
Knowledge of security equipment, law enforcement and investigative techniques.

PERSONAL CHARACTERISTICS
• Ability to plan, organize, and supervise the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.
• Ability to communicate effectively.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief Operating Officer

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Security Manager; Investigator

Employee Name: ___________________________ SSN: ______ - _______ - _______
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title:  Educational Interpreter
Job Code:  900
Grade:  6
Department:  Special Education
Prepared By:  Ann Bounds
Prepared Date:  April 15, 1999
Approved By:  David Barr
Approved Date:  April 4, 2001

SUMMARY
Facilitates communications among deaf and hard of hearing students and their hearing peers, teachers, and other personnel involved in the student’s education through the act of interpretation and transliteration. The interpreter is a contributing member of the educational team.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Provide interpreting/transliterating services as assigned including, but not limited to, classroom, counseling, field trips, assemblies, extracurricular activities, PTSA, etc.
• Assess individual student’s linguistic competence and modify interpreting services accordingly.
• Provide in-service to students, faculty, staff and parents/families regarding the role and responsibilities of the interpreter and the legal rights as they relate to Sign Language interpreting.
• Participate in meetings related to individual students who require interpreter services.
• Meet with teachers to coordinate communication of classroom material.
• Participate in IEP meetings as a team member, providing insight on the use of communication strategies.
• Meet with appropriate faculty/staff meetings.
• Interpret at meetings for parents and staff who are deaf or hard of hearing.
• Abide by the Registry of Interpreters for the Deaf Code of ethics as it applies to Educational Interpreters.
• Assist in the maintenance of a safe learning environment, including upholding school policies and procedures.
• Maintain anecdotal reports and submit reports as required.
• Neat, well-groomed, appropriately dressed appearance.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma required. Willingness to seek certification within five years of being hired. BA degree or AA in interpreting preferred. Completion of an interpreter preparation program, or equivalent experience.

Score a level of 3.5 or above on the Educational Interpreters’ Assessment Performance (Administered by the Louisiana State Department of Education). Interpreters desiring to be hired by Caddo Parish School Board must attain a level 3.5 within the first year of employment or be terminated.

SKILL RELATED
Competency in understanding and expressing American Sign Language and/or related Manually Coded English systems. Ability to interpret at a conversational rate.
LANGUAGE SKILLS  
Ability to write informational handouts, reports, procedures, and letters that conform to prescribed style and format. Ability to effectively present information.

REASONING ABILITY  
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERSONAL CHARACTERISTICS  
• Ability to work tactfully and harmoniously with State Department of Education, schools, staff, students, parents and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
• Neat, well groomed, appropriately dressed appearance.

PHYSICAL DEMANDS  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Interpreters will be given one hour for planning per day to prevent repetitive motion injury. When an assignment is over one hour, a relief interpreter will assist the classroom interpreter. While performing the duties of this job, the employee is regularly required to sit, stand, and use his/her hands to sign. It is necessary for the employee to be able to hear clearly to interpret the teacher’s lessons effectively.

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

PROFESSIONAL CONDUCT  
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION  
Reports to Instructional Specialist for Sensorially Impaired

TERMS OF EMPLOYMENT  
182 days

Employee Name: ________________________________  SSN: ________-_______-_______
(Type or Print)

__________________________       _________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Electrical Assistant
Job Code: 333
Grade: 4
DOT Code: 638684018
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists electrician in repairing and maintaining machinery and mechanical/electrical equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Carries tools and equipment to and from storage and working areas.
- Assists in repair of air conditioning, heating, ventilation and other systems.
- Assists with the installation of mechanical/electrical equipment.
- Loosens bolts to dismantle equipment.
- Cleans machines with sandpaper, solvent, and wiping rags to prepare surfaces for painting.
- Oils and greases motors, pumps, and other equipment.
- Cleans work area, tools, and equipment.
- Performs other routine duties.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

SKILLS RELATED
Proficient use of basic hand tools of the trade and ability to safely use power tools. Ability to perform independent tasks without direct supervision of the Mechanical/Electrical Technician. Ability to use blueprints in layout and/or modifications.
REASONING ABILITY
Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight. The employee must frequently access rooftops by using an extension ladder.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts and is frequently exposed to risk of electrical shock. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Electrician, Electrical Foreman, Supervisor of Maintenance

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ______-_______-_____
(Type or Print)

Employee Signature ___________________________ Date ________________________
Caddo Parish Schools Job Description

Job Title: Energy Manager
Job Code: 023
DOT Code: 959137022
Grade: 10
Department: Assistant Superintendent for Support Services
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Plans, directs, and coordinates energy consumption program for the school district. Establishes accountability for energy consumption by performing the following duties personally or through other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Audits buildings to insure operating efficiency, optimum educational environment and compliance with district energy policy.
- Communicates with custodians, principals, and others as to their energy consumption.
- Analyzes data on program effectiveness and prepares reports for management that reflect assessment of program.
- Devises and implements ways of improving energy efficiency.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, other employees, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and sit.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Assistant Superintendent for Support Services

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________   SSN: ________-___________-________

(Type or Print)

_____________________________________________________        _________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Finance/Operations Auditor  
Job Code: 092  
Grade: J  
DOT Code: 099327010  
Department: Auditing  
Prepared By: Richard Dezendorf  
Prepared Date: December 4, 1997  
Approved By: David A. Barr  
Approved Date: April 2, 2001

SUMMARY
Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Conducts operational, financial, and EDP audits.

• Conducts internal control reviews.

• Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions.

• Counts cash on hand, inspects notes receivable and payable, negotiable securities, and cancelled checks.

• Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items.

• Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds.

• Makes recommendations regarding improving operations and financial position of company.

• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master’s Degree; six to ten years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
A CIA or CPA Certification is preferred for this position.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief Internal Auditor

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: _______ - _______ - ____
(Type or Print)

Employee Signature __________________________________ Date

092 Finance/Operations Auditor  Page 2 of 2
Revised June 2019
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Automation Clerk
Job Code: 420
Grade: 4
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Provides clerical assistance for food services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Prepares and distributes identification cards to all schools.
• Assembles and distributes menus and various program material for meetings and distribution.
• Performs payroll procedures for all school food services employees.
• Neat, well groomed, appropriately dressed appearance.
• Prepares correspondence and other documents, maintains files, assists with work orders and inventory, and performs other duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES
Ability to type at a minimum of 45 words per minute and to operate office machines such as a typewriter, copying machine, calculator, word processor, and computer.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly
required to use hands to handle or feel objects or controls. The employee frequently is required to sit, and talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director, Child Nutrition Programs

**TERMS OF EMPLOYMENT**
260 days

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Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Clerk  
Job Code: 418  
Grade: 5  
Department: Child Nutrition Programs  
Prepared By: Richard Dezendorf  
Prepared Date: December 17, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

**SUMMARY**
Compiles and maintains daily records; serves as a cashier, prepares and cleans assigned area for meals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
Essential duties and responsibilities include the following. Other duties may be assigned.
- Follows Child Nutrition Programs' collection procedure.
- Maintains milk inventory.
- Maintains plates count.
- Compiles and maintains student accountability records.
- Checks meal trays for menu components.
- Counts and wraps money; prepares bank deposit slip.
- Implements use of the free/reduced price lunch computer listing.
- Enters and updates data from free lunch applications and student accountability transactions into computer.
- Posts invoices as assigned.
- Portions menu items as required.
- Assists in serving and cleaning assigned area.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE  
High School Diploma or GED required. Completion of Caddo Parish Child Nutrition Programs clerk/cashier training. Capability equivalent to that normally achieved through 6 to 12 months of continuous semi-skilled trade experience.

PERSONAL CHARACTERISTICS  
- Ability to work tactfully and harmoniously with pupils, staff, parents, and the public.
- Legible handwriting.
- Ability to handle routine and repetitious tasks.
- Ability to hold records, reports and conversations in confidence.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to stand. The
employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently
lift or move light weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while
performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee frequently
works near moving mechanical parts. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said
professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary
to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Child Nutrition Programs Manager

**TERMS OF EMPLOYMENT**
182 days

Employee Name: _______________________________   SSN: _____-_______-_______
(Type or Print)

Employee Signature _______________________________   Date __________________
Caddo Parish Schools Job Description

Job Title: Food Services Cashier  
Job Code: 431  
Grade: 4  
DOT Code: 211462010  
Department: Child Nutrition Programs  
Prepared By: Richard Dezendorf  
Prepared Date: December 10, 1997  
Approved By: David A. Barr  
Approved Date: April 4, 2001

SUMMARY
Receives cash from students or employees in payment for food by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Computes or recomputes bill, itemized lists, and tickets showing amount due.
- Makes change and issues receipts or tickets to students.
- Records amounts received and prepares reports of transactions.
- Reads and records totals shown on cash register tape and verifies against cash on hand.
- Operates cash register by typing in price of items being purchased and displays cost of total purchases.
- Calculates the number of meals being served within each school.
- Counts and wraps money.
- Assists with preparation of food when needed.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly
required to stand and use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Cafeteria Manager, School Principal

**TERMS OF EMPLOYMENT**
182 days

Employee Name: ____________________________ SSN: ______-_______-________
(Type or Print)

________________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Computer Operator, Child Nutrition Programs
Job Code: 440
Grade: 7
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Maintains the integrity of the Child Nutrition database; coordinates data processing run schedules with state and local timelines; processes and verifies free/reduced price meal applications; maintains proficiency in the operation of micro/mainframe computer applications; conducts training sessions for staff and school personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Collects, processes and verifies free and reduced price meal applications.
• Disseminates eligibility information to schools and parents.
• Maintains database for menus, recipes, bids, food items and nutrients.
• Communicates frequently with employees in schools using terminal devices to rectify problems encountered by the user.
• Coordinates the distribution of database information and output to schools after verifying for accuracy.
• Assists in the development and maintenance of computer procedures and conducts training sessions for central office staff and school personnel in the use of the micro/mainframe computer.
• Maintains a progressive working knowledge of computer operations through upgrading of skills as new technologies are developed.
• Prepares and compiles reports for the State Department of Education and auditors.
• Costs and analyzes pre-planned breakfast and lunch menus.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
SKILLS RELATED
Ability to operate office equipment such as computer, printer, calculator, cash register, typewriter and copying machine. Ability to type 60 correct words per minute.

PERSONAL CHARACTERISTICS
Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Ability to hold records, reports, and conversations in confidence. Ability and initiative to plan, organize and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to sit and talk or hear. The employee must occasionally lift or move light weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Director

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ Ssn: _____-_______-______
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title: Food Services Manager Trainee
Job Code: 417
Grade: 3
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 17, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Performs duties as assigned by Assistant Supervisor, Employee Education and Training.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Attends manager training classes on designated days and completes class assignments and work assignments in designated schools.
• Serves as substitute manager and substitute clerk when assigned.
• Communicates concerns to assistant supervisor about policies and procedures relating to Child Nutrition Programs.
• Enhances professional growth through manager meetings and workshop attendance.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED required. Some college courses desired. Capability equivalent to that normally achieved of continuous semi-skilled trade experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Ability to satisfy Louisiana and American School Food Service Association requirements for registration as a food service manager.
PERSONAL CHARACTERISTICS
• Ability to plan, organize and oversee the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to command the respect and congeniality of students.
• Ability to hold records, reports and conversations in confidence.
• Reliable transportation.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Assistant Supervisor

TERMS OF EMPLOYMENT
Approximately 3 months

SUPERVISES
Child Nutrition Programs cafeteria staff when assigned

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Food Technician, Part-Time
Job Code: 416
Grade: 3
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Prepares and serves school meals; follows defined standards of sanitation and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Attends scheduled training classes and workshops for job development.
• Follows defined standards of sanitation for personnel, food preparation, kitchen equipment, and physical plant.
• Follows defined standards of safety for personnel, equipment and physical plant.
• Participates in the preparation of foods following standardized recipes, approved service and distribution methods, and food handling techniques to ensure acceptable standards.
• Follows Child Nutrition Programs policies and procedures.
• Follows Child Nutrition Programs collection procedure as assigned.
• Reports equipment problems to the manager.
• Travels to assigned job sites as assigned.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, perform math and apply reasoning equal to that of a high school graduate.
Completion of Caddo Parish Child Nutrition Programs Pre-Employment Training with a score of 75%.
Capability equivalent to that normally achieved through 0 to 6 months of continuous semi-skilled trade experience.

PERSONAL CHARACTERISTICS
• Works tactfully and harmoniously with staff.
• Performs assigned duties under supervision.
• Performs routine and repetitious tasks.
• Acts intelligently in emergencies.
• Uses reliable transportation.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to stand. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift or move light weight.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Manager

TERMS OF EMPLOYMENT
183 days

Employee Name: ___________________________  SSN: ________-________-______
(Type or Print)

Employee Signature

Date
Caddo Parish Schools Job Description

Job Title: Food Technician, Regular Substitute  
Job Code: 490  
Grade: 3  
Department: Child Nutrition Programs  
Prepared By: Richard Dezendorf  
Prepared Date: January 5, 1998  
Approved By: David A. Barr  
Approved Date: April 2, 2001

SUMMARY
Prepares and serves school meals; follows defined standards of sanitation and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Attends scheduled training classes and workshops for job development.
• Follows defined standards of sanitation for personnel, food preparation, kitchen equipment, and physical plant.
• Follows defined standards of safety for personnel, equipment and physical plant.
• Participates in the preparation of foods following standardized recipes, approved service and distribution methods, and food handling techniques to ensure acceptable standards.
• Follows Child Nutrition Programs policies and procedures.
• Follows Child Nutrition Programs collection procedure as assigned.
• Reports equipment problems to the manager.
• Travels to assigned job sites as assigned.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, perform math and apply reasoning equal to that of a high school graduate.
Completion of Caddo Parish Child Nutrition Programs Pre-Employment Training with a score of 75%.
Capability equivalent to that normally achieved through 0 to 6 months of continuous semi-skilled trade experience.

PERSONAL CHARACTERISTICS
Works tactfully and harmoniously with staff.
Performs assigned duties under supervision.
Acts intelligently in emergencies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to stand. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift or move light to moderate weight.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Manager

TERMS OF EMPLOYMENT
183 days

Employee Name: ____________________________   SSN: ________-__________-______
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

SUMMARY
Prepares and serves school meals under sanitary conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Follow defined standards of sanitation and safety for personnel, food preparation, and kitchen equipment.
- Clean areas of preparation and consumption after meals.
- Attends scheduled training classes and workshops for job development.
- Participates in the preparation of foods following standardized recipes, approved service and distribution methods, and food handling techniques to ensure acceptable standards.
- Follows Child Nutrition Programs policies and procedures.
- Follows Child Nutrition Programs collection procedure as assigned.
- Reports equipment problems to the manager.
- Works tactfully and harmoniously with staff.
- Performs assigned duties under supervision.
- Performs routine and repetitious tasks.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months job-related experience.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift or move light to moderate weight.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Manager

TERMS OF EMPLOYMENT
183 days

Employee Name: ___________________________ SSN: ________-________-_______

(To be signed and dated)

Employee Signature ___________________________ Date ____________

(To be printed)

411 Child Nutrition Programs Technician I
Revised April 2001
Page 2 of 2
Caddo Parish Schools Job Description

Job Title: Child Nutrition Programs Technician II
Job Code: 412
Grade: 4
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 17, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Prepares and serves school meals under sanitary conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Attends training classes and workshops.
- Implements defined standards of sanitation for personnel, food preparation, kitchen equipment, and physical plant.
- Implements defined standards of safety for personnel, equipment, and physical plant.
- Participates in the preparation of food within an established production system following standardized recipes, preparation and service methods, and food handling techniques to ensure acceptable standards.
- Follows Child Nutrition Programs policies and procedures.
- Follows Child Nutrition Programs collection procedure as assigned.
- Reports equipment problems to the manager.
- Assumes responsibility to assist new and substitute employees.
- Follows established procedures for service and distribution of meals.
- Issues food and supplies.
- Stores food and supplies according to Child Nutrition Programs procedures.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, perform math and apply reasoning equal to that of a high school graduate. Capability equivalent to that normally achieved through 3 to 5 years of progressive semi-skilled trade experience.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with staff.
- Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
- Ability to act intelligently if emergencies occur.
- Ability to handle routine and repetitious tasks.
- Satisfactory health and personal appearance.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to stand. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift or move light weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Child Nutrition Programs Manager

**TERMS OF EMPLOYMENT**
183 days

Employee Name: ________________________________  SSN: __________-________-________
(Type or Print)

Employee Signature ________________________________ Date ________________________________
Caddo Parish Schools Job Description

Job Title: Food Technician III
Job Code: 411
Grade: 6
Department: Child Nutrition Program
Prepared By: Richard Dezendorf
Prepared Date: December 17, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Prepares and serves school meals; follows defined standards of sanitation and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Attends training classes and workshops.
- Implements defined standards of sanitation for personnel, food preparation, kitchen equipment, and physical plant.
- Implements defined standards of safety for personnel, equipment, and physical plant.
- Participates in the preparation of food within an established production system following standardized recipes, preparation and service methods, and food handling techniques to ensure acceptable standards.
- Follows Child Nutrition Programs policies and procedures.
- Follows Child Nutrition Programs collection procedure as assigned.
- Reports equipment problems to the manager.
- Assumes responsibility to assist new and substitute employees.
- Issues food and supplies.
- Assists the manager in quantity of food prepared, storage of leftovers and storage of food and supplies.
- Demonstrates a basic understanding of nutrition.
- Oversees food production and clean-up as assigned by manager.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, perform math and apply reasoning equal to that of a high school graduate. Capability equivalent to that normally achieved through 5 to 7 years of progressive semi-skilled trade experience.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with staff.
- Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to command the respect and congeniality of students.
- Ability to handle routine and repetitious tasks.
- Reliable transportation.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to stand. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift or move light weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Child Nutrition Programs Manager

**TERMS OF EMPLOYMENT**
9 months

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Foreman, Mechanic  
Job Code: 308  
Grade: 9A  
Department: Transportation  
Prepared By: Richard Dezendorf  
Prepared Date: February 5, 1998  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Supervises a wide variety of vehicle repair and maintenance in the Board garages, road tests equipment, instructs new drivers in safety and bus operating procedures, orders repair parts, and supervises mechanics and other garage employees. Is responsible for transportation vehicle maintenance and repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Supervises or assists in repairing and maintaining Board busses, trucks, automobiles and automotive equipment.
• Records maintenance and repair data on vehicle records sheets.
• Advises other mechanic on repair techniques and procedures, assigns work to garage personnel, and checks work to insure that it was done properly.
• Determines part requirements for repair and maintenance work, prepares necessary forms and purchase orders to buy parts, and contacts dealers to arrange delivery.
• Road tests vehicles to locate mechanical problems or to test repair work that has been performed by garage personnel.
• Instructs bus drivers, truck drivers, and other vehicle operators in minor maintenance techniques, vehicle care, and safety procedures.
• Assists on occasion in planning or changing bus routes.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate and specialized or technical training beyond high school level directly related to assigned job. Capability equivalent to that normally achieved through 5 to 7 years of progressive skilled trade experience.

SKILL RELATED
Ability to use basic hand tools such as hammers, screwdrivers, and wrenches, ability to use mechanical test equipment and gauges, and the ability to use power tools such as welding machines and torches, overhead cranes, drills, and battery chargers. Valid State of Louisiana Commercial Drivers License.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PERSONAL CHARACTERISTICS
• Ability to plan, organize, and supervise the work of assigned personnel.
• Ability to work harmoniously and cooperatively with others.
• Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
• Ability to handle routine and repetitious tasks.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outdoor weather conditions or near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Transportation

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Foreman, Painter
Job Code: 308
Grade: 9
Department: Building and Grounds
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Working under the Supervisor of Buildings and Grounds, plans, lays out, supervises, and inspects work done by the paint crews; emphasizes safety precautions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Assists in writing specifications and estimating the material and labor costs for assigned jobs.
• Prepares lists of needed materials and equipment to be checked and requisitioned.
• Lays out work for crews.
• Assists and instructs crews in such areas as taping, floating, stripping, finishing, refinishing, patching, painting, and glazing windows.
• Mixes colors and sprays or brushes on various stains, dyes, lacquers, enamels, glazes and latexes.
• Inspects work in progress to see that standards of material and workmanship are maintained.
• Moves equipment and materials by truck to job sites.
• Cautions crews about fire hazards and instructs them concerning proper ventilation and disposal of flammable materials.
• Aides in evaluation of personnel
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 5 to 7 years of progressive skilled trade experience.

SKILL RELATED
Ability to use paint brushes, rollers, spray guns, ladders, broadknives and caulking guns.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PERSONAL CHARACTERISTICS
- Ability to supervise assigned personnel.
- Ability to organize and carry out assignments.
- Ability to act when emergencies occur.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit. The employee must frequently lift or move moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outdoor weather conditions or near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Building and Grounds

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)________________________________________________________ ___________________________________

Employee Signature   Date
Caddo Parish Schools Job Description

Job Title: Garage Buyer - Inventory Account
Job Code: 103
Grade: 8
Department: Transportation
Prepared By: Richard Dezendorf
Prepared Date: January 8, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Coordinates purchasing activities and maintains inventory control for the Transportation Department, maintains records on vehicle maintenance costs, and performs other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Coordinates all purchases and receipts of automotive supplies and equipment.
- Maintains perpetual inventory records on automotive parts.
- Issues parts and tools to mechanics for repair of vehicles.
- Completes and maintains records on vehicle maintenance and maintenance costs.
- Keep records on state inspection stickers.
- Keeps the parts storage area clean and neat.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from a junior college or a vocational training school. Capability equivalent to that normally achieved through 1 to 3 years of continuous professional experience.

SKILL RELATED
Ability to use office machines, such as an adding machine and office or personal computer.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with vendors, mechanics, and staff.
- Ability and initiative to plan, organize, and carry out assigned tasks under minimum supervision.
LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, employees, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee frequently is required to talk or hear. The employee must regularly lift or move moderate to heavy weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Transportation

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ________-____________-________
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title:       Gas Truck Driver
Job Code:       512
Grade:          4
Department:     Transportation
Prepared By:    Richard Dezendorf
Prepared Date:  December 10, 1997
Approved By:    David A. Barr
Approved Date:  April 2, 2001

SUMMARY
Provides fuel and other needed supplies to buses while maintaining safety of both buses and fuel truck by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Distributes diesel fuel to school buses.
- Performs an overall check and any needed mechanical repairs on school buses.
- Cleans and maintains proper fuel levels and performs safety checks for school buses and other vehicles.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees.

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

SKILLS RELATED
Ability to satisfactorily operate automotive or truck equipment and the ability to use hand tools such as hammers, screwdrivers, etc.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee frequently works in outside weather conditions and is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Mechanic Foreman

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Glazer, Glass Setter
Job Code: 355
DOT Code: 863.381-010
Grade: 6
Prepared By: David Barr/David VanDyke
Prepared Date: June 19, 2000
Approved By: David A. Barr
Approved Date: February 28, 2001

SUMMARY
Prepares and sets glass into various types of structures, especially school buildings, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Install glass of all types in windows, doors, skylights, display cases and on surfaces such as tabletops, walls, and ceilings.
• Install mirrors or structural glass.
• Install various types of plastics used as glass.
• Bolts or fastens metal hinges, handles, locks or other hardware to install all types of glass.
• May install metal windows, door frames or other fixtures into which glass may be installed.
• Sets glass doors, windows and other glass fixtures.
• Fit, cut, reconfigure, mold, shape, prescribe, and requisition glass as necessary for installation or repair.
• Neat, well-groomed, appropriately dressed appearance.
• Works courteously and harmoniously with others.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience with specialized glazed training desired; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to other employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects or tools. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk and climb or balance. The employee must frequently lift or move moderate to heavy weight. Specific vision abilities required by this job include color vision and depth perception.

**SKILLS RELATED**

Ability to use hand tools, including glass cutter, adhesives and sealing compounds associated with glazing

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**

Carpenter Foreman

**TERMS OF EMPLOYMENT**

260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Groundskeeper
Job Code: 211
Grade: 3
DOT Code: 406684014
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Maintains grounds of school property by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Cuts lawns.
- Trims and edges around walks, flower beds, and walls.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.
- Cleans grounds and removes litter.
- Plants grass, flowers, trees, and shrubs.
- Waters lawn and shrubs.
- Cleans out drainage ditches and culverts.
- Sharpens tools such as weed cutters, edging tools, and shears.
- Makes minor repairs on equipment such as lawn mower, spreader, and trimming equipment.
- Makes minor repairs on buildings, equipment, and facilities under the direction and supervision of the school custodian.
- Sweeps, mops, or buffs hallways, school rooms, offices, the auditorium, or the school gym. Cleans rest rooms, fills towel and soap dispensers, and sees that plumbing fixtures operate correctly.
- Checks building security and helps keep unauthorized persons off school property.
- Moves desks, chairs, filled trash bags and barrels, and supplies to their designated place.
- Assist faculty and staff with small projects like hanging pictures, cleaning spills, and carrying packages.
- Ability to work well with school staff.
- Ability to carry out assignments under proper supervision
- Ability to handle routine and repetitious tasks.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.

SKILL RELATED
Ability to use basic hand tools such as hammers, wrenches, screwdrivers, and should also be able to operate motorized garden and yard tools such as lawnmowers and edgers.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Custodian, Assistant Custodian in the absence of Head Custodian, School Principal

TERMS OF EMPLOYMENT
260

| Employee Name: ____________________________ | SSN: ______-_______-_______ |
| (Type or Print)                                   |

Employee Signature ____________________________  Date

Employee Name:  _________________________________________   SSN:  ______-____________-________
________________________________________________________ ___________________________________

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title:  Head Custodian - Elementary
Job Code:  215
Grade:  5
DOT Code:  382664010
Department:  Elementary School Administration
Prepared By:  Richard Dezendorf
Prepared Date:  December 12, 1997
Approved By:  David A. Barr
Approved Date:  April 3, 2001

SUMMARY
Keeps school campus and classrooms in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Supervises custodial staff and schedules work.
• Sweeps, mops, scrubs, and vacuums, classrooms, hallways, stairs and office space.
• Maintains building by performing maintenance activities.
• Replaces air conditioner filters.
• Orders and stores supplies.
• Operates school boilers and heating and cooling equipment.
• Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
• Mows lawn, trims shrubbery, and keeps grounds clean.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises staff employees in the custodial area. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include input in hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

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

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILL RELATED  Ability to use basic hand tools such as wrenches, screwdrivers, power saws and drills. Should also possess a basic working knowledge of electrical fixtures and appliances, mechanical equipment, and motorized garden and yard tools.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
School Principal

**TERMS OF EMPLOYMENT**
260

Employee Name: _______________________________  SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ___________________________________________________________ Date ____________


Caddo Parish Schools Job Description

Job Title: Head Custodian - High School/Administration
Job Code: 217
Grade: 6
DOT Code: 381137010
Department: Custodial
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Working under the school principal, maintains the school in operating order, notifies the Maintenance Department of major repair requirements, supervises other school custodians, school yardmen and sweepers. Operates building heating equipment, and sees that building and grounds are kept neat and orderly.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Surveys the school building and grounds, makes minor repairs on electrical fixtures, plumbing, doors, locks, windows, glass and other building fixtures, and prepares or calls in work orders for major repair work.
• Assists maintenance personnel or outside contractors with major repair work.
• Orders cleaning, janitorial, and other supplies for the school, receives the shipments, stores the supplies, and dispenses them to other custodians and sweepers.
• Unlocks the school building each morning, turns off night lights, turns on office and hall lights, checks the building for any damage, and checks thermostats and heating equipment.
• Operates school boilers, heating equipment, and ventilating equipment to ensure health, safety, and comfort of staff and students.
• Performs miscellaneous tasks such as filling coke machines, putting out supplies of mimeo paper and duplicating paper, and performing minor tasks for the faculty such as minor building projects and repairs.
• Maintains building grounds or supervises maintenance to insure that the school looks neat and that it is safe for students and staff.
• Occasionally sweeps or buffs halls or other building rooms, mows grass, or cleans facilities.
• Reports working time of supervised employees, arranges for substitute employees, and reports substitute time.
• Ability to plan, organize, and oversee the work of assigned personnel.
• Ability to work well with school staff.
• Ability to carry out assignments with minimum supervision.
• Ability to handle routine and repetitious tasks.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to use basic hand tools such as wrenches, screwdrivers, power saws and drills. Should also possess a basic working knowledge of electrical fixtures and appliances, mechanical equipment, and motorized garden and yard tools.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to walk. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Principal, Custodial Supervisor and Assistant Custodial Supervisor

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Assistant Custodian, Groundskeeper, Sweepers

Employee Name: ____________________________ SSN: __________-_______-_______
(Type or Print)

Employee Signature ____________________________ Date ______________

Head Custodian – High School/Administration Revised April 2001
Caddo Parish Schools Job Description

Job Title: Head Custodian - Middle School
Job Code: 216
Grade: 5
DOT Code: 382664010
Department: Middle School Administration
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Keeps school campus and classrooms in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Supervises custodial staff and schedules work.
• Sweeps, mops, scrubs, and vacuums, classrooms, hallways, stairs and office space.
• Maintains building by performing maintenance activities.
• Replaces air conditioner filters.
• Orders and stores supplies.
• Operates school boilers and heating and cooling equipment.
• Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
• Mows lawn, trims shrubbery, and keeps grounds clean.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises staff employees in the custodial area. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

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

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILL RELATED  Ability to use basic hand tools such as wrenches, screwdrivers, power saws and drills. Should also possess a basic working knowledge of electrical fixtures and appliances, mechanical equipment, and motorized garden and yard tools.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
School Principal

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Head Nurse
Job Code: 031
Grade: A4
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Plans, organizes and coordinates the School Health Nursing Program in accordance with School Board policies and local and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Identifies department needs and objectives, based upon parish goals and objectives of the School Board and Superintendent.
- Stays abreast of trends and developments in school nursing that may affect the well being of students and personnel.
- Assists in organizing, presenting and coordinating workshops, meetings, seminars and in-service training for staff nurses and other interested personnel.
- Plans and implements a yearly schedule for the School Health Nursing Staff in compliance with School Board policy and state regulations.
- Supervises performance of the general school nurses.
- Serves as consultant to school administrators on current health trends.
- Provides inventory, maintenance and security of nursing supplies, equipment and office.
- Arranges for orientation of staff nurses.
- Works with civic leaders, principals, teachers and administrators to ensure a comprehensive school nursing program.
- Performs other related duties as assigned by the Director.
- Provides consultation service to principals and other school personnel on problems related to school nursing.
- Interprets the General School Nursing Programs to the community according to established School Board policy and procedures.
- Assists in equitable solutions of complaints, concerns and problems in the areas of responsibility.
- Prepares and disseminates, with the approval of the Director, communications explaining nursing programs.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Bachelor's degree. Holds a current license as a Registered Professional Nurse in the state of Louisiana. Holds a current certificate as a school nurse in the state of Louisiana. Have a minimum of two years experience as a Registered Professional Nurse.

SKILL RELATED
Should satisfy Louisiana requirement for an Ancillary Certificate for School Nurse.

PERSONAL CHARACTERISTICS
- Ability to plan, organize and supervise the work of staff personnel
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports and conversations in confidence.
- Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Student Services

**TERMS OF EMPLOYMENT**
182 days

Employee Name: _________________________________________   SSN:  ________-____________-________

(Type or Print)

Employee Signature                            Date
Caddo Parish Schools Job Description

Job Title: Instructional Technology Specialist  
Job Code: 031  
Grade: A3  
Department: Technology  
Prepared By: Richard Dezendorf  
Prepared Date: January 6, 1998  
Approved By: Wanda Gunn  
Approved Date: March 23, 2001

SUMMARY
Develops and coordinates long and short-term plans for the technology in the school system, oversees the use of computer assisted instruction and instructional management systems; provides leadership in the development and implementation of technology/computer programs and other activities and services needed to meet local educational needs. Supervises and coordinates activities of department to conform to Board policy by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Determines work procedures, prepares work schedules, and expedites workflow.
- Supervises or assists subordinates in performing duties.
- Assist in providing leadership developing programs designed to provide the most efficient and effective uses of computers and other technologies in the schools.
- Plans with Curriculum and Instruction Division, Human Resources Services Division, Support Services Division and Data Processing Department for the selection and maintenance of hardware and software.
- Plans with all divisions in the school system for use of technology/computers.
- Assists in analyzing the effectiveness of instructional technology/computer programs.
- Participates in evaluating and recommending the purchase of hardware and software.
- Meets with principals, central office personnel, and teachers to communicate all regulations and policies related to computer usage.
- Keeps informed of laws and regulations, at the national, state, and local levels, affecting the use of hardware and software and monitors for possible violations.
- Prepares and disseminates information to the schools on program updates and tips to make technology/computer use easier.
- Maintains accurate records, inventories and reports, and forwards these to appropriate authorities.
- Keeps informed of and assists in acquiring state and federal funding.
- Adheres to policies and procedures established by the Caddo Parish School Board.
- Prepares a self-evaluation as described in the Performance Evaluation Plan.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.
SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree. Capability equivalent to that normally achieved through at least five years of continuous professional experience.

SKILL RELATED
Should satisfy Louisiana requirements for a teaching certificate, have competencies in the instructional applications of computer and technology, and possess outstanding qualities in human relations.

PERSONAL CHARACTERISTICS
• Ability to plan and organize curriculum materials and programs.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability and initiative to plan, organize, and carry out assignments under supervision.
• Ability to hold records, reports, and conversations in confidence.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common professional journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Technology Manager

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ____________________________ SSN: _______ - _______ - _______
(Type or Print)

_________________________________________
Employee Signature

_________________________________________
Date
Caddo Parish Schools Job Description

Job Title: Instructional Technology Specialist, Title I
Job Code: 856
Grade: 10
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Develops and coordinates plans for instructional technology in Title I schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Plans with divisions in school system for implementation of instructional technology and use of computers.

Provides training for Title I schools.

Evaluates and recommends purchase of computer programs, hardware, and other items.

Performs maintenance and technical support for other departments when needed.

Maintains accurate records, inventories, and appropriate reports.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, common scientific and technical journals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and use hands to handle or feel objects, tools, or controls. The employee must occasionally lift or move moderate to heavy weight.

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

The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Title I

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ________-________-_______
(Type or Print)

Employee Signature ___________________________________________________________________________ Date ___________________________________________________________________________
Caddo Parish Schools Job Description

Job Title: Insurance Clerk
Job Code: 117
Grade: 5
DOT Code: 219387014
Department: 
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: December 15, 1997

SUMMARY
Performs clerical duties for various employee benefit plans. Verifies and balances reports and maintains current status files for each employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Files records of insurance transactions and keeps calendar of premiums due and expiration dates of policies.
• Prepares vouchers for payment of premiums and verifies that payments have been made.
• Verifies and balances payroll runs and other statements.
• Fills in data on renewal policy applications and forwards applications to insurance company.
• Provides information to employees and health providers.
• Notifies insurance company of changes in property or equipment affecting insurance coverage.
• Types amortization schedules.
• Maintains employee files.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; six months to one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

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

SKILL RELATED
Ability to type at a minimum of 45 correct words per minute and to operative office machines such as copying machine and calculator.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Insurance Manager

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Insurance Manager
Job Code: 024
Grade: A4
DOT Code:
Department: Finance
Prepared By: Richard Dezendorf
Prepared Date: October 20, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
In charge of group insurance programs including group hospitalization, life, accident, cancer, universal life, heart attack/stroke, TSA’s and Section 125.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Analyzes and identifies premium structure and/or plan benefit design changes for the financial health of the group insurance program
• Keeps abreast of group insurance industry practices, trends, cost-containment measures and new products.
• Coordinates request for proposal process (RFP) for group insurance programs.
• Coordinates group insurance reporting.
• Coordinates and/or prepares all reports, including tax reports, relating to group insurance reporting.
• Develops and implements proactive approaches to efficient utilization of group insurance program resources.
• Continuously monitors and provides routine periodic analysis and reporting of group insurance matters.
• Releases information, when authorized, to various individuals and agencies concerning costs of various insurance programs in the school district.
• Assists in the equitable solution of complaints, concerns, and problems in the area of responsibility.
• Make contacts with third party administrators for group insurance program, staff, Employee Benefits Committee, insurance agents, area health care providers, and other outside parties regarding group insurance.
• Neat well-groomed appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with at Bachelor’s degree. Capability equivalent to that normally achieved through 3 to 5 years of progressive professional experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, employees, retired employees, school board, news media, and the public.
REASONING ABILITY
Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to handle controls.

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

The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Finance

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________    SSN: _______ - _______ - _______

______________________________    ______________________________
Employee Signature          Date
Caddo Parish Schools Job Description

Job Title: Internal Auditor
Job Code: 054
Grade: 9
DOT Code: 160167034
Department: Internal Audit
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Conducts audits for management to assess effectiveness of controls, accuracy of financial records, and efficiency of operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Reviews and analyzes the financial records, policies, and procedures of individual schools.
- Prepares reports of findings and recommendations for management.
- Inspects accounting systems to determine their efficiency and protective value.
- Keeps informed of current research findings and improved auditing techniques.
- Assists in the training of school principals, bookkeepers and other parish personnel in proper accounting, reporting, and control procedures and operating policies.
- Maintains accurate records and documentation of all activities and forwards to the appropriate authorities.
- Hold very sensitive information in the form of records, reports, and conversations in strict confidence.
- Provides training and technical support to school administrators and clerical staff.
- Provides assistance to external auditors.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; two to four years job-related experience; or equivalent combination of education and experience. Knowledge of financial and operational auditing techniques, accounting principles and principles of management required.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries from regulatory agencies or members of the business community. Ability to write articles that conform to prescribed style and format. Ability to effectively present information to upper management.
REASONING ABILITY
Ability to apply understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Auditing and Risk Management

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN: ________-________-________
(T Type or Print)

Employee Signature        Date
Caddo Parish Schools Job Description

Job Title: Inventory Control Clerk  
Job Code: 341  
Grade: 6  
Prepared By: Richard Dezendorf  
Prepared Date: March 16, 2001  
Approved By: David Barr  
Approved Date: March 16, 2001

SUMMARY
Responsible for maintaining an accurate inventory of all fixed assets purchased with IDEA funds. Responsible for conducting school and district audits to assure all IDEA equipment is located correctly. Perform duties under limited direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Essential duties and responsibilities include the following. Other duties may be assigned.  
• Attach inventory control tag on all fixed assets purchased with IDEA funds as they are delivered.  
• Assure that all IDEA fixed assets are delivered to the proper state after tagging and entering information into the data system.  
• Maintain accurate database on all IDEA fixed assets by recording all new fixed assets, property transfers, property loss forms, and salvage forms.  
• Conduct periodic visits to all sites where IDEA fixed assets are located to carry out mini-audits.  
• Conduct district-wide IDEA fixed asset audits at the discretion of the Director.  
• Identify deficiencies and write and implement corrective action plans.  
• Reconcile all items listed in the IDEA budget with purchase orders, tag numbers, and locations yearly.  
• Communicate effectively with all school-based fixed asset designees to assure accurate records.  
• Produce database queries, reports, tables, and forms using Microsoft Access and Excel.  
• Neat, well groomed, appropriately dressed appearance.  
• Performs other related duties as required or assigned

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret general business documents. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from special education staff and school-based employees.

SKILL RELATED
Ability to type a minimum of 60 correct words per minute and to operate office machines such as copying machines, desk calculators or personal computers. Basic word processing skills using Microsoft Word. Database management skills.
PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work assigned. Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Ability to hold records, reports, and conversations in confidence.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is regularly required to move large pieces of equipment within a building and between locations.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Special Education

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

Employee Signature __________________________________________ Date _____________________________

(T ype or Print)
Caddo Parish Schools Job Description

Job Title: Inventory Manager
Job Code: 434
DOT Code: 222137034
Grade: 7
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Coordinates issuance and delivery of small equipment; maintains small and large equipment inventories; coordinates issuance of employee uniforms; maintains uniform inventory; teaches assigned training to new employees; develops standardized recipes; coordinates and supervises food preparation, service, and cleaning for Child Nutrition Programs employee meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Follows defined standards of sanitation and safety for personnel, food preparation, kitchen equipment and physical plant.
• Directs food preparation, service and cleaning for Child Nutrition Programs employee meetings according to Caddo Parish Child Nutrition Programs policies and Director’s instructions.
• Establishes and maintains a system to check, inspect, store and issue uniforms and small equipment.
• Maintains large and small equipment and uniform inventories through the use of manual and automated systems.
• Conducts assigned training for new employees.
• Delivers small equipment to all schools according to requisitions.
• Picks up excess small equipment and supplies from schools and redistributes as required.
• Prepares and maintains inventory of food service textbooks, audiovisual materials and equipment.
• Demonstrates and promotes good public relations, good nutrition, student participation, and professional organization participation.
• Receives, records, distributes, and maintains inventory items.
• Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored.
• Advises employees on care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock; and related problems.
• Studies records and recommends remedial actions for reported non-usable, slow moving, and excess inventory.
• Reviews records for accuracy of information and compliance with established procedures, and to determine adequacy of inventory levels.
• Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
High School Degree or GED; three to five years job-related experience; or equivalent combination of education and experience. Completion of Manager Training Program. Completion of Louisiana State Manager Certification requirements. Some college desired.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

SKILL RELATED
Should have demonstrated ability to maintain accurate inventory as reflected by annual school reviews and performance evaluations.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Ability to hold records, reports, and conversations in confidence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where general standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, and talk or hear. The employee must occasionally lift or move moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Senior Buyer, Child Nutrition Programs

TERMS OF EMPLOYMENT
185 days

Employee Name: ___________________________   SSN: __________-____-______
(Type or Print)

Employee Signature ___________________________   Date ___________________________
Caddo Parish Schools Job Description

Job Title: Specialist, JROTC Program
Job Code: 155
Grade: 7
DOT Code: 155
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists in the maintaining of files and reports for the JROTC Program and performs related clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Calculates reimbursement to Caddo on pay for instructors and various bills and prepares forms.
- Collects data on new employees for headquarters.
- Consolidates and compiles information reports for headquarters.
- Coordinates and consolidates awards information for several organizations.
- Assembles and prepares for distribution of various reports, training schedules, and curriculum materials.
- Types correspondence, schedules, proposals, reports, and other documents.
- Assists in preparation of administration for special events where JROTC students participate.
- Files correspondence records and regulations.
- Assists in screening and storage of files for future use.
- Places and receives telephone messages.
- Operates office machines.
- Sorts and prepares for distribution mail into and out of JROTC Administrative Office.
- Assists in the competitive rifle marksmanship program within Caddo Parish High Schools and adjacent systems with JROTC Programs.
- Posts and files initial distribution changes to all regulations pertaining to administrative training, and curriculum of all JROTC Programs.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILLS RELATED
Ability to type at a minimum of 50 correct words per minute and to operate office machines such as a typewriter, copying machine, duplicating machine, calculator and word processor.

PERSONAL CHARACTERISTICS
Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability and initiative to plan, organize, and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee frequently is required to talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor - JROTC

TERMS OF EMPLOYMENT
260 days

| Employee Name: ___________________________ | SSN: __________ - __________ - ________ |
| (Type or Print) | |

| Employee Signature: ___________________________ | Date: ___________________________ |
SUMMARY
Working under the direction of the registered nurse, performs medical procedures prescribed by physicians and/or registered nurse such as gastro-feedings, tracheostomy care, catheterizations and breathing inhalation treatments.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Nursing Duties
• Administers first aid as necessary.
• Maintains related medical records and charts.
• Be accessible to staff for questions on health status of students.
• Assists students with personal hygiene.
• Monitors positioning programs.
• Monitors feeding procedures; provides preventive measures and provides assistance with tube-fed students.
• Provides catheterization and assists with catheterization training.
• Assists in the training of office personnel to detect head lice, scabies, impetigo, pink eye as directed by the registered nurse.
• Performs related duties as assigned by supervising registered nurse.

Instructional Duties
• Reinforces instruction through drill and practice activities with individual students or small groups; leads assigned student activities.
• Assists with assigned student activities.
• Files student work and maintains related records as requested.
• Performs related duties as assigned by supervising teacher.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Maintains current licensure as a Licensed Practical Nurse.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to middle-management.
REASONING ABILITY
Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence; to plan, organize, and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with students, school staffs, parents, agencies and/or the public.
- Possesses physical health to report regularly to work and to deal effectively with students.
- Is able to hold child specific information in confidence.
- Maintains composure sufficient to keep the job under control.
- Neat, well groomed, appropriately dressed appearance.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Registered Nurse

TERMS OF EMPLOYMENT
180 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Print or Type)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Licensed Practical Nurse  
Job Code: 625  
Grade: 7  
Prepared By: Richard Dezendorf  
Prepared Date: December 17, 1997  
Approved By: David A. Barr  
Approved Date: March 23, 2001

SUMMARY
Working under the direction of the principal, teacher and registered nurse, performs medical procedures prescribed by physicians and/or registered nurse such as gastro-feedings, tracheostomy care, catheterizations and breathing inhalation treatments. Monitors health of students and assists with academic programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Include the following. Other duties may be assigned.

Nursing Duties
• Administers first aid as necessary.
• Maintains related medical records and charts.
• Be accessible to staff for questions on health status of students.
• Assists students with personal hygiene.
• Monitors positioning programs.
• Monitors feeding procedures; provides preventive measures and provides assistance with tube-fed students.
• Provides catheterization and assists with catheterization training.
• Assists in the training of office personnel to detect head lice, scabies, impetigo, pink eye as directed by the registered nurse.
• Performs related duties as assigned by supervising registered nurse.

Instructional Duties
• Reinforces instruction through drill and practice activities with individual students or small groups; leads assigned student activities.
• Assists with assigned student activities.
• Files student work and maintains related records as requested.
• Performs related duties as assigned by classroom teacher.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Maintains current licensure as a Licensed Practical Nurse.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to middle-management.
REASONING ABILITY
Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence; to plan, organize, and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with students, school staffs, parents, agencies and/or the public.
- Possesses physical health to report regularly to work and to deal effectively with students.
- Is able to hold child specific information in confidence.
- Maintains composure sufficient to keep the job under control.
- Neat, well groomed, appropriately dressed appearance.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Principal (Overall responsibility)
Registered Nurse (Observations on Medical/Nursing procedures)

TERMS OF EMPLOYMENT
180 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Print or Type)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Mail Clerk
Job Code: 116
Grade: 4
DOT Code: 209687026
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Sorts incoming mail for distribution and dispatches outgoing mail by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
• Sort and deliver mail according to destination.
• Readress undeliverable mail bearing incomplete or incorrect address.
• Examines outgoing mail for appearance and seals envelopes by hand or machine.
• Stamps outgoing mail by hand or with postage meter.
• Distributes and collects mail.
• Weighs mail to determine that postage is correct.
• Keeps record of registered mail.
• Performs various errands.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience.

SKILLS RELATED
Ability to operate an automatic postage/mailing machine and electronic postage scale; operate school board vehicle; ability to serve as key operator of office copy machines.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to customers, clients, and other employees.

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

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle or feel objects or controls. The employee frequently is required to
reach with hands and arms. The employee is occasionally required to sit and talk or hear. The employee must occasionally lift or move moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: _______-________-_______
(Type or Print)

Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Maintenance Mechanic, Child Nutrition Programs
Job Code: 406
Grade: 7
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Repairs and maintains all cafeteria and technical equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs corrective maintenance on all technical equipment and preventative maintenance on all cafeteria equipment.
- Analyzes causes of malfunction of all technical equipment.
- Maintains maintenance records, supplies, and work reports.
- Negotiates bids from outside contractors for jobs requiring specialized skills and supervises their work.
- Trains cafeteria personnel in operation of all equipment and performs other related duties as required.
- Supervises the work of outside contractors.
- Buys and maintains a supply of parts to repair faulty and inoperative technical equipment.
- Engineers installation layouts for new technical equipment.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILLS RELATED
Ability to perform difficult work and to deal with factors which is not easily understood. Required broad knowledge of the general field and a very thorough knowledge of the technical field.
PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools and staff. Ability and initiative to plan, organize, and carry out assignments under minimum supervision. Ability to work under varied climates and conditions.

CERTIFICATES, LICENSES, REGISTRATIONS
Various certificates may be required, depending upon specification.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee frequently is required to stand and walk. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee often works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: _____________________________   SSN: _____-_______-_______
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Master Electrician  
Job Code: 336  
DOT Code: 824261010  
Grade: 8  
Department: Maintenance/School Plant  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.
- Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit.
- Pulls wiring through conduit.
- Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.
- Connects wiring to lighting fixtures and power equipment.
- Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.
- Connects power cables to equipment, such as electric range or motor, and installs grounding leads.
- Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as battery, buzzer, and oscilloscope.
- Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.
- Repairs faulty equipment or systems.
- Cuts and welds steel structural members.
- Purchases electrical material.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; four to six years job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

CERTIFICATES, LICENSES, REGISTRATIONS
Master Electrician License

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Maintenance, Director of School Plant

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: _____-____-______
(Type or Print)

Employee Signature ____________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Mechanic Helper/Automotive
Job Code: 502
Grade: 4
DOT Code: 638684018
Department: Transportation
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Work under the automotive mechanic and the mechanic foreman; performs minor repair and maintenance work on Board vehicles. Assists mechanic in their work by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Performs minor repair and maintenance work on buses, trucks, and other vehicles.
- Assists mechanics with their work on more complicated repair and maintenance jobs.
- Washes buses and trucks.
- Carries tools and equipment to and from storage and working areas.
- loosens bolts to dismantle machinery.
- Cleans machines with sandpaper, solvent, and wiping rags to prepare surfaces for painting.
- Oils and greases machines.
- Cleans work areas, tools, and equipment.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

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

SKILL RELATED
Ability to use hand and power tools, grease and change oil, change flat tires, wash buses and trucks, clean shop, drive gas and tow truck, make service calls to replace battery and flat tires, replace starters, repair exhaust systems, engine tune-up, install generator, replace clutch and water pump, repair and replace brakes, check and balance wheels, perform front end repairs.


**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Automotive Mechanic, Mechanic Foreman

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
SUMMARY
Repairs and maintains electrical machinery and equipment such as heating and air conditioning, boilers, ventilating fans, fire alarms, school bells, and other electrical equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Observes mechanical/electrical devices in operation and listens to their sounds to locate causes of trouble.
- Dismantles devices to gain access to and remove defective parts.
- Examines form and texture of parts to detect imperfections.
- Inspects used parts to determine reason for failure.
- Adjusts functional parts of devices and control instruments.
- Repairs or replaces defective parts.
- Installs special functional and structural parts in devices.
- Lubricates and cleans parts.
- Starts devices to test their performance.
- Sets up and operates lathe, drill press, grinder, and other metalworking tools to make and repair parts.
- Initiates purchase order for parts and machines.
- Repairs electrical equipment.
- Performs preventative maintenance.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILL RELATED Ability to use basic hand tools such as hammers, screwdrivers, and wrenches, a working knowledge of plumbing, electrical, air conditioning and heating equipment and systems, and a knowledge of how to use various meters and gauges to test this equipment.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; four to six years job-related experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS
C. F. C. (Chloro Floro Carbon) Certification Card
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before other employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to walk. The employee must frequently lift or move moderate to heavy weight. Frequently required to access multi-story rooftops by using an extension ladder.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Electrical Foreman, Supervisor of Maintenance

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________________ SSN: __________________________
(Type or Print)                                      __________________________

Employee Signature                                    Date
Caddo Parish Schools Job Description

Job Title: Mechanic - Transportation  
Job Code: 501  
Grade: 7  
Department: Transportation  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 2, 2001

SUMMARY
Repairs and overhauls buses, trucks, and other automotive vehicles; also performs various other jobs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Examines vehicle and discusses with mechanic foreman and/or Director of Transportation the nature and extent of damage or malfunction.
- Plans work procedures.
- Removes unit such as engine, transmission, or differential.
- Disassembles unit and inspects parts for wear.
- Maintains all tools and related equipment.
- Rebuilds parts such as crankshafts and cylinder blocks.
- Rewires ignition system, lights, and instrument panel.
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.
- Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.
- Determines problems and repairs air conditioning and heating units in vehicles.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience; or equivalent combination of education and experience related automotive and/or heavy truck or bus mechanical repair experience and education desirable.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to other employees.

SKILLS RELATED
Ability to use basic hand tools such as hammers, screwdrivers and wrenches, and the ability to use power tools such as electric hoists, grinding equipment, drills, and impact equipment. Must also be able to use various gauges and testing devices to locate and diagnose mechanical problems.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, sit, and reach with hands and arms. The employee must regularly lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The noise level in the work environment is usually loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Shop Foreman, Director of Transportation

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Painter
Job Code: 321
DOT Code: 840381010
Grade: 6
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Reads work order or receives instructions from supervisor regarding painting.
- Smoothes surfaces and removes old paint from surfaces to prepare surfaces for painting.
- Fills nail holes, cracks, and joints with caulk, putty, plaster, or other filler.
- Removes fixtures such as pictures and electric switchcovers from walls prior to painting.
- Spreads dropcloths over floors and room furnishings, and covers surfaces such as baseboards, door frames, and windows with masking tape and paper to protect surfaces during painting.
- Paints surfaces with brushes, spray gun, or paint rollers.
- Simulates wood grain, marble, brick, or tile effects.
- Applies paint with cloth, brush, sponge, or fingers to create special effects.
- Erects scaffolding or sets up ladders to perform tasks above ground level.
- Washes surfaces prior to painting with mildew remover.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to other employees.
SKILLS RELATED
Ability to use paint brushes, rollers, spray guns, ladders, broadknives, and caulking guns.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects or tools. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk and climb or balance. The employee must frequently lift or move moderate to heavy weight. Specific vision abilities required by this job include color vision and depth perception.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Painter Foreman

TERMS OF EMPLOYMENT
260 days

[Employee Name: ____________________________  SSN: ________-________-______]

(Employee Name: Type or Print)

__________________________  Date

(Employee Signature)
Caddo Parish Schools Job Description

Job Title: Painter Helper
Job Code: 324
Grade: 4
DOT Code: 840381010
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists painters in maintenance of school buildings by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Paints surfaces under supervision.
• Smoothes surfaces and removes old paint from surfaces to prepare surfaces for painting.
• Fills nail holes, cracks, and joints with caulk, putty, plaster, or other filler.
• Removes fixtures such as pictures and electric switchcovers from walls prior to painting.
• Spreads dropcloths over floors and room furnishings, and covers surfaces such as baseboards, doorframes, and windows with masking tape and paper to protect surfaces during painting.
• Assists with set-up of scaffolding or ladders to perform tasks above ground level.
• Cleans writing off walls.
• Washes surfaces prior to painting with mildew remover.
• Cleans brushes, rollers, and spray equipment.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma; six months to one year job-related experience.

SKILLS RELATED
Proficient use of hand tools of the trade such as paint brushes, rollers, broadknives and caulking gun. Basic ability to use mechanical finishing devices to prepare surfaces such as hand sanders, floor sanders, sandblasters, etc.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate in one-on-one and small group situations and to other employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and use hands to handle or feel objects or tools. The employee frequently is required to walk and
reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually quiet.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Painter, Painter Foreman, Supervisor of Maintenance

**TERMS OF EMPLOYMENT**
260 days

Employee Name: __________________________ SSN: ______-_______-_______
(TYPE OR PRINT)

Employee Signature ____________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Parent Educator II  
Job Code: 918  
Grade: 4  
Department: Chapter I  
Prepared By: Richard Dezendorf  
Prepared Date: December 17, 1997  
Approved By: David A. Barr  
Approved Date: April 4, 2001

SUMMARY
Working under the direction of the Director of Chapter I, administers the Parent Education Program in accordance with the School Board Policies and Department of Education guidelines and uses instructional and administrative skills to promote the educational development of each participant.

ESSENTIAL DUTIES AND RESPONSIBILITIES
♦ Develops performance objectives to ensure effective instructional leadership.
♦ Provide parent education services to the required number of families making sure each home visit has a planned and appropriate lesson.
♦ Utilizes appropriate methods of assessing project participant needs.
♦ Develops long and short-range goals and objectives to meet participant's assessed needs.
♦ Writes daily lesson plans to meet desired outcomes.
♦ Uses a variety of methods to evaluate and improve instructional practices on a continuing basis.
♦ Cooperate with the other Parent Education staff in assuming responsibilities for group meetings and special events planned for families enrolled in the program.
♦ Maintain accurate daily log of activities and travel.
♦ Maintain accurate and up-to-date records required for each family.
♦ Follow all health/safety standards in using resource materials during home visits, i.e., disinfecting toys, washing hands, etc.
♦ Conduct periodical screenings for each child enrolled in the program as outlined in the Administrative Manual.
♦ Neat, well groomed, appropriately dressed appearance.
♦ Performs other related duties as required or assigned.

Learning Director
• Creates and maintains an environment which encourages participants' achievement.
• Uses instructional methods and activities to achieve perceivable objectives geared to appropriate level of difficulty for participants.
• Provides activities and instructional processes in an appropriate order.
• Plans and implements instruction, using appropriate learning designed to:
  ♦ Develop appropriate concepts, skills and attitudes.
  ♦ Challenge and reinforce each participant regardless of his/her background.
  ♦ Monitors, adjusts, and evaluates instruction to meet participant needs.
  ♦ Utilizes appropriate materials, resources, and media to enhance instructional methods.

Subject Area Competence
• Demonstrates knowledge of the subject area.
• Keeps abreast of current trends, developments, and methodology in subject area.
Humanizing Agent

- Demonstrates the highest professional standards when dealing with colleagues, students, parents, and administrators.
- Exhibits sensitivity, empathy, and understanding based on principles of child growth and development when dealing with students.
- Manages interactions with participants so that a comfortable, orderly environment exists to help children develop positive self-concepts.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Position qualification(s) are a high school diploma and the minimum requirements as stated by the LEA which may include education or training beyond a high school education.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students.

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

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift or move light weight.

PERSONAL CHARACTERISTICS
- Exhibits ability to plan and organize.
- Works tactfully and harmoniously with staff, parents, children and/or the public.
- Works to gain the respect of staff, students, and parents.
- Possesses physical health to report regularly to work and to deal effectively with students.
- Maintains composure sufficient to keep the job under control.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Chapter I
TERMS OF EMPLOYMENT

180 days

Employee Name: __________________________ SSN: ________-_______-______
(Print or Type)

Employee Signature __________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Assistant Payroll Manager
Job Code: 027
Grade: A
Prepared By: Jim Lee
Prepared Date: January 4, 2016
Approved By: Dr. Mary Nash Robinson
Approved Date: January 4, 2016
Revised: January 4, 2016

SUMMARY
Processes payroll transaction records and assists in supervision of the Payroll Department by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Establishes and maintains employee payroll records.
- Calculates employee wages from records or time cards and prepares checks for payment of wages.
- Verifies and posts details of payroll transactions to journals or computer files.
- Keeps abreast of federal, state and local statutes pertaining to payroll for a public school system.
- Keeps abreast of changes in reporting requirements pertaining to state retirement systems.
- Prepares monthly reports and payments for taxes and benefits.
- Coordinates the assignment of payroll activities with department bookkeepers.
- Prepares bank transfer after each payroll.
- Processes and verifies accuracy of retirement forms, salaries, contributions, and sick time used.
- Ensures accurate records and reports are developed, maintained and forwarded to appropriate authorities, upon request.
- Prepares and disseminates communications explaining programs for which responsible, according to established policy.
- Recommends department organizational improvements to immediate supervisor.
- Adheres to the established formal lines of communications through the chain of command.
- Provides payroll information to visitors and callers by telephone and letter.
- Consults with personnel department administrators, data processing personnel, department heads and school principals concerning payroll data.
- Assists in the equitable solution of complaints, concerns, and problems in the areas of responsibility.
- Neat, well groomed, appearance.
- Performs related duties as required.

SUPERVISORY RESPONSIBILITIES
Assists Payroll Manager in supervising Payroll Department in accordance with the organization’s policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Bachelor’s Degree preferred; four to six years job-related experience; equivalent combination of education and experience will be accepted in lieu of degree. Must be proficient with computers and have practical knowledge of word processing, spreadsheet and database software programs.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the board, groups of managers, principals, teachers, school secretaries, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is required to talk and hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Payroll Manager

TERMS OF EMPLOYMENT
260 days

Employee Name: _______________________________   SSN: _____-_____-_____

(Type or Print)

Employee Signature _______________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Payroll Manager
Job Code: 029
Grade: A4
Department: Finance
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Supervises the executing, recording, documenting, and reporting of all payroll transactions including the distribution of paychecks.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Keeps abreast of federal, state, and local statutes pertaining to payroll for a public school system.
- Keeps abreast of changes in reporting requirements pertaining to the various retirement systems.
- Supervises all parish payroll functions.
- Directs preparation of monthly reports and payments for taxes and benefits.
- Establishes and maintains employee payroll records.
- Coordinates delivery of payroll with maintenance staff.
- Performs related duties as required
- Designates responsibilities and authority for personnel within the department based upon board approved job descriptions.
- Ensures that employee performance properly relates to the objectives of the department.
- Recommends department organizational improvements to immediate supervisor.
- Adheres to the established formal lines of communications through the chain of command.
- Implements and supervises all payroll department application of data processing.
- Sorts paychecks and prepares payroll envelopes for delivery.
- Prepares bank transfer after each payroll.
- Processes and checks for accuracy of retirement forms, salaries, contributions, and sick time used.
- Ensures accurate records and reports are developed, maintained and forwarded to appropriate authorities, upon request.
- Prepares and disseminates communications explaining programs for which responsible, according to established policy.
- Provides payroll information to visitors and callers by telephone and letter.
- Consults with personnel department administrators regarding payroll data.
- Contacts department heads and school principals concerning payroll data.
- Assists in the equitable solution of complaints, concerns, and problems in the areas of responsibility.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Bachelor's degree. Knowledge of Sungard System or similar HR/Payroll System preferred. Capability equivalent to that normally achieved through 4 to 6 years of progressive professional experience.

PERSONAL CHARACTERISTICS
- Ability to plan, organize, and oversee the work of assigned personnel.
- Ability to work tactfully and harmoniously with schools, staff, employees, agencies, parents, and the public.
- Ability to communicate effectively.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports, and conversations in confidence.
- Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Finance

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: ________-______-______

(Type or Print)

Employee Signature Date
Caddo Parish Schools Job Description

Job Title: PBX / Operator
Job Code: 131
Grade: 5
DOT Code: 235662022
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Operates switchboard to relay incoming, outgoing, and interoffice calls by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Pushes switch keys on PBX console to make connections and relay calls.
- Supplies information to callers and records messages.
- Performs clerical duties such as retrieving fax messages and notifying recipients when fax messages are received.
- Prepares shipping ticket for packages and notified recipients of package delivery.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to callers and other employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________  SSN: ________-________-______
(Type or Print)

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Personnel Administrator - Information Services
Job Code: 031
Grade: A4
Department: Classified Personnel
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Develops, implements and maintains a system-wide clearinghouse information system and a personnel/payroll system. Assists in establishing procedures and systems for system-wide automated administrative applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Develops systems to gather, organize, store, retrieve and disseminate information through an information clearinghouse.
- Coordinates planning and development activities with the Superintendent and information-user groups.
- Prepares procedures consistent with good business practices that comply with federal, state and local laws and regulations and with Caddo Parish School Board policy.
- Develops and maintains human resources management information systems.
- Coordinates clearinghouse system data collection from all sources, consolidates the data, organizes and stores it.
- Consolidates and standardizes questionnaires, surveys, opinionnaires, and other forms requesting information through the clearinghouse system.
- Serves as the primary source for information in order to eliminate redundancy of requests and to assist in providing information already available in the clearinghouse system.
- Participates in evaluation and selection of software, hardware and communications systems to implement personnel and information systems networks within the administrative offices and all school buildings.
- Develops training programs for users of information systems and assists in training activities.
- Coordinates dissemination of information to assure timely flow of accurate information throughout the system.
- Provides for appropriate security and confidentiality of information in the personnel and clearinghouse systems.
- Performs other related duties as assigned.
- Assists the Assistant Superintendent of Human Resources Services and the Director of Personnel-Classified in developing and implementing personnel policies.
- Ensures that accurate records and reports are developed, maintained and forwarded to appropriate authority.
- Maintains school system information and personnel records in accordance with federal, state and parish requirements.
- Assists in communicating the functions and procedures of the school system and Classified Personnel Department to employees, School Board and the general public.
- Prepares and disseminates explanations of programs for which responsible according to established policy.
- Assists in the equitable solution of complaints, concerns and problems in the area of responsibility.
SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Bachelors degree in personnel administration and a Master's degree in a related field. Capability equivalent of that normally achieved through 7 to 10 years of progressive professional experience.

SKILL RELATED
Skill in the areas of general business administration, personnel administration, human relations and data processing.

PERSONAL CHARACTERISTICS
• Ability to plan, organize and supervise the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents and the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Classified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

_________________________  _________________________
Employee Signature        Date
Caddo Parish Schools Job Description

Job Title: Personnel Administrator, Recruiter
Job Code: 031
Grade: A4
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: Willie Henderson
Approved Date: March 23, 2001

SUMMARY
Reports to the Director of Personnel-Certified. Locates, contacts and attracts qualified candidates for employment by the Caddo Parish School Board. Promotes compliance with federal, state and parish policies on recruitment and employment of personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Works with the personnel administrators for staffing to determine the staffing needs of the Caddo Parish School Board.
- Establishes and implements a comprehensive recruitment program for the Caddo School Board.
- Assists the Assistant Superintendent for Human Resources Services and Director of Personnel-Certified to ensure that due process is provided to all prospective employees.
- Supervises recruitment efforts of Caddo Parish School Board personnel utilized in adjunct or supplemental capacity.
- Establishes partnerships between CPSB and business community to enhance recruitment objectives.
- Develops and maintains an active recruitment program. (Recruiting materials: business, university and community contacts; and advertisements.)
- Provides assistance to prospective employees regarding personnel matters.
- Conducts workshops to facilitate non-traditional entrance into teaching by qualified local personnel.
- Establishes and maintains formal lines of communication through the chain of command.
- Ensures the maintenance of accurate records and reports.
- Ensures maintenance of personnel records in accordance with federal, state and parish requirements.
- Assists in the maintenance of statistical information.
- Emphasizes minority recruitment in accordance with consent decree provisions.
- Assists in the equitable solution of complaints, concerns and problems in the area of responsibility.
- Develops brochures, videos and other recruitment media to promote the Caddo public school system.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation with a Master's degree from an accredited college or university. Capability equivalent to that normally achieved through at least three to five years of professional experience.
SKILL RELATED
Louisiana requirements for a teaching certificate with parish and city school supervisor's authorization is preferred, but not required.

PERSONAL CHARACTERISTICS
Ability to plan and organize to ensure completeness of assigned tasks. Ability to work tactfully and harmoniously with staff, schools, agencies, parents and the public. Physical stamina and emotional stability to work effectively under pressure and keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence. Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from applicants, employees, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Certified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: ________-________-_______
(Type or Print)

Employee Signature __________________________________ Date __________________
Caddo Parish Schools Job Description

Job Title: Personnel Administrator - Classified
Job Code: 031
Grade: A4
Department: Classified Personnel
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David A. Barr
Approved Date: January 10, 1998

SUMMARY
Administers the Parish personnel policies and procedures, promotes compliance with federal, state, and parish policies on employment and assignment of personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Implements procedures that are consistent with federal, state, and local statutes.
- Reviews and evaluates classified personnel applications and supervises the processing of such applications.
- Implement policies and procedures related to recruitment, employment, transfer, and termination of classified personnel.
- Directs placement of classified personnel on appropriate salary schedule.
- Provides assistance to all classified personnel with grievances and other personnel problems.
- Provides assistance to employees relative to leaves (maternity leave, sick leave, military leave, and leave without pay).
- Performs related duties as assigned by the Assistant Superintendent for Human Resources Services and the Director of Classified Personnel.
- Ensures maintenance of personnel records in accordance with federal, state and parish requirements.
- Communicates the function and procedures of the division to employees and the general public.
- Prepares communications that explain programs in area of responsibility, according to established policy.
- Assists in the equitable solution of complaints, concerns, and problems in the area of responsibility.
- Directs the dissemination of classified job opportunity information.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Graduate of an accredited college or university with a Master's degree. Capability equivalent to that normally achieved through 3 to 5 years of continuous professional experience.
PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with schools, staff, parents, and/or the public.
• Ability to plan, organize, and carry out assignments under minimum supervision.
• Ability to hold records, reports, and conversations in confidence.
• Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Classified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: _______________________________ SSN: ________-________-________
(Type or Print)

Employee Signature __________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Pest Exterminator  
Job Code: 405  
Grade: 7  
Department: Child Nutrition Programs  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Maintains all cafeteria pest control; evaluates new chemicals; recommends chemicals and sanitation improvements and informs the Director of Child Nutrition Programs of pest problems in cafeterias. Under the supervision of the Director of the School Plant, services other areas of the school plants. Supervises temporary employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs routine corrective and/or preventive pest control in all cafeterias.
- Analyzes causes of rodent and pest infestation.
- Compiles and maintains pest control records.
- Makes recommendation for improvements, which may include repairs and sanitation.
- Instructs cafeteria personnel in methods of pest control.
- Performs corrective and/or preventive pest control in all other areas of the school plants as requested.
- Analyzes and recommends chemicals for the extermination of pests.
- Supervises temporary employees who assist with pest control services.
- Cleans areas that harbor pests preparatory to fumigating.
- Neat well-groomed appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

SKILL RELATED
Requires broad knowledge of pest control and very thorough knowledge of the applicable pest problems. Ability to handle hazardous chemicals safely. Ability to read blueprints. Ability to perform the job without harm to school children and staff.
PERSONAL CHARACTERISTICS
Ability to plan, organize and supervise the work of assigned personnel. Ability to work under varied climates and conditions. Ability and initiative to plan, organize, and carry out assignments under minimum supervision.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Licensed by the Structural Pest Control Commission of commercial vertebrate control, general pest control, and termite control. Certified by the Louisiana Department of Agriculture.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Child Nutrition Programs

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Plumber  
Job Code: 341  
Grade: 6  
Prepared By: Richard Dezendorf  
Prepared Date: January 5, 1998  
Approved By: David A. Barr  
Approved Date: January 10, 1998

SUMMARY
Working under the Foreman-Plumbing, installs, repairs, and replaces plumbing, controls, and electrical devices as assigned; responsible for maintaining safety and health precautions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Locates and repairs gas, air, and water leaks.
- Frees clogged waste, drain, grease lines, and sump pumps.
- Repairs and replaces faucets, water closets, wash basins, sinks, and dishwashers.
- Repairs, removes, and relocates lead wastes, traps, vents, soil pipes, and water mains.
- Installs tees and y's in existing plumbing and pours, caulks, or lead wipes the joints and tests them.
- Maintains and drives service truck.
- Replaces hot water tanks, thermometers, and thermostats.
- Adjust burners and pilots.
- Investigates, locates, and corrects unusual odors, conditions, and sounds which might indicate a danger to people, building, or equipment, such as gas odors, pounding in the pipes, hissing, and damp areas.
- Measures, cuts, threads, bends and installs pipe and pipe fittings.
- Completes all types of plumbing work including the roughing-in of new equipment and the repair of older equipment and fixtures.
- Maintains all tools and equipment related to the position.
- Usually supervises one helper.
- Neat, well groomed, appropriately dressed appearance.
- Installs, maintains, repairs, and replaces electrical equipment, fixtures and wiring as assigned.
- Installs, replaces and repairs electrical controls.
- Installs, replaces and repairs air conditioning and heating equipment.
- Installs, replaces and repairs clocks and other small electrical appliances.
- Maintains all tools and equipment related to position.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 3 to 5 years of continuous skilled trade experience.
SKILL RELATED
Ability to use basic hand tools such as hammers, screw-drivers, and wrenches. Have a working knowledge of plumbing, electrical, air conditioning, and heating equipment, and a knowledge of how to use various meters and gauges to test this equipment.

PERSONAL CHARACTERISTICS
- Ability to work harmoniously and cooperatively with others.
- Ability to carry out assignments.
- Ability to act when emergencies occur.
- Ability to do heavy lifting.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and sit. The employee must occasionally lift or move moderate to heavy weight.

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

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Plumbing Foreman

TERMS OF EMPLOYMENT
260 days

Employee Name: ______________________ SSN: ______-_______-_______
(Type or Print)

Employee Signature __________________________________ Date ______________
Caddo Parish Schools Job Description

Job Title: Plumber Helper
Job Code: 343
Grade: 4
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists plumber with installations and repairs of pipes by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Assists Plumber in all areas of responsibility.
• Studies building plans and working drawings to determine work aids required and sequence of installations.
• Inspects structure with assistance to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe.
• Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors and cuts openings.
• Cuts, threads, bends, joins, and caulks pipe.
• Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic.
• Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking.
• Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners.
• Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.
• Welds holding fixtures to steel structural members.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to use basic hand tools such as hammers, screwdrivers, and wrenches. Proficient use of basic hand tools of the plumbing trade, ability to operate sewer machine and ability to recognize potential plumbing problems.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and sit. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Plumber, Plumber Foreman, Supervisor of Maintenance

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________________________ SSN: _____ - _______ - _______
(Type or Print)

Employee Signature ______________________________________ Date

__________________________________________________________
SUMMARY
Directs activities concerned with contracts for purchase or sale of equipment, materials, products, or services by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Monitors all phases of construction.

Examines estimates of material, equipment, and production costs, performance requirements, and delivery schedules to insure completeness and accuracy.

Plans and expedites work for ADA program access.

Prepares bids, process specifications, test and progress reports, and other exhibits that may be required.

Reviews bids from other firms for conformity to contract requirements and determines acceptable bids.

Negotiates contract with bidder(s).

Requests or approves amendments to or extensions of contracts.

Recommends where and when asbestos should be removed.

Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring recommendations, planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; and/or ten years or more of job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Architectural license from state. Asbestos design certificate with DEQ.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of School Plant

TERMS OF EMPLOYMENT
260 days

Employee Name: _____________________________________ SSN: ________-________-________

Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Purchasing Agent
Job Code: 101
DOT Code: 162157038
Grade: A4
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Coordinates activities involved with procuring goods and services for organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Reviews requisitions.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Selects products for purchase by testing, observing, or examining items.
- Estimates values according to knowledge of market price.
- Advises management on purchasing policies and state laws.
- Determines method of procurement such as direct purchase or bid.
- Prepares purchase orders or bid requests.
- Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Approves invoices for payment.
- Reviews decisions made by other individuals and makes recommendations that may have significant impact on the District or outside the District.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Manages several employees in purchasing. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and other employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; and use hands to feel objects or controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Finance

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN: _____-_______-_______
(Typed or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title: Purchasing Processor, Child Nutrition Programs
Job Code: 460
Grade: 6
Department: Child Nutrition Programs
Prepared By: Richard Dezendorf
Prepared Date: January 29, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Assists and works with the buyer in the performance of duties (excluding the actual purchasing function); serves as liaison between Child Nutrition Programs, Purchasing and Accounts Payable Departments for purchasing/invoicing problem resolution and enters online data into the accounting system.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Assist the buyer by investigating problems occurring with purchase orders, invoices, school orders, pricing, vendor shipments/deliveries, etc. and handles each through to satisfactory resolution.
• Investigates invalid data that may have been incorrectly entered.
• Enters online vendor data for purchase orders and mailing lists.
• Distributes buyer and/or system generated reports as appropriate.
• Performs clerical and other duties such as typing, filing and maintaining catalog files as required.
• Neat well-groomed appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from completion of business school, trade school, or specialized training beyond the high school degree but short of a junior college degree. Capability equivalent to that normally achieved through 1 to 3 years of continuous office experience preferably in purchasing or accounts payable related fields.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

SKILL RELATED
Ability to operate a microcomputer and/or online connected mainframe terminal; to use Lotus 1-2-3, Microsoft Word or other spreadsheet and word processing software; to communicate effectively with vendors and school employees in resolving purchase order/invoicing problems; to type at a minimum of 45 correct words per minute and to operate office machines such as a typewriter, calculator, copier and FAX; to comprehend and retain procedures and information and to cope with numerous telephone calls and interruptions without loss of concentration.
PERSONAL CHARACTERISTICS

- Ability and initiative to plan, organize and carry out assignments under minimum supervision.
- Ability to work tactfully and harmoniously with schools, staff, vendors and the public.
- Punctual and diligent in adhering to office hours of operation.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee frequently is required to talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Senior Buyer

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: _____-____-______

(type or Print)

Employee Signature ____________________________ Date _________________
Caddo Parish Schools Job Description

Job Title: Recruiting Assistant
Job Code: 121
Grade: 7
Prepared By: Richard Dezendorf
Prepared Date: March 16, 2001
Approved By: David A. Barr
Approved Date: March 16, 2001

SUMMARY
Responsible for the daily operations of the recruiting department so that certified, qualified applicants can be recognized, processed and hired. Maintains all records, files, and transactions for the recruiting department. Performs standard secretarial and/or minor administrative duties under direct supervision of a supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Reviews, prepares, processes, maintains and updates records required for employment of perspective certified employees.
- Prepares application packets for recruiter, as well as for “mail,” “phone,” and “drop-in” applicants.
- Prepares and places ads in the newspaper, radio, etc., for recruiting certified teachers.
- Prepares and sends correspondence to all contacts resulting from job and college fairs.
- Registers the recruiter for job fairs, career fairs, conferences and teacher fairs. Coordinates and schedules hotel and auto accommodations for the recruiter.
- Responds to inquiries regarding the PRAXIS tests and application process as they relate to employment criteria.
- Secures meeting place and prepares schedule, packets and invitations for student teacher meeting each semester. Secures meeting place and schedules PRAXIS workshops. Distributes this information to the schools and community.
- Liaison between recruiter, principals, staffing administrators and certified applicants to turn over files in a timely manner.
- Reviews and maintains applicants’ files on a regular basis. Initiates communications with applicants whose files are missing references, transcripts, and/or test scores. Sends correspondence annually to all applicants whose files have not been turned over or hired to determine their continued applicant status.
- Responsible for data entry and maintenance of applicants’ file on the recruitment database.
- Routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Types routine correspondence and various reports.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Records minutes of staff meetings.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type at a minimum of 60 correct words per minute, take dictation at a minimum of 80 correct words per minute, operate office machines such as a typewriter, copying machine, computer, word processor, and calculator.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Recruiter

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________ SSN: ___________________________ - - -
(Type or Print)

Employee Signature ___________________________ Date ___________________________
Caddo Parish Schools Job Description

Job Title: Repairman, Electronic and Audio-Visual Equipment
Job Code: 085
Grade: 7
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Maintains and repairs electronic and audio-visual equipment owned by the Caddo Parish School Board and cares for the repair shop and shop equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Checks, repairs and sometimes modifies filmstrip, slide and movie projectors, overhead projectors, opaque projectors, projection screens, transcription players, record players, tape recorders, turntables, laminating machines, microphones and their cords and stands, strobo-conns, strobo-tuners, limited video equipment, earphones and speaker baffles.
- Checks and repairs public address systems, intercommunication systems and language laboratories.
- Checks and repairs radio and television sets.
- May help determine specifications for the purchase of new equipment and the remodeling or modifying of present equipment.
- Keep records of repair work done.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate. Capability equivalent to that normally achieved through 1 to 3 years of continuous skilled trade experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to use electronic testing equipment, shop tools such as screwdrivers, soldering guns and pliers and the ability to read and understand electronic service manuals and schematics. Ability to diagnose and correct mechanical and/or electronic problems in all audio-visual equipment.
PERSONAL CHARACTERISTICS
Ability to work cooperatively and harmoniously with others. Ability to see that assignments are carried out. Ability to exercise independent judgment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Technician II, Electronic & Audio-Visual Equipment; Purchasing Agent;

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

________________________________________________________ ___________________________________

Employee Signature       Date


**Caddo Parish Schools Job Description**

Job Title: Repairman - Lawnmower  
Job Code: 304  
Grade: 6  
Department: Maintenance/School Plant  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

**SUMMARY**
Repairs fractional horsepower gasoline engines used to power lawnmowers, and similar machines by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
Essential duties and responsibilities include the following. Other duties may be assigned.

- Locates causes of trouble, dismantles engines, and examines parts for defects.
- Replaces or repairs parts such as rings and bearings.
- Cleans and inspects all parts for safety.
- Starts repaired engines and listens to sounds to test performance.
- Replaces engines on machine.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
High School Diploma or GED with additional specialized or technical training; and two to four years job-related experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**SKILL RELATED**
Ability to use acetylene cutting and welding torch, electrical welding machine, and basic hand tools such as hammers, screwdrivers, and wrenches. Must also have a knowledge of small gasoline power motors.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Maintenance

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: _______ - _______ - _______

(Employee Name: (Type or Print))

Employee Signature ________________________________ Date ________________________________
Caddo Parish Schools Job Description

Job Title: Repair - Technician
Job Code: 085
Grade: 7
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Maintains and repairs various electronic equipment including spirit duplicators, mimeograph and copier machines by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Receives and responds to requests for repairs issued by the Purchasing Department’s repair clerk for all brands of spirit duplicators, mimeograph machines and copier machines owned by the Caddo Parish School Board.
• Makes necessary repairs by utilizing the proper tools and equipment, such as specialized and unique hand tools, alignment gauges, and drum cleaning chemicals and machine.
• Schedules repair calls according to priorities and follows acceptable standards for response time to calls for repairs.
• Keeps accurate records for repair work.
• Instructs school clerical staff in the proper use and preventive maintenance techniques for duplicating and copying equipment.
• Working with the Buyer and Fixed Asset Accountant, assists in the maintenance of inventory files of all duplicating and copying equipment as to purchase date, date and type of repairs performed, and school location.
• Makes recommendations to the Purchasing Department personnel for replacing duplicating and copying equipment that is beyond economical repair.
• Assists Purchasing Agent and Buyer in selection and specifications for new duplicating and copying equipment purchases.
• Requisitions and maintains an adequate stock of repair parts.
• Safely operates and properly maintains school board service vehicle and repair equipment.
• Analyzes, diagnoses, and repairs equipment.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with required additional specialized, vocational, or technical training; two to four years job-related experience; or equivalent combination of education and experience.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILLS RELATED
Ability to use sophisticated hand tools, electronic testing devices, precision alignment gauges, drum cleaning machines, and similar equipment; the ability to read and understand complex service manuals and schematics; the ability to diagnose and correct mechanical, electrical and/or electronic problems in all duplicating, mimeograph and copying equipment.

PERSONAL CHARACTERISTICS
Ability to work cooperatively, tactfully and harmoniously with schools, staff, vendors, and others. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to plan, organize and see that assignments are carried out. Ability to exercise independent judgement. Legible handwriting.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Senior Buyer, Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: ________-________-______
(Type or Print)

Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Risk Manager
Job Code: 028
Prepared By: Richard Dezendorf
Prepared Date: August 27, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Plans, directs, and coordinates risk and insurance programs to control risks and losses and analyzes insurance claims to determine extent of system’s liability by performing the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Investigates property and casualty claims in the field.
- Determines liability and negotiates settlements.
- Receives claims and requests payments.
- Recommend solutions to claims, safety and/or liability concerns or problems.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor’s Degree; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and sit.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually quiet to moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Auditing and Risk Management

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature _________________________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Roofer Helper  
Job Code: 354  
Grade: 4  
Department: Maintenance  
Prepared By: Richard Dezendorf  
Prepared Date: December 10, 1997  
Approved By: David A. Barr  
Approved Date: January 21, 1998

SUMMARY
Assists Roofer in covering roofs with materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, in waterproofing roofs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists Roofer in all areas of responsibility.
- Cuts roofing paper to size and nails or staples it to roof in overlapping strips to form base for roofing materials.
- Aligns roofing material with edge of roof, and overlaps successive layers, gauging distance of overlap with chalkline, gauge on shingling hatchet, or by lines on shingles.
- Fastens composition shingles or sheets to roof with asphalt, cement, or nails.
- Punches holes in slate, tile, terra cotta, or wooden shingles.
- Cuts strips of flashing and fits them into angles formed by walls, vents, and intersecting roof surfaces.
- Mops or pours hot asphalt or tar onto roof base when applying asphalt or tar and gravel to roof.
- Applies alternate layers of hot asphalt or tar and roofing paper until roof covering is as specified.
- Applies gravel or pebbles over top layer.
- Constructs and attaches prefabricated roof sections to rafters.
- Attaches and applies roofing paper and tar to shower pans, decks, and promenades to waterproof surfaces.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience; or equivalent combination of education and experience.

SKILLS RELATED
Skilled use of all roofing materials, tools and equipment. Ability to identify, evaluate and repair roofing-related problems. Ability to prepare bill of materials for routine roofing jobs. Ability to read blueprints.
LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in high, precarious places and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Roofer

TERMS OF EMPLOYMENT
260 days

Employee Name: ______________________________ SSN: ________-_______-_______
(Type or Print)

________________________________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: School Computer Proctor
Job Code: 910
Grade: Grade 4
DOT Code: 099327010
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Maintains computer lab and provides computerized tutoring for each student by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Monitors students and their progress while in lab and prepares student progress reports.
- Maintains computer lab equipment and condition of lab.
- Prepares worksheets and reports on a weekly and monthly basis.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Acts as substitute teacher when needed.
- Relieves office staff as needed.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; six months to one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; and use hands to handle or feel objects, tools, or controls. The employee must occasionally lift or move light weight.
**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
School Principal

**TERMS OF EMPLOYMENT**
180 days

Employee Name: ____________________________  SSN: ______-_______-_______
(Type or Print)

________________________________________  ______________________
Employee Signature                        Date
Caddo Parish Schools Job Description

Job Title: School Library Clerk  
Job Code: 146  
Grade: 4  
DOT Code: 249367046  
Department: Elementary, Middle and High School Administration  
Prepared By: Richard Dezendorf  
Prepared Date: July 27, 1999  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Working under the direction of the school librarian, prepares book orders and verifies book deliveries, processes new books and periodicals, types library correspondence, forms and records, returns loaned books and materials to their proper place, and otherwise assists the librarian in the operation of the school library.  
(These examples are intended only as illustrations of the various types of work performed. Actual work assignments may vary from school to school depending on the direction of the school principal.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Record identifying data and due date on cards to issue books to patrons.
- Inspect returned books for damage, verify due date and compute and receive overdue fines.
- Review records to compile list of overdue books and issue overdue notices to borrowers.
- Sort books, publications, and other items according to classification code and return them to shelves, files, or other designated storage area.
- Locate books and publications for patrons.
- Issue borrower's identification card according to established procedures.
- File cards in catalog drawers according to system.
- Repair books and place plastic covers on new books.
- Answer inquiries of nonprofessional nature on telephone and in person and refers persons requiring professional assistance to Librarian.
- Type material cards or issue cards and duty schedules.
- Prepare and process new books and materials.
- Assist in checking audio-visual materials in and out.
- Prepare Total Circulation Status Report at the end of the month.
- Assist Librarians in the end-of-the-year book and audio-visual inventories.
- Add and delete books of the library computer.
- Prepares book orders at the librarian’s request, checks invoices, and packing lists upon receipt of books, notes any errors, and takes corrective action.
- Prepares books, audio-visual materials, and equipment for return to central libraries or lending organizations.
- Maintains library supply cabinets, orders supplies as necessary, and dispenses supplies to library staff.
- Ability to work tactfully and harmoniously with staff and students.
- Ability to command the respect and like of students.
- Pleasant and correct telephone manner.
- Legible handwriting.
- Ability and initiative to plan, organize, and carry out assignments with minimum supervision.
- Ability to handle routine and repetitious tasks.
- Ability to maintain regular attendance.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to teachers and students.

SKILL RELATED
Ability to type a minimum of 50 correct words per minute and to operate office machines such as a typewriter, copying machine, and duplicating machine.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel books or controls. The employee is occasionally required to stand, walk, stoop, kneel, or crouch, and talk or hear. Specific vision abilities required by this job include close vision.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Librarian, School Principal

TERMS OF EMPLOYMENT
194 days

Employee Name: ___________________________________________  SSN: ________-________-________
(Type or Print)

Employee Signature ___________________________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: School Library Clerk-Middle/Secondary
Job Code: 146
Grade: 4
DOT Code: 249367046
Department: Secondary Administration
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Working under the direction of the school librarian, prepares book orders and verifies book deliveries, processes new books and periodicals, types library correspondence, forms and records, returns loaned books and materials to their proper place, and otherwise assists the librarian in the operation of the school library.
(These examples are intended only as illustrations of the various types of work performed. Actual work assignments may vary from school to school depending on the direction of the school principal.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Essential duties and responsibilities include the following. Other duties may be assigned.
• Record identifying data and due date on cards to issue books to patrons.
• Inspect returned books for damage, verify due date and compute and receive overdue fines.
• Review records to compile list of overdue books and issue overdue notices to borrowers.
• Sort books, publications, and other items according to classification code and return them to shelves, files, or other designated storage area.
• Locate books and publications for patrons.
• Issue borrower's identification card according to established procedures.
• File cards in catalog drawers according to system.
• Repair books and place plastic covers on new books.
• Answer inquiries of nonprofessional nature on telephone and in person and refers persons requiring professional assistance to Librarian.
• Type material cards or issue cards and duty schedules.
• Prepare and process new books and materials.
• Assist in checking audio-visual materials in and out.
• Prepare Total Circulation Status Report at the end of the month.
• Assist Librarians in the end-of-the-year book and audio-visual inventories.
• Add and delete books of the library computer.
• Prepares book orders at the librarian’s request, checks invoices, and packing lists upon receipt of books, notes any errors, and takes corrective action.
• Prepares books, audio-visual materials, and equipment for return to central libraries or lending organizations.
• Maintains library supply cabinets, orders supplies as necessary, and dispenses supplies to library staff.
• Ability to work tactfully and harmoniously with staff and students.
• Ability to command the respect and like of students.
• Pleasant and correct telephone manner.
• Legible handwriting.
• Ability and initiative to plan, organize, and carry out assignments with minimum supervision.
• Ability to handle routine and repetitious tasks.
• Ability to maintain regular attendance.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to teachers and students.

SKILL RELATED
Ability to type a minimum of 50 correct words per minute and to operate office machines such as a typewriter, copying machine, and duplicating machine.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel books or controls. The employee is occasionally required to stand, walk, stoop, kneel, or crouch, and talk or hear. Specific vision abilities required by this job include close vision.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Librarian, School Principal

TERMS OF EMPLOYMENT
194 days

Employee Name: ________________________________ SSN: ________-________-_______
(Type or Print)

Employee Signature ________________________________ Date ________________________
Caddo Parish Schools Job Description

Job Title: School Nurse, Special Education  
Job Code: 083  
Prepared By: Richard Dezendorf  
Prepared Date: September 4, 1997  
Approved By: David A. Barr  
Approved Date: April 2, 2001

SUMMARY
Assesses, evaluates, and administers the total Health and Development status of students and provides for the optimum physical well-being of students, in cooperation with Special Education staff, school staff, parents and community health organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs physical assessments, obtains medical histories and maintains adequate health records of special education students.
- Provides information and recommendations relative to the IEP process as it relates to health services.
- Plans and conducts health counseling sessions for students and families and initiates referrals to appropriate health specialists and agencies when necessary.
- Plans and conducts workshops for paraprofessionals to train them in complex procedures (diapering, feeding, tracheostomy care, gastrostomy feeding, etc.).
- Certifies those paraprofessionals who successfully complete training of non-complex procedures.
- Provide health education to classroom teachers, parents and community groups.
- Complies with rules and regulations of local and state health agencies and the school board for implementing controls of communicable diseases.
- Assists in periodic inspections of school plants to determine the environmental health as it relates to special needs students.
- Makes home visits when necessary.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Hold current license as a registered professional nurse in the State of Louisiana. Hold a current certificate as a school nurse in the State of Louisiana. Have a minimum of 2 years experience as a registered professional nurse.
LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to middle management.

REASONING ABILITY
Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence; to command the respect and liking of students; to plan, organize, and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Nurse; Director of Student Services

TERMS OF EMPLOYMENT
182 days

_____________________________  ___________________________  ______-____-____
Employee Name:      SSN:      (Type or Print)
_____________________________
Employee Signature    Date
Caddo Parish Schools Job Description

Job Title: School Nurse, Title I Health Service
Job Code: 083
Prepared By: Richard Dezendorf
Prepared Date: September 4, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Administers the Title I Health Service in all participation Title I schools, screens children for physical and emotional problems, and works with school staffs, parents and agencies to provide health and mental care for Title I students.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Draws up a yearly health budget, confers with contracting physicians and optical services, and develops contracts per agreements.
• Develops yearly work plan for student physical assessments and supervises the Health Team activities.
• Visit schools and confer with principals, teachers and aides to prepare them for student physical assessments.
• Screens and inspects Title I children for physical and mental problems by administering vision, hearing, dental and other system checks, and collecting permission slips.
• Assists in taking blood and urine samples, detecting problems such as iron deficiency anemia or sickle cell anemia.
• Organizes and supervises monthly medical clinics at Title I schools with contractual physician.
• Contact parents with concerns or health problems affecting their child and arranges conferences with parents.
• Recommends referrals for health treatment to appropriate agency.
• Contact community agencies, clinics, and mental health centers to establish referral practices and develop good lines of communication.
• Documents student health records, assessments, test results, clinic results and parent conferences.
• Presents health information in conjunction with Title I parental involvement workshops.
• Performs other related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Hold current license as a registered professional nurse in the State of Louisiana. Hold a current certificate as a school nurse in the State of Louisiana.

Have a minimum of 2 years experience as a registered professional nurse.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to middle management.
REASONING ABILITY
Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence; to command the respect and liking of students; pleasant and correct telephone manner; to plan, organize, and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Nurse

TERMS OF EMPLOYMENT
182 days

Employee Name: ____________________________ SSN: ________-________-______
(Type or Print)

Employee Signature ____________________________________________________________ Date ____________________________
**Caddo Parish Schools Job Description**

**Job Title:** School Nurse  
**Job Code:** 083  
**Prepared By:** Richard Dezendorf  
**Prepared Date:** September 4, 1997  
**Approved By:** David A. Barr  
**Approved Date:** April 2, 2001

**SUMMARY**
Assesses, evaluates, and administers the total Health and Development status of students and provides for the optimum physical well-being of students, in cooperation with Special Education staff, school staff, parents and community health organizations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs physical assessments, obtains medical histories and maintains adequate health records of special education students.
- Provides information and recommendations relative to the IEP process as it relates to health services.
- Plans and conducts health counseling sessions for students and families and initiates referrals to appropriate health specialists and agencies when necessary.
- Plans and conducts workshops for paraprofessionals to train them in complex procedures (diapering, feeding, tracheostomy care, gastrostomy feeding, etc.).
- Certifies those paraprofessionals who successfully complete training of non-complex procedures.
- Provide health education to classroom teachers, parents and community groups.
- Complies with rules and regulations of local and state health agencies and the school board for implementing controls of communicable diseases.
- Assists in periodic inspections of school plants to determine the environmental health as it relates to special needs students.
- Makes home visits when necessary.
- Performs other related duties as required or assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
Hold current license as a registered professional nurse in the State of Louisiana. Hold a current certificate as a school nurse in the State of Louisiana. Have a minimum of 2 years experience as a registered professional nurse.
LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to middle management.

REASONING ABILITY
Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence; to command the respect and liking of students; to plan, organize, and carry out assignments under minimum supervision.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Head Nurse

TERMS OF EMPLOYMENT
182 days

Employee Name: ___________________________   SSN: ________-________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: School Office Clerk, Elementary, Middle, and High School
Job Code: 145
Grade: 4
DOT Code: 203362010
Department: Elementary, Middle, and High School Administration
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Compile data and operate typewriter and/or computer in performance of routine clerical duties to maintain school or records and reports by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists school secretary with clerical and/or office duties.
- Type reports, business correspondence, application forms, shipping tickets, and other material.
- File records and reports, post information to records, sort and distribute mail, answer telephone, and perform similar duties.
- Type on or from specialized forms.
- Operate telex machine to produce records and reports.
- Make copies of completed work.
- Administer medication and first aid to students.
- Keeps daily attendance and generate necessary reports, letters and parent contacts.
- Place materials and supply (M & S) orders and distributes the orders as they arrive.
- Acts as school receptionist by answering inquiries and assisting parents, teachers, and students.
- Checks students in and out and calls parents when students become ill.
- Order custodial supplies and reports maintenance problems.
- Answers intercom.
- Relieves the secretary during her break.
- Issues books, materials and supplies.
- Assists teachers in duplicating requested classroom materials.
- Prepares suspension notices and court referrals.
- Assists with purchasing through the MARS-G system.
- Ability to work tactfully and harmoniously with staff and students.
- Ability to command the respect and liking of students.
- Pleasant and correct telephone manner.
- Legible handwriting.
- Ability and initiative to plan, organize and carry out assignments with minimum supervision.
- Ability to assign and oversee the work of assigned assistants.
- Ability to maintain regular attendance.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organizations.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to type a minimum of 50 correct words per minute and to operate office machines such as a typewriter, copying machine and duplicating machine.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
School Principal

TERMS OF EMPLOYMENT
194 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Secretary – Information Services/Data Entry
Job Code: 170
Grade: 7
DOT Code: 209.387-022
Department: Personnel
Prepared By: Richard Dezendorf
Prepared Date: March 31, 1997
Approved By: David Barr
Approved Date: April 3, 2001

SUMMARY
Operates data entry and printer equipment to enter data and transactions into the Human Resource System and to print transaction forms for approval, distribution and filing. Maintains Human Resource System Tables, calendars, documentation and other elements of the system. Operates Department of Education computer terminal to enter data for state reporting and to print reports produced by the state. Files Human Resource System documents. Assist with data entry and clerical duties involving the Caddo Professional Evaluation Plan and the Teacher Assessment Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Prepares original documents for data entry by placing codes from tables in fields where required.
- Enters personnel transaction data from Personnel Transaction Request forms, applications and recruitment forms into the recruitment, applicant, personnel and job control files of the Human Resource System.
- Prints transaction approval forms and verifies data with original document to ensure correctness. Furnishes approval document to Administrators and Director of Personnel for approval.
- Completes personnel transaction using approved approval document. Prints PT010, PT020, PT030, PT0XX and Personnel Transaction Request (turnaround document) as required. Distributes PTO’s and supervisor copy of turnaround document. Returns original recruitment, applicant and personnel files and documents to secretaries and administrators. Files documents, forms and other materials as required.
- Maintains the confidentiality of personal, confidential, proprietary, technical and financial data and information.
- Processes requests for reports, produces reports through Human Resource System files or on-line report-writer facility. Obtains report printouts from Human Resources Department for Data Processing Department printers, verifies the report against the request and distributes the report.
- Operates Department of Education terminal and printer. (The Department of Education has not supplied specific procedures for data entry, file maintenance or report printing.)
- Neat well-groomed appearance.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE

High School diploma or GED diploma; technical training in computer related fields; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to respond to common inquiries or complaints from employees and regulatory agencies. Ability to write reports, technical instructions, letters, and proposals. Ability to effectively present information to middle management.

SKILL RELATED

Ability to key enter or key verify using data entry devices at 90 correct strokes per minute and to operate office machines such as typewriter, word processor terminal, copying machine and other office machines.

REASONING ABILITY

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, stand, walk, and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION

Personnel Administrator for Information Services
Director of Classified Personnel.

Employee Name: _________________________________________   SSN:  ________-____________-________
(type or Print)

Employee Signature _________________________________________ Date ________________

Revised April 2001
Caddo Parish Schools Job Description

Job Title: Secretary I – Classified Personnel
Job Code: 121
Grade: 6
DOT Code: 201362030
Prepared By: Richard Dezendorf
Prepared Date: November 17, 2000
Approved By: David A. Barr
Approved Date: March 16, 2001

SUMMARY
Performs standard secretarial and/or minor administrative duties under direct supervision for a supervisor by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Types routine correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Types various routine reports.
- Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
- Processes employment applications and assists in other employment activities.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Prepares and distributes job vacancy announcements.
- Maintains rosters of classified employees (part-time, full-time and substitute) and updates transaction logs.
- Distributes evaluation forms to schools and central office departments.
- Records minutes of staff meetings.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type at a minimum of 60 correct words per minute, take dictation at a minimum of 80 correct words per minute, operate office machines such as a typewriter, copying machine, computer, word processor, and calculator.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Personnel, Director of Classified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Secretary I  
Job Code: 121  
Grade: 6  
DOT Code: 201362030  
Prepared By: Richard Dezendorf  
Prepared Date: December 9, 1997  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Performs standard secretarial and/or minor administrative duties under direct supervision for a supervisor by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Types routine correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Types various routine reports.
- Records minutes of staff meetings.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type at a minimum of 60 correct words per minute, take dictation at a minimum of 80 correct words per minute, operate office machines such as a typewriter, copying machine, computer, word processor, and calculator.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisor and other employees.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Instructional or Non-Instructional Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________  SSN: ________-_______-_______
(Type or Print)

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Secretary II, Elementary School
Job Code: 122
Grade: 7
DOT Code: 201362030
Department: Elementary School Administration
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Working under the direction of the principal, performs a wide variety of responsible clerical duties involving all phases of office work: financial records, pupil attendance and accounting, supplies and equipment, health and safety and general routine. She also relieves the principal of administrative details involved in established office procedures. In the smaller schools, she is solely responsible for all clerical duties. In the larger schools, she is aided in her work by one or more clerical assistants on either a part-time or full-time basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned. (These examples are intended only as illustrations of the various types of work performed. Actual work assignment may vary from school to school depending on the number of office personnel and the directions of the school principal.)

- Reads and routes incoming mail.
- Bookkeeping (elementary and middle schools)
- Pays all school bills
- Computer contact person for the school as assigned by the principal.
- Maintain the absence report for school employees.
- Administers medication to students.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Types various reports.
- Record minutes of staff meetings.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Acts as office receptionist.
- Distributes mail.
- Composes and types routine correspondence.
- Types announcements, bulletins, newsletters and other materials for in-school and home distribution.
- Types reports to central administration, state and federal offices on instruction, in-service meetings, teacher appraisals and confidential reports on medical, psychological and social behavior problems.
- Prepares annual school report.
- Type and file monthly payroll report.
- Keeps office bulletin board attractive and up to date.
- Types weekly or monthly calendar and bulletins.
- Keeps schedule of building use for meetings.
- Arranges for refreshment for meetings held by principal.
- Enrolls new student to the school.
- Helps parents who cannot read or write fill out necessary enrollment forms.
- Make cumulative record and other records, such as health and physical fitness record, for students new to the school.
- Checks to see that cumulative records are received from schools of transferring pupils.
- Verifies birth date information; contacts parents when such data is missing.
- Type transfer and withdrawal notices and secures teachers’ signatures as needed.
- Sees that cumulative record and other needed records are complete for withdrawing or transferring pupils and sent to the pupil records and census office or to the transfer school.
- Checks enrollment of students forms for completeness and accuracy; alphabetizes and sends one set to the pupil records and census office.
- Administers first aid to injured children.
- Calls and checks with parents when a child is to be excused from school.
- Keeps a record of civil defense and fire drills.
- Collects fees for workbooks, student insurance, lost books and other items, deposit these receipts in the bank and reports collections to the central office.
- Pays bills for workbooks and special order items for which funds have been collected.
- Prepares reports on equipment, orders supplies and materials, and assists in conducting school inventories.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to command the respect and liking of students.
- Ability to hold records, reports and conversations in confidence.
- Pleasant and correct telephone manner.
- Legible handwriting.
- Ability and initiative to plan, organize and carry out assignments under minimum supervision.
- Ability to maintain regular attendance.
- Neat, well groomed, and appropriately dressed appearance.
- Performs other related duties as required or assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
High School Diploma or GED with additional specialized or technical training. Two to four years job-related experience or equivalent combination of education and experience.

**LANGUAGE SKILLS**
Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate with supervisor and other employees.

**REASONING ABILITY**
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**SKILL RELATED**
Ability to type a minimum of 60 correct words per minute and to operate office machines such as a typewriter, copying machine and duplicating machine.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
School Principal

**TERMS OF EMPLOYMENT**
194 or 204 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)
________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Secretary II, High School
Job Code: 122
Grade: 7
DOT Code: 201362030
Department: High School Administration
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Working under the direction of the principal, types various documents, reports and letters, greets school visitors, receives the principal’s calls, files office correspondence, handles school insurance for students and faculty, orders and issues supplies and maintains school faculty and activity calendars.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned. These examples are intended only as illustrations of the various types of work performed. Actual work assignment may vary from school to school depending on the number of office personnel and the directions of the school principal.

- Reads and routes incoming mail.
- Computer contact person for the school as assigned by the principal.
- Maintain the absence report for school employees.
- Administers medication to students.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Maintains the principal’s calendar, collects records or materials for the principal’s meetings or conferences and returns records to their storage facility.
- Handles the principal’s incoming correspondence, takes dictation and types the principal’s outgoing correspondence.
- Compiles and types information for various state, board and school reports.
- Prepares school accident reports.
- Distributes insurance material to students and faculty, keeps a supply of claim forms and issues them when necessary and contacts insurance company or school board when necessary.
- Prepares equipment repair requests, supply requisitions and purchase orders.
- Issues supplies from supply room.
- Prepares annual school report.
- Receives and distributes payroll checks.
- Assists with miscellaneous office duties, such as student scheduling, new personnel orientation and processing request for teacher professional and emergency days.
- Maintains school calendar.
- Ability to command the respect and liking of students.
- Ability to hold records, reports and conversations in confidence.
- Pleasant and correct telephone manner.
- Legible handwriting.
- Ability and initiative to plan, organize and carry out assignments under minimum supervision.
- Ability to maintain regular attendance.
• Neat, well groomed, and appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training. Two to four years job-related experience or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to type a minimum of 60 correct words per minute and to operate office machines such as a typewriter, copying machine and duplicating machine.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
CHAIN OF SUPERVISION
School Principal

TERMS OF EMPLOYMENT
214 days

Employee Name: ________________________________ SSN: ______-_______-_____
(Type or Print)

Employee Signature ________________________________ Date

_____________________________
Caddo Parish Schools Job Description

Job Title: Secretary II, Middle School
Job Code: 122
Grade: 7
DOT Code: 201362030
Department: Middle School Administration
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Working under the direction of the principal, performs a wide variety of responsible clerical duties involving all phases of office work: financial records, pupil attendance and accounting, supplies and equipment, health and safety and general routine. She also relieves the principal of administrative details involved in established office procedures. In the smaller schools, she is solely responsible for all clerical duties. In the larger schools, she is aided in her work by one or more clerical assistants on either a part-time or full-time basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned. (These examples are intended only as illustrations of the various types of work performed. Actual work assignment may vary from school to school depending on the number of office personnel and the directions of the school principal.)

- Reads and routes incoming mail.
- Bookkeeping (elementary and middle schools)
- Pays all school bills
- Computer contact person for the school as assigned by the principal.
- Maintain the absence report for school employees.
- Administers medication to students.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Acts as office receptionist.
- Distributes mail.
- Composes and types routine correspondence.
- Types announcements, bulletins, news letters and other materials for in-school and home distribution.
- Types reports to central administration, state and federal offices on instruction, in-service meetings, teacher appraisals and confidential reports on medical, psychological and social behavior problems.
- Prepares annual school report.
- Type and file monthly payroll report.
- Keeps office bulletin board attractive and up to date.
- Types weekly or monthly calendar and bulletins.
- Keeps schedule of building use for meetings.
- Arranges for refreshment for meetings held by principal.
- Enrolls new student to the school.
- Helps parents who cannot read or write fill out necessary enrollment forms.
- Make cumulative record and other records, such as health and physical fitness record, for students new to the school.
• Verifies birth date information; contacts parents when such data is missing.
• Type transfer and withdrawal notices and secures teachers’ signatures as needed.
• Sees that cumulative record and other needed records are complete for withdrawing or transferring pupils and sent to the Pupil Records and Census Office or to the transfer school.
• Answers requests from other schools for children who have withdrawn from Caddo Parish Schools.
• Administers first aid to injured children.
• Calls and checks with parents when a child is to be excused from school.
• Keeps a record of Civil Defense and Fire Drills.
• Collects fees and fines for such purposes as book fees, student insurance, lost books, and fines for building damage.
• Collects monies from vending machines.
• Write receipts for monies collected, verifies case received, and deposits money in bank accounts.
• Checks and reconciles bank statements.
• Prepares purchase orders for items approved by the principal.
• Checks bills against purchase orders, invoices, and sales slips; obtain payment authorization from principal; prepares and mails checks in payment of approved vendor bills.
• Posts entries to accounting records and prepares financial reports required by the central business office.
• Trains student helpers and teachers in use of office equipment.
• Prepares orders for textbooks, materials and supplies, and small equipment.
• Files letters, catalogs, publications, memoranda, and other correspondence received at the school.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to command the respect and liking of students.
• Ability to hold records, reports and conversations in confidence.
• Pleasant and correct telephone manner.
• Legible handwriting.
• Ability and initiative to plan, organize and carry out assignments under minimum supervision.
• Ability to maintain regular attendance.
• Neat, well groomed, and appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training. Two to four years job-related experience or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals.
Ability to write routine reports and correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILL RELATED
Ability to type a minimum of 60 correct words per minute and to operate office machines such as a
typewriter, copying machine and duplicating machine.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
School Principal

TERMS OF EMPLOYMENT
194 or 204 days

Employee Name: __________________________________________ SSN: ________-________-_______
(T) (Type or Print)

Employee Signature __________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Secretary III - SEMS
Job Code: 123
Grade: 7
DOT Code: 201362030
Prepared By: David Barr
Prepared Date: March 16, 2001
Approved By: David A. Barr
Approved Date: March 16, 2001

SUMMARY
Performs standard and advanced secretarial and administrative duties under limited supervision for a director by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Operates and maintains the Substitute Employee Management System (SEMS).
- Attempts to personally fill all jobs not filled by SEMS at 7:00 AM each school day.
- Processes applications for all new substitute teacher applicants.
- Maintains personnel files of all substitute teachers, active and inactive.
- Orders materials and equipment as approved by director.
- Keeps employee absence records.
- Keep concise records of expenditures for department.
- Routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Composes and types correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Arranges travel schedule and reservations.
- Compiles and types statistical reports.
- Records minutes of staff meetings.
- Make copies of correspondence or other printed matter.
- Preparers outgoing mail.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type at a minimum of 60 correct words per minute and to take dictation at a minimum of 80 correct words per minute and to operate office machines such as a typewriter, copying machine, computer, word processor, and calculator.
EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret general business documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Certified Professional Secretary (CPS) designation desired.

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

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Departmental Director

TERMS OF EMPLOYMENT
260 days

Employee Name: __________________________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature             Date
Caddo Parish Schools Job Description

Job Title: Secretary - III
Job Code: 123
Grade: 7
DOT Code: 201362030
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Performs standard and advanced secretarial and administrative duties under limited supervision for a director by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Orders materials and equipment as approved by director.
- Keeps employee absence records.
- Keep concise records of expenditures for department.
- Routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Composes and types correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Arranges travel schedule and reservations.
- Compiles and types statistical reports.
- Records minutes of staff meetings.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type at a minimum of 60 correct words per minute and to take dictation at a minimum of 80 correct words per minute and to operate office machines such as a typewriter, copying machine, computer, word processor, calculator and headliner.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read and interpret general business documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Certified Professional Secretary (CPS) designation desired.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Departmental Director

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: __________-____-____
(Type or Print)

Employee Signature ____________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Secretary IV  
Job Code: 124  
Grade: 8  
DOT Code: 201362030  
Department: Secondary Administration  
Prepared By: Richard Dezendorf  
Prepared Date: December 9, 1997  
Approved By: Willie Henderson  
Approved Date: April 3, 2001

SUMMARY
Performs advanced secretarial and administrative duties under limited direction for the Director of Secondary Administration by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Read and route incoming mail.
- Takes dictation and transcribes notes onto typewriter or computer.
- Composes and types general business correspondence.
- Files correspondence and other records.
- Answers telephone and give information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for the Director of Secondary Administration.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Arranges travel schedule and reservations.
- Compiles and types various reports.
- Neat well-groomed appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret general business documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.

SKILLS RELATED
Ability to type at a minimum of 65 correct words per minute, take dictation at a minimum of 90 correct words per minute and to operate office machines such as a typewriter, word processor, calculator and personal computer.
PERSONAL CHARACTERISTICS
Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Ability to hold records, reports, and conversations in confidence. Ability and initiative to plan, organize and carry out assignments under minimum supervision.

CERTIFICATES, LICENSES, REGISTRATIONS
Certified Professional Secretary (CPS) designation is desired.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Secondary Administration

TERMS OF EMPLOYMENT
260 days

Employee Name: ______________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature __________________________ Date __________

Employee Name: ______________________ SSN: _______ - _______ - _______
(Type or Print)
Caddo Parish Schools Job Description

Job Title: Secretary V  
Job Code: 125  
Grade: H  
DOT Code: 201362030  
Prepared By: Dr. Robert Schiller  
Prepared Date: May 1, 2002  
Approved By: Dr. Robert Schiller  
Approved Date: May 6, 2002

SUMMARY
Performs advanced secretarial and administrative duties under limited direction for the superintendent and board by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs various administrative duties as directed by the superintendent.
- Reads and routes incoming mail and drafts responses, acknowledgements, etc. when appropriate. Composes and types correspondence on own initiative based on knowledge of superintendent's views and/or instructions. Processes outgoing mail.
- Schedules appointments and meetings for the superintendent.
- Answers telephone calls and greets visitors ascertaining nature of business and connecting callers/visitors to appropriate staff/department.
- Attends board and executive committee meetings assisting the superintendent, board members and board secretary as needed. Transcribes recorded minutes from tapes. Serves as backup board secretary.
- Takes dictation and transcribes notes onto typewriter or computer.
- Composes and types all business correspondence.
- Handles travel, reservations, and registrations for superintendent.
- Handles information of a confidential nature.
- Maintains filing system for the superintendent, and is required to use board files frequently for research purposes for superintendent, board attorney and staff.
- Possesses a working knowledge of school board policies.
- Compiles and types statistical reports.
- Make copies of correspondence or other printed matter.
- Updates Louisiana School Directory information for Caddo Parish for submission to the Louisiana State Department of Education.
- Prepares payroll for the superintendent's department.
- Prepares all requisitions and M&S requests for the department.
- Provides clerical support when District Superintendent's meetings are hosted in Caddo Parish.
- Maintains a professional image of the Superintendent's Office.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; four to six years job-related experience; or equivalent combination of education and experience. Have the ability to type a minimum of 70 correct words per minute, take dictation at 100 words per minute and to operate office machines (typewriter, computer, copier, facsimile) necessary to perform essential functions of the job/department.
PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with board members, schools, staff, agencies, parents, and/or public, media and legal counsel. Physical stamina and emotional stability to work effectively under pressure and stress and to keep all aspects of the job under control. Ability to hold highly sensitive records, reports, and conversations in confidence. Pleasant and correct telephone manner. Legible handwriting. Ability and initiative to plan, organize, and carry out assignments with no supervision.

LANGUAGE SKILLS
Ability to read and interpret business reports and documents. Ability to work tactfully and harmoniously with Board, staff, employees, parents, public, media and legal counsel. Ability to write business correspondence that conforms to prescribed style and format. Ability to effectively present information to superintendent, board members, staff and employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise a high degree of judgment and initiative to determine approach or action in non-routine situations. Ability and initiative to plan, organize and carry out assignments with no supervision.

CERTIFICATES, LICENSES, REGISTRATIONS
Certified Professional Secretary (CPS) designation desired.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN:  _______ - _______ - _______
(Type or Print)

Employee Signature                                  Date
Caddo Parish Schools Job Description

Job Title: Secretary - Board of Education
Job Code: 126
Grade: I
DOT Code: 201362030
Department: Superintendent
Prepared By: Dr. Robert Schiller
Prepared Date: July 23, 2002
Approved By: Dr. Robert Schiller
Approved Date: July 23, 2002

SUMMARY
Performs advanced secretarial and administrative duties under limited direction for the Board of Education and Superintendent by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Prepares for and attends Caddo Parish School Board meetings, Executive Committee meetings and special board work sessions; takes Board and Executive committee minutes. Proofs and finalizes transcribed minutes for filing with CPSB official journal, posting to web site and copying for distribution to CPSB members and other appropriate groups/individuals, etc. Types excerpts of minutes when requested.
- Takes calls concerning school board business and communicates with board members as needed.
- Prepares board members’ materials as needed.
- Responsible for receiving correspondence, scheduling meetings, making travel reservations/registrations and filing expense reports for board members.
- Researches board files (minutes) upon request.
- Maintains central office files concerning school board matters.
- Takes and transcribes the superintendent’s dictation and types correspondence.
- Maintains audio and meeting/mailout files of all board meetings.
- Maintains updates to the CPSB policy manual.
- Indexes and cross-indexes all items of board minutes.
- Coordinates with key administrators to secure agenda items and supporting materials for preparing meeting agendas and mailouts for distribution to Board members and others as required and/or requested.
- Performs various secretarial duties for the superintendent and board.
- Researches daily paper and other periodicals for Caddo Parish School Board related news articles. (Clip and file minutes)
- Assists Communications Department in compiling, typing, and proofing reports, proposals, Board Recap, Friday Letter and miscellaneous data for distribution.
- Maintains all CPSB files.
- Researches issues/matters/questions pertaining to CPSB files.
- Serves as liaison, as directed by the Superintendent or Board President, regarding LSBA, SDE, NSBA et al.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type a minimum of 80 correct words per minute, take dictation at a minimum of 110 correct words per minute and to operate office machines such as a typewriter, word processor, copying machine, fax machine and calculator and is computer literate.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; six to ten years job-related experience; or equivalent combination of education and experience. Ability equal to that resulting from completion of business school, trade school, or specialized training beyond a high school diploma, but short of a junior college degree. Capability equivalent to that normally achieved through 6 to 10 years of continuous complex office experience.

LANGUAGE SKILLS
Ability to read and interpret business reports and documents. Ability to respond to common inquiries or complaints from employees, clients, or members of the business community. Ability to write business correspondence that conforms to prescribed style and format. Ability to effectively present information to supervisor and other employees.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with board, Superintendent, central office staff, schools’ staff, agencies, media, legal counsel, auditors, parents, and/or the general public. Physical stamina and emotional stability to work effectively under stress and to keep all aspects of the job under control. Flexibility to adapt to last minute changes in routine assignments and performance. Ability to hold records, reports, and conversations in confidence. Pleasant and correct telephone manner. Legible handwriting. Ability and initiative to plan, organize, and carry out assignments with little or no supervision. Neat, well-groomed appearance.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
May require a Certified Professional Secretary (CPS) designation.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is required to walk and talk or hear.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent, Board of Education

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: _______ - _______ - _______

(Type or Print)

Employee Signature                                               Date
Caddo Parish Schools Job Description

Job Title: Security Coordinator, Central Office
Job Code: 376
Grade: 6
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Responsible for coordinating the security of the Caddo Parish School Board Central Office as well as assisting the Security Department when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Advises supervisor regarding the security needs of the School Board Office.
- Makes contact with all visitors to the School Board Office to insure that they are properly identified, assigned visitors badges, directed to the proper office, and signed out when leaving the building.
- Responds to security concerns of employees or visitors when needed.
- Conducts investigative type assignments as instructed.
- Performs preventative patrols as instructed.
- Interacts with other coordinators of school security and school resource officers to share information.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from high school. Police Academy training and courses in law enforcement are highly desirable.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees, management, and general public.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and talk or hear. The employee must frequently lift or move moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Security

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________   SSN: ________-__________-_____
(Type or Print)

__________________________  __________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Security Coordinator, School
Job Code: 376
Grade: 6
Department: Internal Auditing/Risk Management
Prepared By: Richard Dezendorf
Prepared Date: December 16, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Responsible for coordinating with the school principal the total security effort of the assigned schools as well as assisting the Security Department when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Advises school principals regarding the security needs of the assigned schools.
- Interacts with students to promote and reinforce the development of basic life skills, personal control and responsibility for one's actions.
- Works with students and school faculties to speak/teach in the areas of drug and gang awareness, conflict resolution, etc.
- Responds to security concerns of employees or visitors when needed.
- Conducts investigative type assignments as instructed within assigned schools.
- Holds records, reports and conversations in confidence.
- Performs preventative patrols of various areas of school campus.
- Assists in metal detector searches of students.
- Interacts with other coordinators of school security and school resource officers to share information.
- Advises the school principals regarding the security needs of assigned schools.
- Interacts with students to promote and reinforce the development of basic life skills, personal control and responsibility for one’s actions.
- Conducts investigative type assignments within assigned schools.
- Performs preventative patrols of various areas of school campus.
- Assists in metal detector searches of students.
- Addresses the concern of outsider’s presence on assigned school site.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from high school. Police Academy training and courses in law enforcement are highly desirable. Capability equivalent to that normally achieved through 3 to 5 years of continuous professional experience in law enforcement, security, and/or crime investigation.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees, students, and general public.
SKILL RELATED
Ability to follow detailed instructions both oral and written; ability to recognize security deficiencies and recommend corrective action; ability to express facts verbally and in a written report.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and talk or hear. The employee must frequently lift or move moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Security, Principal

TERMS OF EMPLOYMENT
195 days

Employee Signature       Date

Employee Name: ______________________________________________________________________ SSN: __________-________-________
(Type or Print)
Caddo Parish Schools Job Description

Job Title: Security Investigator  
Job Code: 377  
Grade: 9  
Department: Security  
Prepared By: Richard Dezendorf  
Prepared Date: July 27, 1999  
Approved By: David Barr  
Approved Date: April 3, 2001

SUMMARY
Responsible for conducting investigations related to compliance with federal, state, and local laws and School Board policies, including sexual harassment claims.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Conducts investigative assignments as instructed.
- Locates and interviews witnesses or other people necessary to gather facts relating to alleged violations.
- Gathers and preserves evidence for possible future legal and/or administrative proceedings.
- Prepares correspondence and reports of investigations for use by administrative or legal authorities.
- Testifies in court or at administrative proceedings concerning findings of investigations.
- Assists in monitoring the activities of the School Security Coordinators.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with an Associate degree (2 year) plus Police Academy training. Capability equivalent to that normally achieved through 4 to 6 years of continuous professional experience in law enforcement and/or crime investigation.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence.

LANGUAGE SKILLS
Ability to read, analyze, and interpret correspondence and documents such as policies and procedure
manuals, legal opinions, and professional literature. Ability to write detailed and complex correspondence. Ability to speak effectively before various groups, present information, and respond to questions.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is also regularly required to stand, walk, sit, talk and hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Security
Chief Operating Officer

TERMS OF EMPLOYMENT
260 days

Employee Name: __________________________ SSN: ________-_______-______
(Type or Print)

Employee Signature __________________________ Date ________________
Caddo Parish Schools Job Description

Job Title: Security Manager
Job Code: 371
Grade: A3
DOT Code: 189167050
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Supervises personnel involved in maintaining the school district's security and property protection programs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Establishes operational procedures for activities such as fire prevention and traffic control, guarding and patrolling physical property, and investigation of accidents and criminal acts.
- Confers with administration to formulate procedures, determine need for programs, and coordinate programs with plant activities.
- Confers with representatives of local schools and departments to ensure cooperation and coordination of activities with law enforcement and firefighting agencies.
- Appraises damage cost at schools from vandalism.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before media, school board, and employees.
PERSONAL CHARACTERISTICS
Ability to work harmoniously and cooperatively with others. Ability to work and think independently and make appropriate decisions and recommendations. Ability to take charge and be responsive to assigned tasks.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Police Academy or have worked in law enforcement and/or security

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects and controls. The employee is occasionally required to walk. The employee must occasionally lift or move light to moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Security

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Security Monitor
Job Code: 375
Grade: 4
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Monitors alarms and dispatches security personnel or calls local enforcement to site by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Monitors alarms, screening false alarms.
- Dispatches patrol and law enforcement agencies.
- Compiles and records data for dispatch and writes reports.
- Contacts staff and utilities companies for emergencies.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and type simple correspondence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Security Manage, Security Supervisor

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

(Type or Print)

________________________________________________________ ___________________________________

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Security Patrol
Job Code: 374
DOT Code: 372667034
Grade: 6
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Guards school system property against fire, theft, vandalism, and illegal entry by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Patrols, periodically, buildings and grounds of school system property.
• Examines doors, windows, and gates to determine that they are secure.
• Responds to alarms and special security needs when directed.
• Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels persons engaging in suspicious or criminal acts.
• Inspects equipment and machinery to ascertain if tampering has occurred.
• Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
• Observes departing personnel to guard against theft of company property.
• Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.
• Permits authorized persons to enter property.
• Registers at watch stations to record time of inspection trips.
• Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees, management, and general public.
CERTIFICATES, LICENSES, REGISTRATIONS
Police academy training in law enforcement or security field.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and talk or hear. The employee must frequently lift or move moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Security Manager, Security Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: __________-_______-_______
(Type or Print)

________________________________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Security Patrol Supervisor  
Job Code: 378  
Grade: 8  
Prepared By: Roy Murray  
Prepared Date: August 10, 2000  
Approved By: David A. Barr  
Approved Date: March 16, 2001

SUMMARY

Responsible for coordinating the patrol and alarm monitor function of the department with the total security effort in Caddo Parish Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

• Coordinates the operation and maintenance of the school intrusion detection system with the security manager and alarm technician.
• Makes assignments for security patrolmen and monitors.
• Supervises and evaluates the job performance of security patrolmen and monitors.
• Maintains an accountability record of patrol and monitors personnel, property, and equipment.
• Conducts investigative type assignments as directed.
• Assists in planning the security needs each year to include equipment and supply requisitions and budget estimates.
• Receives and makes reports concerning security matters and personnel.
• Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED required with additional specialized or technical training. Law enforcement training and/or security related training required. Capability equivalent to that normally achieved through 5 to 7 years of continuous experience in police security and/or protection field. Management skills equivalent to that normally achieved through 3 to 5 years of responsibility for planning, organizing, directing and controlling programs and people.

SKILL RELATED

Ability to recognize security deficiencies and recommend corrective action. Ability to supervise and coordinate.
LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before media, school board, and employees.

PERSONAL CHARACTERISTICS
• Ability to work tactfully and harmoniously with school, staff, agencies, and/or the public.
• Ability to hold records, reports and conversations in confidence.
• Ability to work different shifts and/or flexible hours.
• Ability to work and think independently and make appropriate decisions and recommendations.
• Ability to take charge and be responsive to assigned tasks.
• Physical stamina and emotional stability to work effectively under pressure.
• Neat, well groomed appearance.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects and controls. The employee is occasionally required to walk. The employee must occasionally lift or move light to moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Security Manager

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________   SSN: ________-________-_______
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Security Technician
Job Code: 372
Grade: 8
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Evaluates, maintains, and repairs alarm systems and other equipment pertaining to security by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Programs, installs, maintains, and repairs electronic equipment associated with the school board owned intrusion detection alarm system.
• Keeps an inventory of all electronic components and mechanical parts supporting the intrusion detection alarm system.
• Establishes and maintains an adequate bench stock of spare components and parts necessary to insure timely maintenance and repair action.
• Establishes and maintains required test equipment needed to insure effective maintenance and repair action.
• Trains electronic help in technical skills required to maintain and repair the intrusion detection alarm system.
• Installs, maintains, repairs and replaces other electronic, electro-mechanical and audio-visual equipment as required and as security work load permits.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises a few employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training in electronics, two to four years job-related experience; or equivalent combination of education and experience. Training in radio, television and microwave desirable. Electrical and telephone wiring experience highly desirable.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

PERSONAL CHARACTERISTICS
Ability to work harmoniously and cooperatively with others. Ability to take charge and be responsive to assigned tasks. Willing to be called out for emergency work.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move light to moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Security Manager, Security Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Security Technician Helper
Job Code: 373
Grade: 5
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Assists Security Technician with installation and repairs of equipment pertaining to security by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists Security Technician in all areas of responsibility.
- Programs and installs alarm systems.
- Maintains all alarm systems in Caddo School System.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; six months to one year job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach
with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move light to
moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while
performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally
exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the
work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said
professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary
to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Security Technician

TERMS OF EMPLOYMENT
260 days

SUPERVISES

Employee Name: ________________________________  SSN: _____-_____-_____
(T  ype or Print)

______________________________  __________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Senior Accountant  
Job Code: 052  
DOT Code: 160162018  
Grade: I  
Department: Accounting/Finance  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: March 23, 2001

**SUMMARY**

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.
- Maintains budgeting systems which provide control of expenditures made to carry out activities.
- Compiles and analyzes financial information to prepare financial statements.
- Develops and inputs account records.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected district financial position.
- Operates computer system in daily job functions.
- Establishes, modifies, documents, and coordinates implementation of accounting and accounting control procedures.
- Devises and implements system for general accounting.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience. Certified Public Accountant designation/certification desirable.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from administrators, regulatory agencies, or members of the school district. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management.

**PERSONAL CHARACTERISTICS**

Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability and initiative to plan, organize and carry out assignments under minimum supervision.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel controls. The employee is occasionally required to talk or hear. The employee must occasionally lift or move light weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Controller

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN: ________ - ________ - ________
(Type or Print)

________________________________________________________   __________________________
Employee Signature   Date
Caddo Parish Schools Job Description

Job Title: Senior Buyer
Job Code: 103
Grade: 9
DOT Code: 162157018
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 3, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Purchases and assists in supervising the purchasing of merchandise, materials, commodities and services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Selects and orders merchandise based on demand for specific commodity, merchandise, or other property and makes judgments as to requirements for bids.
• Assists in planning, directing and scheduling purchasing activities for the parish.
• Plans, complies and directs annual materials and supplies bid purchases.
• Researches and writes bid specifications.
• Keeps abreast of laws, statues, and board policies pertaining to public purchasing.
• Maintains inventories of school musical instruments. (as applicable)
• Supervises the daily activities and workload of the Repair Technician ( duplicators/mimeographs). (as applicable)
• Processes and coordinates orders.
• Assists school personnel and departments with purchase orders.
• Recommends, plans and schedules equipment, supplies, and vendors for new and renovated school buildings.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Assists in supervising employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; two to four years job-related experience; or equivalent combination of education and experience. Must be proficient with computers and have practical knowledge of word processing, spreadsheet and data base software programs.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the board, groups of managers, principals, teachers, school secretaries, and the general public.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is required to talk and hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent or Director of Child Nutrition (as applicable)

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: ______-_______-_______
(Type or Print)

________________________________________________________
Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Senior Clerk II  
Job Code: 114  
Grade: 6  
Department: Purchasing (Warehouse)  
Prepared By: Richard Dezendorf  
Prepared Date: January 7, 1998  
Approved By: David A. Barr  
Approved Date: April 3, 2001

SUMMARY
Performs standard clerical and/or minor administrative duties by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Maintains computer inventory of warehouse stocks.
- Issues small parts from tool room.
- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Types routine correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Types various routine reports.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Complies data, prepares and mails reports and responds to inquiries from sources within and outside the school system.
- Neat, will groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Warehouse Manager; Purchasing Agent

**TERMS OF EMPLOYMENT**
260

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<th>Employee Name: ___________________________</th>
<th>SSN: _<strong><strong>-_____<strong>-</strong></strong></strong></th>
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</thead>
</table>

(Type or Print)

| Employee Signature: ________________________ | Date: ____________________ |
Caddo Parish Schools Job Description

Job Title: Senior Clerk II
Job Code: 114
Grade: 6
Department: Purchasing (Warehouse-Buyer)
Prepared By: Richard Dezendorf
Prepared Date: January 7, 1998
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Performs standard clerical and/or minor administrative duties by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Takes dictation and transcribes notes onto typewriter or computer.
- Types routine correspondence.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for employer.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Types various routine reports.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Complies data, prepares and mails reports and responds to inquiries from sources within and outside the school system.
- Neat, will groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Senior Buyer; Purchasing Agent

TERMS OF EMPLOYMENT
260

Employee Name: ___________________________ SSN: ________-________-_______
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Senior Clerk
Job Code: 113
Grade: 5
DOT Code: 209.362-022
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

**SUMMARY**
Compile data and operate typewriter and/or computer in performance of routine clerical duties to maintain business records and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
Essential duties and responsibilities include the following. Other duties may be assigned.

- Type reports, business correspondence, application forms, and other material.
- File records and reports, post information to records, sorts and distribute mail, answers telephone, and perform similar duties.
- May compute amounts, using adding or calculating machine.
- May type on or from specialized forms.
- May compile reports.
- May be required to perform data entry or other personal computer operations.
- May be required to operate several types of machines.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
High School Diploma or GED; one to two years job-related experience.

**SKILLS RELATED**
Ability to operate office machines such as typewriters, adding machines, copying machines, duplicating machines, personal or office computers and desk calculators. Ability to type 50 correct words per minute.

**LANGUAGE SKILLS**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization.
REASONING ABILITY
 Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands or fingers, handle or feel objects or controls. The employee is occasionally required to stand, walk, and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Instructional or Non-Instructional Supervisor
Instructional or Non-Instructional Director

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: ________-_______-_______
(Type or Print)

______________________________ __________________________
Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Senior Clerk II
Job Code: 114
Grade: 6
Prepared By: Richard Dezendorf
Prepared Date: January 7, 1998
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Performs standard clerical and/or minor administrative duties by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Reads and routes incoming mail.
• Locates and attaches appropriate file to correspondence to be answered by employer.
• Takes dictation and transcribes notes onto typewriter or computer.
• Types routine correspondence.
• Files correspondence and other records.
• Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
• Schedules appointments for employer.
• Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
• Types various routine reports.
• Records minutes of meetings.
• Make copies of correspondence or other printed matter.
• Prepares outgoing mail.
• Complies data, prepares and mails reports and responds to inquiries from sources within and outside the school system.
• Neat, will groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisor and other employees.
**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**PROFESSIONAL CONDUCT**

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**

Instructional or Non-Instructional Supervisor  
Instructional or Non-Instructional Director

**TERMS OF EMPLOYMENT**

260

Employee Name: _____________________________________  SSN: __________ - ________ - ________

(_Type or Print)

________________________________________________________ ___________________________________

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Senior Machine Operator
Job Code: 115
Grade: D
DOT Code: 619685062
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: January 28, 1998

SUMMARY
Prints all materials for Administration Building, Instructional Center, Warehouse and Garage personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Prints, assembles, and staples printed materials for the Administration Building, Instructional Center, Warehouse and Garage personnel.
- Maintains files of printed materials for various staff members and departments.
- Maintains inventory of printing supplies and materials.
- Observes machine operation to detect workpiece defects or machine malfunction.
- Performs minor operator machine maintenance.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.
- Sorts incoming mail for Central Office Departments and Personnel.
- Operates postage machine and prepares outgoing mail.
- Delivers evening mail to the main post office at the end of the business day.
- Monitors supplies necessary for operation of the mailroom and request ordering for those items.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

SKILLS RELATED
Ability to operate various high speed copying, duplicating, collating and printing devices such as an offset-printing machine and Xerox machines.

PERSONAL CHARACTERISTICS
Ability and initiative to plan, organize, and carry out assignments under minimum supervision. Ability to handle routine and repetitious tasks.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________ SSN: ________-________-________
(Type or Print)

___ _____________________________ ___________________
Employee Signature Date
Caddo Parish Schools Job Description

Job Title: Senior Computer Technician
Job Code: 857
DOT Code: 033162010
Department: Data Processing
Prepared By: Richard Dezendorf
Prepared Date: September 4, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Designs, installs, configures, and troubleshoots computer networks/workstations and associated assemblies by performing the following duties; repairs computer equipment

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

Performs network troubleshooting to isolate and diagnose common network problems.

Upgrades network hardware and software components as required.

Installs, upgrades, and configures network printing, directory structures, rights, security, and software on file servers.

Provides users with technical support for the network and stand-alone workstations.

Responds to the needs and questions of users concerning their access of resources on the network.

Establishes network users, user environment, directories, and security for networks being installed.

Advise on hardware and software purchases.

Meets with electrical contractors and engineers onsite to determine electrical and data cabling systems.

Maintains and repairs computer equipment.

Provides technical support for district-wide library automation system.

Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience.
LANGUAGE SKILLS
Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write some complex reports and correspondence. Ability to speak effectively before employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand and walk. The employee must occasionally lift or move moderate weight.

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

The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Technical Service Manager
Director of Data Processing

TERMS OF EMPLOYMENT
260 days

Employee Name: ______________________________  SSN: _______ - _______ - _______
(Type or Print)

Employee Signature __________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Senior Purchasing Clerk
Job Code: 109
DOT Code: 249367066
Grade: 7
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Assists and works with the buyer(s) in the performance of their duties (excluding the actual purchasing function). Serves as a liaison between Purchasing or Child Nutrition Program (as applicable) and Accounts Payable Departments for purchasing/invoicing problem resolution. Assists with user/operator training for accounting system purchasing module and enters online data into accounting system.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Assists buyer(s) by investigating problems occurring with purchase orders, pricing, vendor shipments/deliveries, etc. and handles each through to satisfactory resolution.
- Investigates invalid data that may have been incorrectly entered by requesters.
- Enters online vendor data for purchase orders, mailing lists, and overflow data entry for school requisitions. (CNP)
- Assists in training users of the purchasing system.
- Distributes buyer and/or system generated reports as appropriate.
- Assists with research for bid specifications. (CNP)
- Performs clerical and other duties such as typing, filing and maintaining catalog files as required.
- Verifies nomenclature and specifications of purchase requests. (CNP)
- Investigates and resolves purchase order problems.
- Enters vendor data for purchase orders. (CNP)
- Types or writes invitation of bid forms and mails forms to supplier firms or for public posting. (CNP)
- Verifies bills from suppliers with bids and purchase orders and approves bills for payment.
- Classifies priority regulations. (CNP)
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILLS RELATED
Ability to operate a microcomputer and/or online connected mainframe terminal; to use Lotus 1-2-3, Microsoft Word or other spreadsheet and word processing software; to communicate effectively with vendors and school employees in resolving purchase order/invoicing problems; to type at a minimum of 45 correct words per minute and to operate office machines such as a typewriter, calculator, copier and FAC; to comprehend and retain procedures and information and to cope with numerous telephone calls and interruptions without loss of concentration.

PERSONAL CHARACTERISTICS
Ability and initiative to plan, organize and carry out assignments under minimum supervision. Ability to work tactfully and harmoniously with schools, staff, vendors and the public. Punctual and diligent in adhering to office hours of operation. Pleasant and correct telephone manner. Legible handwriting.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to feel controls. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent or Child Nutrition Program Senior Buyer (as applicable)

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature ____________________________ Date ____________________________
Caddo Parish Schools Job Description

Job Title: Staffing Specialist - Classified Personnel
Job Code: 128
DOT Code: 209362026
Grade: 8
Department: Classified Personnel
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Compiles and maintains personnel records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
- Processes employment applications and assists in other employment activities.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Compiles and maintains records for use in employee benefits administration.
- Prepares and files reports of accidents and injuries.
- Prepares and distributes job vacancy announcements to all schools and departments.
- Maintains rosters of classified employees and updates transaction logs.
- Distributes evaluation forms to schools and central office departments.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; two to four years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel controls.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Supervisor of Personnel, Director of Classified Personnel

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Supervisor I
Job Code: 030
DOT Code: 247137014
Grade: A3
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Supervises and coordinates activities of department to conform to Board policy by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Determines work procedures, prepares work schedules, and expedites workflow.
• Issues written and oral instructions.
• Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
• Studies and standardizes procedures to improve efficiency of subordinates.
• Maintains harmony among workers and resolves grievances.
• Prepares composite reports from individual reports of subordinates.
• Adjusts errors and complaints.
• Performs or assists subordinates in performing duties.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Appropriate Director

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

( Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Supervisor II
Job Code: 031
DOT Code: 247137014
Grade: A4
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Supervises and coordinates activities of department to conform to Board policy by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Determines work procedures, prepares work schedules, and expedites workflow.
• Issues written and oral instructions.
• Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
• Studies and standardizes procedures to improve efficiency.
• Maintains harmony among workers and resolves grievances.
• Prepares composite reports from individual reports.
• Adjusts errors and complaints.
• Performs or assists subordinates in performing duties.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; six to ten years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to public groups, and/or Board of Education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Departmental Director

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _______________________________  SSN: _______ - _______ - _______
(Typed or Print)

Employee Signature _______________________________  Date _______________________________
Caddo Parish Schools Job Description

Job Title: Supervisor of Accounting and Accounts Payable
Job Code: 031
Grade: B
Department: Finance
Prepared By: Al Graham
Prepared Date: October 6, 2015
Approved By: James Lee
Approved Date: October 6, 2015

SUMMARY
Supervises the operation of the accounting and accounts payable departments; observes the job performance of personnel; ensures the proper accounting and reporting of the parishes financial activities; advises the Director of Finance concerning vendor payment related matters; schedules vendor payments; responsible for the effective operation of both departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Keeps abreast of appropriate State Contracts and Formal Bids concerning payment of discounts, freight charges and established unit prices.
• Keeps abreast of federal, state, and local statutes pertaining to the payment of sales and use taxes on purchases.
• Schedules vendor payment cycles in advance in order to provide workload guides for the Data Processing Department, the Accounting Department, and the Accounts Payable Department.
• Keeps abreast of changes in reporting requirements pertaining to the various retirement systems and state insurance reimbursement program
• Supervises coding school food service's requisitions to the appropriate accounts.
• Supervises and directs all the parish accounting functions.
• Directs preparation of financial reports for parish, state and federal purposes.
• Invests School Board funds.
• Reviews and approves invoices and billings for payments and ensures that expenditures comply with budgetary limitations.
• Supervises the preparation of accurate vendor payment records and reports.
• Supervises the preparation of accurate utility cost reports and personnel travel records.
• Examines outstanding purchase orders and initiates action necessary to have orders filled or cancelled.
• Performs other duties as assigned.
• Ensures accurate records and reports are developed, maintained, and forwarded to appropriate authorities upon request.
• Provides security for blank checks and payment-related documents filed in the department.
• Assists in the equitable solution of complaints, concerns and problems in the area of responsibility.
• Provides guidance and assistance to school personnel in resolving problems concerning back ordered items and the receipt of damaged or incomplete shipments.
• Informs the appropriate bookkeepers and Purchasing Department personnel of vendor invoice price increases that have a substantial effect on budget purchases.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a bachelor’s degree in accounting or business. Capability equivalent to that normally achieved through 5 to 7 years of progressive administrative, supervisory and management experience.

SKILL RELATED
Basic knowledge of administrative management methods, effective business writing techniques and leadership applications are desirable.

PERSONAL CHARACTERISTICS
- Ability to plan, organize, and supervise the work of assigned personnel.
- Ability to work tactfully and harmoniously with schools, staff, agencies, vendors, and the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control
- Ability to hold records, reports, and conversations in confidence.
- Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
CHAIN OF SUPERVISION
Director of Finance

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Assistant Supervisor of Accounting and Accounts Payable
Senior Account
Account, Technical Services

Employee Name: ___________________________ SSN: ________-________-______

(Type or Print)

Employee Signature ___________________________ Date ________________________
Caddo Parish Schools Job Description

Job Title: Supervisor of Buildings and Grounds
Job Code: 035
DOT Code: 891137010
Grade: A4
Department: Maintenance
Prepared By: Richard Dezendorf
Prepared Date: December 16, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and maintaining grounds by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.
- Supervises workers engaged in ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Requisitions tools, equipment, and supplies.
- Inspects completed work for conformance to blueprints, specifications, and standards.
- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Interprets company policies to workers and enforces safety regulations.
- Establishes or adjusts work procedures to meet production schedules.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Responds to emergency situations such as vandalism, fire, explosion or weather damage and initiates action to resolve the problem.
- Maintains time and production records.
- Confers with other supervisors to coordinate activities of individual departments.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises several employees in various maintenance positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification; and ten years or more of job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of School Plant

TERMS OF EMPLOYMENT
260 days

Employee Name: _______________________________ SSN: _____-_______-_______
(Type or Print)

Employee Signature _______________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Supervisor of Construction
Job Code: 040
Grade: A-4
DOT Code: 182.267-010
Department: School Plant
Prepared By: Richard Dezendorf
Prepared Date: August 26, 1997
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Directs activities concerned with contracts for purchase or sale of equipment, materials, products, or services by performing the following duties personally or through other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Monitors all phases of construction.
- Examines estimates of material, equipment, and production costs, performance requirements, and delivery schedules to insure completeness and accuracy.
- Prepares bids, process specifications, test and progress reports, and other exhibits that may be required.
- Reviews bids from other firms for conformity to contract requirements and determines acceptable bids.
- Negotiates contract with customer or bidder.
- Requests or approves amendments to or extensions of contracts.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree; and/or ten years or more of job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to compose communication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director/(Non-Instructional) School Plant, Assistant Superintendent of Business Affairs

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________  SSN: ______-____-_______
(Type or Print)

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Supervisor of Security
Job Code: 31
Grade: A4
Department: Auditing and Risk Management
Prepared By: Richard Dezendorf
Prepared Date: January 6, 1998
Approved By: David Barr
Approved Date: March 23, 2001

SUMMARY
Responsible for supervising the total security effort in the parish schools to include security patrols, security guards, the operation of the school intrusion detection alarm system and crime investigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Keeps informed of current research findings and improved techniques in the areas of responsibility by reading appropriate journals and attending professional growth meetings.
• Involves other members of the department in decision making.
• Supervises the operation and maintenance of the intrusion detection alarm system of the School Board.
• Supervises the assignment of security employees, including contract security.
• Inspects the work of all personnel engaged in security protection for the School Board.
• Maintains the accountability record of all security personnel, property, and equipment.
• Ensures appropriate protection of School Board property after fires, accidents and other disasters.
• Responds at night and on weekends as well as during normal work hours when necessary to maintain effective security and/or in emergency situations.
•DIRECTS the investigation of crimes within the school system and coordinates all efforts with law enforcement agencies.
• Keeps immediate supervisor promptly advised in all security matters.
• Performs other duties as directed by immediate supervisor.
• Ensures accurate records and reports are developed, maintained and forwarded to appropriate authorities upon request.
• Prepares and disseminates communications explaining programs for which responsible according to established policy.
• Directs the training of security personnel and coordinates training with outside agencies.
• Assists in the equitable solution of complaints, concerns and problems in the areas of responsibility.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Bachelor's degree plus technical training directly related to assigned job. Capability equivalent to that normally achieved through 5 to 7 years of continuous professional experience in law enforcement, security and/or crime investigation.

SKILL RELATED
Knowledge of security equipment, law enforcement and investigative techniques.

PERSONAL CHARACTERISTICS
• Ability to plan, organize, and supervise the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.
• Ability to communicate effectively.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Neat, well groomed, appropriately dressed appearance.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
CHAIN OF SUPERVISION
Director of Auditing and Risk Management

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Security Manager

Employee Name: ____________________________ SSN: _______ - _______ - _______
(Type or Print)

Employee Signature __________________________ Date __________________________
Caddo Parish Schools Job Description

Job Title: Supervisor of Transportation - Routing Specialist
Job Code: 036
Grade: B
Department: Transportation
Prepared By: Otis Jones, Jr.
Prepared Date: January 4, 2016
Approved By: James Woolfolk
Approved Date: January 7, 2016

SUMMARY
Plans, administers and supervises activities related to the efficient routing and safe movement of students for the Parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Identifies the basic rationale for parishwide routing.
- Identifies route structures and their impact on existing services and fleet.
- Defines methods of tracking ridership.
- Projects impact of new housing on service needs.
- Assists in classroom instruction for drivers in meeting State and Federal training requirements.
- Implements new bus route services.
- Modifies existing route structures.
- Determines what services must accommodate new school boundaries.
- Determines the impact of volatile school districts on service requirements.
- Assists in the supervision of drivers and driver-community related concerns.
- Reviews routes and traffic movement to determine that the public's interest is served while meeting parish objectives.
- Reviews and occasionally redistributes bus services to accommodate population shifts and prevent overcrowding.
- Answers inquiries concerning policies, procedures, routes and times.
- Conducts field operations including inspections of Bus Drivers and Bus Attendants to ensure compliance with state statutes and CPSB policies.
- Checks viability of bus stop location to ensure safety.
- Oversees integration of all software applications.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Bachelor's degree. Capability equivalent to that normally achieved
through 3 to 5 years of continuous professional experience. It is desirable that this individual has a working knowledge of data processing operations and procedures.

SKILLS RELATED
- Ability to read and follow maps
- Ability to generate detailed descriptions

PERSONAL CHARACTERISTICS
- Ability to plan, organize and supervise the work of assigned personnel
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to act intelligently if emergencies occur.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of education.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Transportation

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Bus Drivers and Bus Attendants
Office Personnel
Garage Personnel
Employee Name: ____________________________  SSN: __________-________-________

__________________________________________  __________________________________
Employee Signature                Date
Caddo Parish Schools Job Description

Job Title: Supervisor of Transportation
Grade: B
Job Code: 036
Prepared By: Otis Jones
Prepared Date: June 3, 2015
Approved By: James Woolfolk
Approved Date: July 6, 2015

SUMMARY
Assumes duties of day-to-day operation and logistics for transporting students to and from school. Interacts with schools, parents and transportation employees to ensure safe operations of parish transportation system. Manages field operations and related office procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Works closely with school administrators to ensure coordination of discipline procedures related to safe bus operation.
- Conducts field inspections of Bus Drivers and Bus Attendants to ensure compliance with state statutes and CPSB policies.
- Manages GPS and camera operations for school buses.
- Coordinates the flow of communication between field operations and central staff.
- Inspects, supervises, and coordinates work activities performed by school bus operators and school bus aides.
- Assists in routing of buses through field coordination with drivers and computerized routing system.
- Develops guidelines for and coordinates new employee driver training.
- Submits recommendations to Director of Transportation for bus operator and bus attendant disciplinary actions.
- Responds to parent/citizen complaints about potential Transportation issues affecting safe bus operations.
- Responds to all bus accident scenes and conduct follow up investigations.
- Coordinates J-Call process for notification of pertinent events to parents and schools.
- Compiles and submits requested reports as needed or required.
- Manages and coordinates safe operator programs including documentation and follow-up training for all vehicle operators.
- Checks viability of bus stop location to ensure safety.
- Implements initiatives to ensure that Federal, State and Parish legal authorities are being met.
- Neat, well-groomed and appropriately dressed.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**EDUCATION and/or EXPERIENCE**
Bachelor’s degree from an accredited college or university and five to six years relevant experience is required.

**LANGUAGE SKILLS**
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**REASONING ABILITY**
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Transportation

**TERMS OF EMPLOYMENT**
260 days

Employee Name: ___________________________________ EIN: ________-________-__________
(Type or Print) SSN

_______________________________________________________ Date __________________________
Employee Signature
Summary
Manages and directs activities associated with the implementation and operation of the Transportation computer system. Analyzes user requirements and procedures to improve existing computer systems by performing the following duties:

Essential Duties and Responsibilities
Essential duties and responsibilities include the following. Other duties may be assigned.

- Manages and tracks the operation of computerized school bus routing, tracking, and fleet maintenance systems to assure optimum performance.
- Confers with Director of Transportation and administrative personnel to review all department wide technology needs and discuss changes in goals and objectives resulting from current trends in transportation.
- Monitors and updates streets and address ranges on computerized maps for accurate planning and implementation of bus routes and stops.
- Monitors and modifies school attendance boundaries to assure consistency with board policy.
- Creates standard and custom ad-hoc reports and maps from the computerized school bus routing, tracking and fleet maintenance systems.
- Oversees implementation of GIS technology for computerized map modifications.
- Oversees implementation of GIS technology for vehicle tracking and emergency response systems.
- Manages and trains personnel in the operation and efficient use of computerized school bus routing, tracking and fleet maintenance systems.
- Performs troubleshooting and maintenance to diagnose, isolate and correct problems in all Transportation computer systems.
- Evaluates and recommends modifications to all Transportation computer systems.
- Advises on hardware and software purchases with respect to computerized school bus routing, tracking and fleet maintenance systems.
- Analyses and compiles statistical data to comply with yearly state mandated Transportation reports.
- Participates in development and implementation of new computer applications and maintenance of existing system.
- Updates or input routes and disseminates information to the public.
- Ability to use two way radio system and GPS system.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
- Ability to maintain confidentiality of transportation records, reports and employee incidents.
- Ability to hold records, reports, and conversations in confidence.
- Pleasant and professional telephone manners.
- Performs other related duties as required or assigned.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Bachelors degree from an accredited college or university and two to four years job-related experience; or equivalent combination of education and/or experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as technical operating and maintenance instructions, maps and procedure manuals. Ability to write reports and correspondence. Ability to communicate effectively to employees and vendors.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of technical instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand and walk. The employee must occasionally lift or move moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Transportation, Routing Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________________  SSN: ________ - __________ - ________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Technician I, Electronic and Audio-Visual Equipment
Job Code: 085
Grade: 7
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Maintains and repairs electronic and audio-visual equipment owned by the Caddo Parish School Board and cares for the repair shop and shop equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Checks, repairs and sometimes modifies filmstrip, slide and movie projectors, overhead projectors, opaque projectors, projection screens, transcription players, record players, tape recorders, turntables, laminating machines, microphones and their cords and stands, strobo-conns, strobo-tuners, limited video equipment, earphones and speaker baffles.
- Checks and repairs public address systems, intercommunication Systems and language laboratories.
- Checks and repairs radio and television sets.
- May help determine specifications for the purchase of new equipment and the remodeling or modifying of present equipment.
- Assists Technician II in requisitioning and stocking repair parts.
- Keep records of repair work done.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate) plus have satisfactorily completed recognized courses from schools in electronics or closely related fields. Capability equivalent to that normally achieved through 3 to 5 years of continuous skilled trade experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to use electronic testing equipment, shop tools such as screwdrivers, soldering guns and pliers and the ability to read and understand electronic service manuals and schematics. Ability to diagnose and correct mechanical and/or electronic problems in all audio-visual equipment.

PERSONAL CHARACTERISTICS
Ability to work cooperatively and harmoniously with others. Ability to see that assignments are carried out. Ability to exercise independent judgment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Technician II, Electronic & Audio-Visual Equipment; Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________       SSN: __________-________-________
(Type or Print)

Employee Signature ___________________________________________  Date __________________
Caddo Parish Schools Job Description

Job Title: Technician I, Musical Instrument Repair
Job Code: 085
Grade: 7
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Assists in the maintaining and repairing of bowed, percussion and wind instruments owned by the Caddo Parish School Board and cares for the repair shop and its equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Repairs and services for the following categories of musical instruments: Bowed Instruments, Percussion Instruments, and Wind Instruments
- Maintains inventory of all instruments on individual cards by school.
- Maintains records of each individual instrument owned by the Caddo Parish School Board as to purchase date, date and type of repairs performed.
- Maintains inventory of repair parts for musical instruments.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited vocational/technical school, at least two years of college, or both. Capability equivalent to that normally achieved through 3 to 5 years of continuous skilled trade experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILL RELATED
Ability to play and understand the workings of a variety of musical instruments and the ability to use power driven hand tools such as a lathe or drill press and specialized hand tools such as dent removing tools or tools suited to musical instrument work.

PERSONAL CHARACTERISTICS
- Ability to work cooperatively and harmoniously with supervisors, principals, and other school and departmental personnel.
- Ability to plan, organize, and see that assignments are carried out.
- Ability to exercise independent judgment.
- Legible handwriting.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Technician II, Musical Instrument Repair

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________  SSN: ______-______-______
(type or Print)

Employee Signature ___________________________________________________________________________
Date __________________________

085 Technician I, Musical Instrument Repair
Revised April 2001
Page 2 of 2
Caddo Parish Schools Job Description

Job Title: Technician II, Electronic and Audio-Visual Equipment
Job Code: 108
Grade: 8
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Working under the purchasing agent, supervises two assistants and one truck driver in maintaining and repairing electronic and audio-visual equipment owned by the Caddo Parish School Board and cares for the repair shop and shop equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises and directs the daily activities and workload of the Technician I, Repairman, and truck driver.
- Checks, repairs and sometimes modifies filmstrip, slide and movie projectors, overhead projectors, opaque projectors, projection screens, transcription players, record players, tape recorders, turntables, laminating machines, microphones and their cords and stands, strobo-conns, strobo-tuners, limited video equipment, earphones and speaker baffles.
- Checks and repairs radio and television sets.
- Assists in the determination of specifications for the purchase of new equipment and the remodeling or modifying of present equipment.
- Initiates and receives frequent inquiries to and from school personnel regarding equipment repair.
- Requisitions and stocks repair parts.
- Keeps inventory records and records of repair work done.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Degree from accredited vocational/technical school, at least two years college, or both. Capability equivalent to that normally achieved through 5 to 7 years of continuous skilled trade experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before other employees.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to use electronic testing equipment, shop tools such as screwdrivers, soldering guns and pliers and the ability to read and understand electronic service manuals and schematics. Ability to diagnose and correct mechanical and/or electronic problems in all audio-visual equipment.

PERSONAL CHARACTERISTICS
Ability to work cooperatively and harmoniously with others. Ability to see that assignments are carried out. Ability to exercise independent judgment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: ______-_______-_______

(T type or Print)

Employee Signature ___________________________________________ Date _______________
Caddo Parish Schools Job Description

Job Title: Technician II, Musical Instrument Repair
Job Code: 108
Grade: 8
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Maintains and repairs bowed, percussion, and wind instruments owned by Caddo Parish School Board. Cares for the repair shop and its equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Adjusts, strings, varnishes, and repairs bowed musical instruments, such as cellos, violas, and violins; inspects and plays instrument to determine defects.
- Repairs, sands, cleans, and reglues percussion instruments, such as drums, cymbals, and xylophones.
- Repairs, cleans, reshapes, solders, washes, and alters brasswind and woodwind musical instruments; inspects instrument; moves mechanical parts or plays instrument to determine defects.
- Assists music supervisor and purchasing agent with preparing specifications for replacement of equipment and for equipping new schools.
- Maintains inventory and records of all instruments.
- Maintains inventory owned by the Caddo Parish School Board as to purchase date, date and type of repairs performed, and school location.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability to read, write, do arithmetic and apply reasoning skills equal to that of the average high school graduate and specialized or technical training beyond high school level directly related to the assigned job. Capability equivalent to that normally achieved through 5 to 7 years of continuous skilled trade experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before other employees.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to play and understand the workings of a variety of musical instruments and the ability to use power driven hand tools such as a lathe or drill press and specialized hand tools such as dent removing tools or tools suited to musical instrument work.

PERSONAL CHARACTERISTICS
Ability to work cooperatively and harmoniously with supervisors, principals, and other school and departmental personnel. Ability to plan, organize, and see that assignments are carried out. Ability to exercise independent judgment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: __________________________ SSN: __________ - _________ - _________
(Type or Print)

Employee Signature __________________________ Date __________________________

108 Technician II, Musical Instrument Repair
Revised April 2001
Caddo Parish Schools Job Description

Job Title: Evaluator, Title I
Job Code: 605
Grade: A4
DOT Code: 
Department: Title I
Prepared By: Richard Dezendorf
Prepared Date: December 9, 1997
Approved By: David A. Barr
Approved Date: April 4, 2001

SUMMARY
Plans and coordinates Title I evaluations to ensure successful program planning and implementation by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Conducts research activities.
- Prepares and presents various reports and inservices.
- Implements program improvement activities.
- Supervises and coordinates Title I testing and evaluation program.
- Works with other Title I administrators for successful program planning, implementation, and future development.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.
- Plans, implements and reports on a summative and formative evaluation program for all Title I funded activities.
- Analyze and interpret statistical data.
- Design and implement program evaluations of Title I programs.
- Utilize computer hardware and software to organize data, store data, analyze data, and create presentations.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees, parents, students and/or the general public.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand or sit, and talk or hear. The employee is occasionally required to use hands to handle or feel objects or controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Title I

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

________________________________________________________ ___________________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Truck Driver, Maintenance or Purchasing
Job Code: 364
Grade: 4
Department: Maintenance or Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Operates medium-sized trucks to assist the school district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Drives and operates trucks in a safe manner.
• Loads and unloads vehicles by hand or by use of handtruck or dolly.
• Pads, stacks, and secures items in position on truck to prevent damage during shipment.
• Delivers and stacks merchandise on premises.
• Cleans truck, tools, and equipment.
• Performs other routine duties.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

SKILLS RELATED
Ability to satisfactorily operate automotive or truck equipment and to use basic hand tools such as hammers, screwdrivers, wrenches, etc., and have a valid State of Louisiana Chauffeur's License.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate to heavy weight.
**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Appropriate Section Foreman or Warehouse Manager

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date

________________________________________________________ ___________________________________
Caddo Parish Schools Job Description

Job Title:  Truck Driver - Child Nutrition Programs
Job Code:  364
Grade:  4
Department:  Child Nutrition Programs
Prepared By:  Richard Dezendorf
Prepared Date:  January 29, 1998
Approved By:  David A. Barr
Approved Date:  April 3, 2001

SUMMARY
Operates large and medium-sized trucks to assist the school district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.
- Drives and operates trucks in a safe manner.
- Loads and unloads vehicles by hand or by use of handtruck or dolly.
- Pads, stacks, and secures items in position on truck to prevent damage, spoilage and/or contamination during shipment.
- Delivers and stacks merchandise on premises.
- Cleans truck, tools, and equipment.
- Follows defined standards of sanitation and safety for personnel, equipment, physical plant and food handling.
- Follows Child Nutrition Programs policies and procedures.
- Follows Child Nutrition Programs collection procedure as assigned.
- Performs other routine duties.
- Performs other related duties as required or assigned.
- Neat, well groomed, appropriately dressed appearance.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; one to two years job-related experience; or equivalent combination of education and experience; Commercial Driver’s License with good driving record.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

SKILL RELATED
Ability to satisfactorily operate automotive or truck equipment and to use basic hand tools such as hammers, screwdrivers, wrenches, etc.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift or move moderate weight.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Child Nutrition Programs

TERMS OF EMPLOYMENT
200 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Vision/Hearing Technician
Job Code: 626
Grade: 4
Prepared By: Richard Dezendorf
Prepared Date: January 5, 1998
Approved By: David A. Barr
Approved Date: March 23, 2001

SUMMARY
Performs screening procedures on students for visual acuity and auditory competence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

Schedules and performs initial vision and hearing screenings on designated students.

Provides screening results to the appropriate school nurses.

Records screening results on student records.

Assists school nurses with other screenings as needed.

Neat, well groomed, appropriately dressed appearance.

Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Successful completion of a course of study leading to a diploma from a state accredited high school. Ability to perform basic skills equivalent to that of an average high school graduate. Medical background helpful. One to three years successful work experience is required.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift or move moderate weight.

**SKILL RELATED**
Ability to operate motor vehicle; ability to use screening equipment; and ability to transport screening equipment to schools and carry to locations established for screenings.

**PERSONAL CHARACTERISTICS**

Ability to work tactfully and harmoniously with school nurses, students and school staffs.

Ability to hold test results, reports, records and communication in confidence.

Ability to maintain regular attendance.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Head Nurse

**TERMS OF EMPLOYMENT**
180 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Warehouse/Manager  
Job Code: 105  
DOT Code: 222137034  
Grade: 9  
Department: Purchasing  
Prepared By: Richard Dezendorf  
Prepared Date: December 12, 1997  
Approved By: David A. Barr  
Approved Date: April 2, 2001

SUMMARY
Supervises and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts, in stockroom, warehouse, or yard by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored.
- Advises employees on care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock; and related problems.
- Studies records and recommends remedial actions for reported nonusable, slow moving, and excess stock.
- Reviews records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels.
- Verifies supply needs of schools and ships supplies including food services equipment.
- Inspects warehouse for cleanliness and correct identification and location of supplies.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Adjusts errors and complaints.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises warehouse employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include input in hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift or move a moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________   SSN:  __________-________-_______
(Type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Warehouse Checker
Job Code: 361
Grade: 4
Department: Purchasing
Prepared By: Richard Dezendorf
Prepared Date: December 10, 1997
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Loads, unloads, and moves materials within or near warehouse by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Checks materials into the warehouse.
• Issues material from stock.
• Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
• Conveys materials from storage or work sites to designated area.
• Loads and unloads trucks.
• Stacks or assembles materials into bundles and bands bundles together.
• Lifts heavy objects by hand or with power hoist, and cleans work area.
• Operates industrial truck or electric hoist to assist in loading or moving materials and products.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; six months to one year job-related experience.

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

SKILLS RELATED
Ability to use basic hand tools such as hammers, screwdrivers and wrenches.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift or move heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Warehouse Manager

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

_________________________ __________________________
Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Warehouseman
Job Code: 105
DOT Code: 222137034
Grade: 9
Department: Purchasing/Finance
Prepared By: Richard Dezendorf
Prepared Date: December 12, 1997
Approved By: David A. Barr
Approved Date: April 2, 2001

SUMMARY
Supervises and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts, in stockroom, warehouse, or yard by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored.

- Advises employees on care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock; and related problems.

- Studies records and recommends remedial actions for reported nonusable, slow moving, and excess stock.

- Reviews records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels.

- Verifies supply needs of schools and ships supplies including food services equipment.

- Inspects warehouse for cleanliness and correct identification and location of supplies.

- Determines work procedures, prepares work schedules, and expedites workflow.

- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

- Studies and standardizes procedures to improve efficiency of subordinates.

- Adjusts errors and complaints.

- Neat, well groomed, appropriately dressed appearance.

- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises warehouse employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include input in hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or other employees.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift or move a moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Purchasing Agent

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________  SSN: ________-________-________

(Employee type or Print)

Employee Signature       Date
Caddo Parish Schools Job Description

Job Title: Assistant Superintendent/Support Services
Job Code: 003
Grade: A6
Division: Support Services
Prepared By: Richard Dezendorf
Prepared Date: March 16, 2001
Approved By: Ollie Tyler
Approved Date: March 16, 2001
Updated: March 19, 2008

SUMMARY
Under the direction of the Superintendent, is responsible for the planning, coordinating, directing and administering district support programs so as to assure the needs of schools and district are met in a timely, effective and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Recommends to the superintendent specific policies, procedures, plans, and programs for attaining current objectives related to support services.
- Stays abreast of trends and developments in education that may affect the well being and future of the school system.
- Keeps abreast of federal, state and local statutes involving the proper administration of organizations that include public school systems.
- Schedules and recommends for approval the use of school facilities.
- Reviews and approves requests for reimbursement.
- Reviews and approves absence reports.
- Interviews and recommends to the superintendent candidates for classified positions requiring board approval.
- Review files, interview and recommend candidates for classified jobs.
- Works with civic leaders, principals, teachers and administrators to solicit community support of the parish schools.
- Ensures the organization and presentation of a program to help improve school-community relations in a desegregated school system.
- Performs other related duties as assigned by the superintendent.
- Recommends organizational and job description changes to the superintendent.
- Ensures cost effectiveness of divisional operations.
- Develops, and with the superintendent's approval, implements division-wide procedures.
- Implements board policies and procedures.
- Ensures that economical, safe, and efficient transportation for school children is provided in accordance with the board policies and procedures.
- Ensures that economical and nutritious food is provided for school children in accordance with board policies and procedures.
- Provides consultation services to principals and other school personnel on problems related to area of responsibility.
- Interprets the division's programs to the community according to established school board policy and procedures.
- Assists in equitable solutions of complaints, concerns, and problems in the areas of responsibility.
• Releases information to news media about proposed activities in accordance with board policy and procedures.
• Prepares and disseminates communications explaining programs for which responsible.
• Assists in working with community leaders and various community groups to communicate the needs and accomplishments of the school system.
• Releases information to news media about program activities for which responsible according to established policy.
• Conducts meetings of selected central office staff to improve internal and external communication.
• Conducts surveys and research projects in areas of responsibility.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree.

SKILL RELATED
A Louisiana requirement for a teaching certificate with a parish of city school superintendent’s authorization is preferred, but not required.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media, and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PERSONAL CHARACTERISTICS
• Ability to plan, organize and oversee the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Neat, well-groomed appearance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to handle controls.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days
Salary based on school system salary schedule and performance based evaluations.

SUPERVISES
Administrator of Risk Management
Director of Child Nutrition Programs
Director of Construction and Capital Projects
Director of Finance
Director of Information Technology
Director of Insurance
Director of Maintenance/School Plant
Director of Security
Director of Transportation

Employee Name: _______________________________ SSN: _____-_______-_______
(Type or Print)

Employee Signature _______________________________ Date ____________________
Caddo Parish Schools Job Description

Job Title: Director of Communications and Marketing
Job Code: 011
Grade: D
Prepared By: Dr. T. Lamar Goree
Prepared Date: April 16, 2014
Approved By: Caddo Parish School Board
Approved Date: April 16, 2014

SUMMARY
Responsible for implementing a communications program to inform internal and external publics, and the community of systemwide educational programs and the progress of the parish schools. Assumes responsibility for special projects as assigned by the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Disseminates accurate school system information in a timely manner.
- Facilitates the district strategic planning.
- Serve as the district student and teacher of the year coordinator.
- Creates a marketing plan for the district.
- Oversees the district website.
- Prepares and publishes district brochures and newsletters.
- Coordinates and facilitates work of citizen and staff advisory committees and special events, and visits by dignitaries.
- Coordinates recognitions and presentations for Board meetings.
- Works with local and national media outlets requesting information.
- Serves as school system spokesperson in regard to print, television and radio media.
- Maintains fiscal budget for department.
- Announces emergency weather procedures for schools and central office.
- Oversees news releases and public service announcements.
- Assumes responsibility for assigned projects.
- Represents, as assigned, the district at community and district meetings and functions.
- Performs other duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

GENERAL DESCRIPTION:
Extensive knowledge of modern principles and practices of public relations; considerable knowledge of media, such as press, radio and television; extensive knowledge of writing, editing and printing techniques required to prepare annual reports and related documents; considerable knowledge of the techniques of photography; demonstrated ability to speak effectively before civic and other public groups; ability to direct teams in planning and implementing special events; ability to establish and maintain good working relationships with the media and other groups; good professional judgment.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Possession of a bachelor’s degree in journalism, education or a closely related field and five (5) years experience in education public relations, press, radio or television news media; or any equivalent combination of experiences and training which provides for required knowledge, skills and abilities.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, government regulations and legal documents. Ability to respond to inquiries or complaints from the community, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media, and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to handle controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________  SSN:  ________-____________-________

(Type or Print)

Employee Signature      Date
SUMMARY
Responsible for implementing a communications program to inform internal and external publics, and the educational programs and the progress of the parish schools. Assumes responsibility for special projects as assigned by the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Manages literature distribution to students, staff, parents, community and serves as liaison for parent groups.
- Responsible for Leadership Directory: district newsletter, district calendar and employee directory.
- Oversees development and maintenance of district website.
- Maintain district-wide activity calendar.
- Develop multimedia solutions for district communications, i.e. radio, television and internet.
- Performs other duties as assigned by the Director of Communications and Marketing.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing and training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

GENERAL DESCRIPTION:
Extensive knowledge of modern principles and practices of public relations; considerable knowledge of media, such as press, radio and television; extensive knowledge of writing, editing and printing techniques required to prepare annual reports and related documents; considerable knowledge of the techniques of photography; demonstrated ability to speak effectively before civic and other public groups; ability to direct teams in planning and implementing special events; ability to establish and maintain good working relationships with the media and other groups; good professional judgment.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Possession of a bachelor’s degree in journalism, education or a closely related field and five (5) years experience in education public relations, press, radio or television news media; or any equivalent combination of experiences and training which provides for required knowledge, skills and abilities.
LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, government regulations and legal documents. Ability to respond to inquiries or complaints from the community, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media, and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to plan, organize, and oversee the work of assigned personnel; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence.

PHYSICAL DEMANDS
Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to handle controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Communications and Marketing

TERMS OF EMPLOYMENT
260 days

Employee Name: ________________________________  SSN: ________-_______-______
(Type or Print)

Employee Signature  Date
Caddo Parish Schools Job Description

Job Title: Military Instructor
Job Code: 840
Grade: 09 or Higher
Department: Middle School
Prepared By: David A. Barr
Approved By: Ollie S. Tyler
Approved Date: July 21, 2006

SUMMARY
Assist Principal, other administrators, faculty and staff in developing and maintaining a program of instilling discipline and problem solving skills into each student through direct instruction/training of basic military related courtesy, respect and dignity (CRD). The CRD program should be in place at all times when students are on campus, enroute to school and/or returning home.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Develop a program to be approved by the school principal annually that will instill discipline in middle school aged boys and girls through instruction and/or training of military related courtesy, respect and dignity.
- Serve as mentors and examples of disciplined leaders, caring personal trainers or instructors and great character educators.
- Be familiar with and assist in enforcing school and district discipline policies.
- Be or become trained in basic first aid, CPR and other life saving techniques for middle school age students. Ability to instruct in this area is desirable and may be needed.
- Serve as a member of the school crisis response team.
- Implement components of the Caddo Parish School Board JROTC curriculum as identified by the school improvement team and as needed in the school CRD program.
- Direct and be physically fit or capable of participating in regimented physical activities or exercises and running or jogging of at least one (1) mile with students.
- Neat, well-groomed, appropriately dressed appearance comparable to very good military bearing.
- Ability to work tactfully and harmoniously with students, parents, faculty, staff and the public.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Two-year college degree or vocational school training in a professional, specialized or general field with professional certification. Six to ten years of job related experience; or equivalent combination of education and experience. Military boot camp or basic military training instructor qualifications desirable. Basic first aid and other life saving techniques required. JROTC certified or capable of becoming.

SKILLS RELATED
Ability to read, analyze and interpret common scientific and technical journals, military technical and field manuals or journals, financial reports and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, the public and/or middle school age students. Ability to tactfully discipline and instruct middle school age male and female students.

REASONING ABILITY
Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

LANGUAGE SKILLS
Ability to read, analyze and interpret journals, regulations, surveys, reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, employees or regulatory agencies. Ability to write informational handouts, reports, procedures, lesson plans and letters that conform to prescribed style and format. Ability to effectively present information or instruction from the level of middle school student to upper management.

PERSONAL CHARACTER
Ability to work tactfully and harmoniously with students, parents, school faculty and staff, other employees and the public. Physical stamina as required with middle school students and the emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to hold records, reports and conversations in confidence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be mad to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand and/or jog. The employee is occasionally required to stand, walk, jog or run, talk or hear and use hands to handle or feel controls of equipment.

Military Instructor
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet, but may extend to loud.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of bearing, appearance, demeanor and professional conduct. Breach of said professional conduct includes but is not limited to: dishonesty, engagement in acts that are contrary to Caddo Parish School Board policy, unlawful activities or other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Principal
Assistant Principal of Administration

TERMS OF EMPLOYMENT
182 days

Employee Name________________________________SSN:______-______-_______

______________________________________________   ________________________
Employee’s Signature      Date
Caddo Parish Schools Job Description

Job Title: Foreman- Mechanical and Electrical
Job Code: 308
Grade: 9
Prepared By: Richard Dezendorf
Prepared Date: January 8, 2002
Approved By: Woodrow Wilson/Cleveland White
Approved Date: September 30, 2009

SUMMARY
Reports to the Supervisor of Buildings and Grounds, plans, installs, supervises, inspects and coordinates the repairing and replacement of mechanical or electrical equipment; and insures that crews observe safety rules and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises and sets up work schedules, assigns personnel to jobs and explains job assignments as necessary.
- Directs workers engaged in performing the repair and maintenance of mechanical and electrical equipment.
- Checks the condition of equipment, tools, and materials and recommends repair, replacement and addition of new equipment and tool.
- Coordinates work schedules with other departments, especially when work is related.
- Inspects grounds and facilities for damage, wear, safety, appearance and proper maintenance.
- Processes work orders.
- Aids in evaluation of personnel and their completed work.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; five to seven years of job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
SKILLS RELATED
Ability to use basic hand tools such as hammers, screwdrivers, wrenches and a knowledge of operating a lathe, drill press, grinder and other metalworking tools to make and repair parts.

PERSONAL CHARACTERISTICS
- Ability to work harmoniously and cooperatively with supervisory associate, assigned personnel, and school personnel.
- Ability to supervise assigned personnel.
- Ability to organize and carry out assignments.
- Ability to act when emergencies occur.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outdoor weather conditions or near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Supervisor of Building and Grounds

TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________
(Type or Print)

Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Foreman, Labor and Grounds
Job Code: 308
Grade: 9
Prepared By: Richard Dezendorf
Prepared Date: January 8, 2002
Approved By: Woodrow Wilson/Cleveland White
Approved Date: September 30, 2009

SUMMARY
Reports to the Supervisor of Buildings and Grounds, plans, installs, supervises, inspects and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and grounds. Oversees and assists with a wide variety of grounds development and maintenance jobs; and insures that crews observe safety rules and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned
• Supervises and sets up work schedules, assigns personnel to jobs, and explains job assignments as necessary.
• Direct workers engaged in performing structural repairs and activities.
• Coordinates work with other departments, especially when work is related.
• Directs workers engaged in various ground and maintenance activities.
• Processes work orders.
• Aids in evaluation of personnel and their completed work.
• Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; five to seven years of job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of employees.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILLS RELATED
Ability to use basic hand tools such as hammers, screwdrivers, wrenches and a knowledge of motorized grounds keeping equipment such as tractors and mowers.
PERSONAL CHARACTERISTICS

- Ability to work harmoniously and cooperatively with supervisory associate, assigned personnel, and school personnel.
- Ability to supervise assigned personnel.
- Ability to organize and carry out assignments.
- Ability to act when emergencies occur.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to sit. The employee must frequently lift or move moderate to heavy weight.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outdoor weather conditions or near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION

Supervisor of Building and Grounds

TERMS OF EMPLOYMENT

260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

(Type or Print)

Employee Signature      Date
SUMMARY
Under the direction of the Superintendent, is responsible for planning, coordinating, directing and supervising the daily operations and services that supports the instructional programs of the district; consistent with statute, policy and best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Establishes goals for support services division administrators and evaluates their performance and continuous improvements in relation to stated goals.
- Ensures that support services administrators continually develop and improve their capabilities as managers.
- Develops annual budget for areas of responsibility for the Superintendent’s approval.
- Ensures cost effectiveness of divisional operations per approved budgets.
- Develops and implements contracts, agreements and leases for professional services with engineers, architects, attorneys, etc.
- Administers and provides for a comprehensive facilities study on a five, ten and fifteen-year basis, updated annually, including cost estimates and long-range financial planning.
- Establishes and maintains intergovernmental relations with municipalities and parish personnel.
- Maintains a network of peer contacts through professional organizations.
- Supports staff development activities in assigned areas.
- Schedules and recommends for approval the appropriate use of school facilities.
- Ensures that economical, safe and efficient transportation and nutritious food for school children is provided in accordance with the board policies and procedures.
- Monitors purchasing, warehousing and distribution functions.
- Interprets the division’s programs to the community according to established school board policy and procedures.
- Assists in equitable solutions of complaints, concerns, and problems in the areas of responsibility.
- Ensures that performance observations and evaluations are made of all subordinates within the division as described in the parish Personnel Evaluation Plan.
- Monitors new and changing laws and regulations affecting the school system and prepares new policies or revisions for presentation to the Superintendent and school board.
- Ensures district compliance with local, state and federal policies, laws and regulations.
• Researches data necessary to respond to legal citations.
• Prepares and disseminates communications explaining programs for which responsible.
• Performs other task consistent with the goals and objectives of this position and assignments by the superintendent.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited educational college or university with a Master’s degree in business or public administration, engineering, architecture, technology, building construction or related areas. Minimum of (5) years of experience leading business functions and organizational change in government, the private sector or education.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedural manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PERSONAL CHARACTERISTICS
• Ability to plan, organize and oversee the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Neat, well-groomed appearance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days
Salary based on school system salary schedule.

SUPERVISES
  Director of Child Nutrition Programs
  Director of Construction and Capital Projects
  Director of Finance
  Director of Information Technology
  Director of Insurance
  Director of Maintenance/School Plant
  Director of Transportation
  Administrator of Risk Management

Employee Name: _______________________________________ SSN: ______- ______- ______
(Type or Print)

Employee’s Signature ______________________________ Date ____________________
Caddo Parish Schools Job Description

Job Title: Project Coordinator--Security
Job Code: 379
Grade: 
Department: Security
Prepared By: James Moran
Prepare Date: September 28, 2010
Approved By: Cleveland White
Approved Date: September 29, 2010

SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Overseeing project deliverables, including completion of NIMS trainings and implementation of NIMS and ICS.
- Coordinating trainings, drills, simulation exercises, and team meetings.
- Overseeing the information dissemination plan.
- Coordinating Project E.M.S. events (such as Family Safety Nights at the schools).
- Overseeing the update of all school site crisis management plans and the district-wide plan.
- Ensures that all project goals and objectives are met on time and within budget.
- Provide support to collaborating private school administrators.
- Work with the outside evaluator to complete evaluation activities and collect data on the performance measures established for the project, and to report that data to the U.S. Department of Education in interim and final performance reports.
- Serve as the media liaison and will share information on pro-active planning and articles on school safety with the public through collaboration with media outlets and other communication tools used by the district.
- Oversee the implementation of the project’s training plan and will work with school site administrators to coordinate training.
- Responsible for the training schedule and training certifications and will work with the evaluator to ensure NIMS compliance, including training in NIMS throughout the district.
- Determine additional on-site NIMS training and field exercises that may be required.
- Work with the Caddo-Bossier Department of Homeland Security to coordinate training, activities, and initiatives.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

EDUCATION and/or EXPERIENCE
Retired federal, state or local law enforcement officer, firefighter or related field. A minimum of 20 years experience in the agency prior to retirement. A college degree is preferred, but not required.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this
job, the employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and talk or hear. The employee must frequently lift or move light to moderate weight.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct, which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Security

**TERMS OF EMPLOYMENT**
20 hours Per Week

Employee Name: ________________________________  SSN: __________ - ________ -_________

(Type or Print)

Employee Signature  Date

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*Project Coordinator (Part-Time)*
SUMMARY
Directs financial activities of the organization by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises and administers assigned departments to include: Finance, Accounting, Accounts Payable, Purchasing, Insurance, Payroll, and Risk Management.
- Establishes goals for Finance Division administrators and evaluates their performance.
- Ensures that Finance Division administrators continually develop and improve their capabilities as managers.
- Recommends and establishes major economic objectives and policies.
- Directs administration and development of the district’s annual budget.
- Advises management and Board about financial concerns and projections for the district.
- Advises management on desirable operational adjustments.
- Periodically produce reports for Board of Education and regulatory agencies.
- Reviews and approves decisions or recommendations that may have significant financial impact on the district.
- Monitors new and changing laws and regulations affecting the finances of the district.
- Ensures district compliance with local, state, and federal policies, laws and regulations related to areas of responsibility.
- Establishes and maintains intergovernmental relations with municipalities and parish personnel.
- Keeps the superintendent informed on the business affairs of the district.
- Maintain a continuous auditing program for all funds and assist the district’s independent and internal auditors in conducting the annual or periodic audit.
- Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs and other cost items for district and individual school improvement.
- Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to aid CPSB leadership in strategic thinking and direction.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Performs other tasks consistent with the goals and objectives of this position and assignments by the Superintendent.

SUPERVISORY RESPONSIBILITIES
Manages several direct and indirect employees. Is responsible for overall direction, coordination, and evaluation of the division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's Degree in finance, accounting or equivalent field or a Certified Public Accountant. A minimum of five years job-related experience. Must be a Certified Louisiana School Business Administrator (CLSBA) or become CLSBA within seven years of the date of hire as Chief Financial Officer and maintain certification while so employed.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence.

LANGUAGE SKILLS
Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days
SUPervises
Budgetary Accountant
Director of Insurance
Payroll Manager
Supervisor of Accounting and Accounts Payable
Supervisor of Risk Management
Director of Purchasing

Employee Name: _________________________________ SSN: ______-_______-_______
(Type or Print)

_______________________________ Date
Employee Signature
Caddo Parish Schools Job Description

Job Title: Chief of Staff  
Job Code: 386  
Grade: G  
Division: Human Resources  
Prepared By: Dr. Gerald Dawkins  
Prepared Date: November 13, 2012  
Approved By: Caddo Parish School Board  
Approved Date: December 18, 2012  

SUMMARY
Provides professional support to the Superintendent of Schools. Provides policy advice, decision-making and operational assistance to the Superintendent’s direct reports. Supervises the Human Resources Division, oversees Communications/Marketing, Special Services, and Attendance/Census. Serves as the District’s Chief Government and Community Relations Officer and as the Superintendent’s designee, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Assumes the duties of the Superintendent when absent.
- Represents the Superintendent at designated functions.
- Provides communications counsel to the Superintendent to ensure the District’s strategy, objectives, and performances are effectively communicated to external and internal audiences.
- Assists and supports the Superintendent with general operations of the school district as assigned.
- Analyzes and manages sensitive issues for the Superintendent.
- Makes daily assignments to District staff, as directed by the Superintendent, assuring compliance with Board policy, federal and state laws.
- Provides decision making, operations guidance, consensus building, conflict resolution and policy support to the Superintendent’s Cabinet.
- Plans, implements and evaluates the District’s communications and community, public and government relations programs.
- Works with, maintains relationships with, and functions as the liaison between the Superintendent, School Board, federal, state, and local governments and corresponding agencies, community and public advocacy groups concerning key issues and Caddo Parish Schools’ interests and legislative priorities.
- Plans for and facilitates ad hoc committees of stakeholders established to address District initiatives.
- Provides oversight/direction to HR (recruitment, employment processing, certification updates, performance evaluation plans, employee compensation/benefits/services, labor relations, legislative mandates, and employee separations) consistent with federal and state regulations, local policy and District goals/objectives.
- Mentors and advises school-based administrators.
- Represents the superintendent in employee grievances, mediations, and other legal matters, as assigned.
- Serves as Public Records Access Officer of the District.
- Provides oversight/direction to Special Services and Attendance/Census Departments.
- Maintains current understanding of the District’s budget, school finance, educational trends, and human resources practices and regulations.
- Performs other duties as determined by the Superintendent.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation with a Master’s degree from an accredited college or university in education or related field with certification in administration and/or supervision, or educational leadership or school principal. Capability equivalent to that normally achieved through at least nine to ten years combined school-based regional and/or district administrative experience. Ability to communicate effectively in both oral and written forms.

SKILL RELATED
Louisiana requirements for a teaching certificate with parish or city school superintendent’s authorization is preferred, but not required.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to perform the following: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed primarily indoors.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Considerable travel is required.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Human Resources
Communications/Marketing
Special Services
Attendance/Census

Employee: ________________________________  SSN: _______ - _______ - _______

(Type or Print)

Employee Signature  Date

Chief of Staff
Caddo Parish Schools Job Description

Job Title: Front Desk Receptionist/PBX Operator
Job Code: 131
Grade: Grade C
DOT Code: 235662022
Department: Security
Prepared By: Richard Dezendorf
Prepared Date: December 11, 2012
Approved By: David A. Barr
Approved Date: April 3, 2001

SUMMARY
Operates switchboard to relay incoming, outgoing, and interoffice calls by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Routes district phone calls to appropriate officials, departments, and employees.
- Greets visitors, ascertains nature of business, have visitors sign in, and directs them to appropriate designation.
- Notifies administration of visitors in lobby.
- Provide information to callers and records messages.
- Performs the following clerical duties: retrieve fax messages, notify recipients when fax messages are received, and certain legal documents,
- Accept packages and notify recipients of delivery.
- Neat, well groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; zero to six months job-related experience.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to callers and other employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Director of Security

**TERMS OF EMPLOYMENT**
260 days

Employee Name: _________________________________________   SSN:  ________-____________-________

(Type or Print)

________________________________________________________ ___________________________________

Employee Signature      Date
Caddo Parish Schools Job Description

Job Title:  Director of Classified Personnel  
Job Code:  011  
Grade:  D  
Division:  Human Resources  
Department:  Classified Personnel  
Prepared By:  Mary Nash Robinson, Ph.D.  
Prepared Date:  May 6, 2014  
Approved By:  Dr. T. Lamar Goree  
Approved Date:  May 7, 2014

SUMMARY
Advises the administration in developing personnel policies and procedures; interprets and administers parish personnel policies; manages the classified division of the personnel office; administrative and clerical.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Develops and administers procedures that are consistent with federal, state and local statutes.
- Directs recruiting and employment of administrators and all other personnel in the classified division.
- Assists the Chief of Staff in monitoring administrative procedures system-wide to ensure that proper due process is provided to all employees.
- Directs the department in the recruitment, employment, transfer, and termination of classified employees.
- Supervises placement of all classified personnel on approved salary schedules and preparation of contracts.
- Supervises staffing assignments and reassignments of all classified employees.
- Directs assistance to all classified personnel with a grievance or other personnel problems.
- Participates as a member of the Interview Committee for classified promotion.
- Serves as member of Compensation Plan Committee when considering classified personnel. Implements approved reclassifications.
- Performs related duties as assigned by the Chief of Staff.
- Develops for immediate supervisor's approval department annual budget.
- Administers School Board-approved department annual budget in accordance with School Board policies and procedures.
- Reviews data and administers appropriate disciplinary decisions of school system employees.
- Ensures that accurate records and reports are developed, maintained and forwarded to appropriate authorities, upon request.
- Directs maintenance of classified personnel records in accordance with federal, state and parish requirements.
- Supervises maintenance of a statistical information system concerning the number of staff members, job descriptions, turnover, and staff to pupil attendance comparisons within the classified area.
- Communicates the functions and procedures of the department to employees, school board, and general public.
- Prepares and disseminates communications explaining programs for which responsible according to established policy.

SUPERVISORY RESPONSIBILITIES
Manages subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree, human resources certification and/or experience. Capability equivalent to that normally achieved through 7 to 10 years of progressive professional experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media, and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear.

PERSONAL CHARACTERISTICS
- Ability to plan, organize, and oversee the work of assigned personnel.
- Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports, and conversations in confidence.
- Neat, well-groomed appearance.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief of Staff

TERMS OF EMPLOYMENT
260 days

Supervises
Personnel Administrator, Classified
Classified Personnel Support Staff

Employee Name: __________________________ SSN: ________-_______-_______
(Type or Print)

Employee Signature __________________________ Date __________
Caddo Parish Schools Job Description

Job Title: Special Projects Specialist (Employment/Certification)
Job Code: 130
Grade: G
Prepared By: Charles Lowder
Prepared Date: May 23, 2019
Approved By: Diane Atkins
Approved Date: May 23, 2019

SUMMARY
Compiles, maintains and monitors the daily operation of Special Projects (Employment/Certification) and performs standard duties under the direct supervision of the Director of Certified Personnel by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Greets visitors, ascertains nature of business, and routes visitors to appropriate administrator and/or secretary.
- Types routine correspondence and reports.
- Files correspondence and other records.
- Answers telephone and gives information regarding recruitment and other information as requested to callers, or routes call to appropriate official.
- Make copies of correspondence or other printed matter.
- Maintains and stocks forms in the reception area.
- Reviews and maintains applicant files. Initiates communication with applicants informing them of additional items needed for completion of their file.
- Prepares, assembles and distributes flyers, brochures and correspondence related to Job Fairs, Student Teacher Meetings, Recruitment Team Members Workshop, and Transfer Fair.
- Prepares and sends correspondence to all contacts resulting from job fairs, advertisements, and phone and mail requests.
- Ensures the maintenance of accurate recruitment records, data and reports.
- Assists with the distribution of Caddo Parish Personnel Evaluation Plan materials.
- Assists in the maintenance of statistical information and applications on-line through the TalentEd and SunGard systems.
- Main Administrator for TalentEd (online applicant system)
- Create user profiles and filters
- Generate and create all personnel applications for Human Resources
- Screen, analyze and process all teacher applications and file reactivations
- Responsible for training and answering all administrators concerns regarding TalentEd
- TalentEd Troubleshooter
- Ensures maintenance of personnel records in accordance with federal, state and parish requirements.
- Neat, well-groomed, appropriately dressed appearance.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS RELATED
Ability to type and operate personal computer with various software programs (Excel, Microsoft Word, and Publisher). Possess a strong knowledge of modern office equipment and procedures. Ability to effectively present information and respond to questions from groups of prospective employees, audiences, and administration. Ability to exhibit interpersonal/human relations skills.
EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited junior college or technical/vocational school; or satisfactory completion of courses equivalent to one-half those required for graduation from an accredited college or university with a Bachelor’s Degree. Capability equivalent to that normally achieved through 2 to 4 years of progressive office experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to communicate with supervisors and other employees. Ability to respond to inquiries from applicants, employees or members of the business community. Ability to write articles for publication that conform to prescribed style and format.

PERSONAL CHARACTERISTICS
Ability to plan and organize to ensure completeness of assigned tasks. Ability to work tactfully and harmoniously with staff, schools, agencies, parents and the public. Physical stamina and emotional stability to work effectively under pressure and keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence. Neat, well groomed, appropriately dressed appearance.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Certified Personnel

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________ SSN: ___________ - ___________ - ___________
(Type or Print)

Employee Signature ______________________________________ Date ________________________________
Caddo Parish Schools Job Description

Job Title: Transportation Dispatcher
Job Code: 355
Grade: E
Department: Transportation
Prepared By: Otis Jones
Prepared Date: July 19, 2016
Approved By: Diane W. Atkins
Approved Date: July 28, 2016

SUMMARY
Possess the ability to operate telecommunications equipment to relay information to and from school bus drivers and other transportation personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Operates assigned frequency band radio to receive and respond to all incoming radio calls and telephone calls from school bus drivers and other transportation personnel.
• Determines response needed for emergency situations and notifies appropriate police, fire and school board personnel.
• Politely and professionally handle emergency and non-emergency calls and ensure that the correct information is broadcast and recorded.
• Takes control and successfully handles stressful and chaotic situations ensuring all pertinent information is recorded.
• Properly dispatches service units in response to calls for assistance by school bus drivers.
• Dispatches school buses to different locations to cover various school bus routes as needed.
• Reads and interprets route descriptions, maps, and local street listings for dispatch to bus drivers.
• Ability to use common office machines and computer systems to include Windows, Microsoft Office 2000 and various routing software.
• Inform school administrators of delayed buses to school or home due to breakdowns, accidents, or other causes.
• Confers with supervising personnel regarding questions, problems and requests for service.
• Monitors and logs all radio traffic of a relevant nature for record keeping purposes.
• Updates routes and disseminating information to the public.
• Maintains the absence/payroll report for school bus employees.
• Must have knowledge of Caddo area and skills working with geographical information system (GIS) maps.
• Ability and initiative to plan organize and carry out assignments under minimum supervision.
• Ability to maintain regular attendance and work non-traditional hours when required.
• Must demonstrate typing ability of 25 words per minute.
• Ability to maintain effective working relationships with other members of the Transportation Department.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or a valid certificate of equivalency issued by a state department of education; 3 years of general office or dispatching experience.
LANGUAGE SKILLS
Employee should possess skills in active listening, problem identification and instructing. Ability to write reports and communicate clearly over the telecommunication equipment.

REASONING ABILITY
Abilities in oral comprehension, memorization, selective attention, speech recognition and speech clarity. Attention to detail to avoid errors.

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

While performing the duties of this job, the employee is frequently required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand and walk. The employee must occasionally lift or move moderate weight. Employee must possess excellent hearing, good eye-hand coordination and finger dexterity.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited: to neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Shop Foreman
Supervisor of Transportation
Director of Transportation

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: _____ - ____ - _____
(Type or Print)

______________________________   _______________________
Employee Signature                                                               Date
Caddo Parish Schools Job Description

Job Title: Transportation Recruiting/Training Specialist  
Grade: F  
Job Code: 184  
Prepared By: Otis Jones  
Prepared Date: June 3, 2015  
Approved By: James Woolfolk  
Approved Date: July 6, 2015

SUMMARY
Reports to the Director of Transportation. Analyzes, evaluates, prepares and processes all information relating to Bus Driver and Bus Attendant training and certification. Responsible for the recruiting of qualified applicants for Substitute Bus Drivers and Substitute Bus Attendants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Prepares application packets for recruiting, as well as for mail, phone, and drop-in applicants.
- Prepares flyers and places ads in the newspaper, radio, etc., for recruiting Substitute Bus Drivers and Substitute Bus Attendants.
- Prepares and send correspondence to all contacts resulting from job fairs.
- Registers for job fairs, career fairs, conferences and represents the Transportation Department accordingly.
- Responds to inquiries regarding Bus Driver evaluation and training classes for all Substitute Bus Driver and Substitute Attendant candidates.
- Reviews and maintains applicants’ files with Human Resources on a regular basis to verify that applicants have met the necessary job requirements.
- Schedules job interviews for all Substitute Bus Driver and Substitute Bus Attendant applicants.
- Responsible for ensuring all applicants have been screened through Work Steps program.
- Conducts all training for new Substitute Bus Drivers and Substitute Bus Attendants including State Certification training. Confers with Director and Supervisors to determine additional training needs.
- Analyzes, evaluates, prepares and maintains all documents and training records in accordance with State Department guidelines and regulations relative to Bus Drivers and Bus Attendants.
- Conducts Defensive Driving classes as needed for all Bus Drivers.
- Conducts field inspections of Bus Drivers and Bus Attendants to ensure compliance with state statutes and CPSB policies.
- Schedules make-up in-services for employees that missed scheduled in-service training.
- Responsible for making ID photo badges for all Bus Drivers and Bus Attendants and make sure all physicals and CDL licenses are up to date.
- Arranges mandatory Red Cross training for all Bus Drivers, Substitute Bus Drivers, Bus Attendants, Substitute Bus Attendants and mechanics every two years.
- Checks official driving records on all Bus Drivers and mechanic personnel once a year through the Louisiana Department of Public Safety and Corrections Office of Motor Vehicles.
- Ensures all training for Substitute Bus Drivers and Substitute Bus Attendants complies with State Law Title 28, Bulletin 119 (Louisiana School Transportation Specifications and Procedures).
- Updates Transportation Policy and Procedure Manual when necessary.
- Keeps informed on new developments, methods, and techniques in the training field.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Successfully operates computerized routing system.
- Performs other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION
Bachelor’s degree from an accredited college or university is required. Mandatory successful completion of Louisiana State Department of Education School Bus Operator Instructor Training Certification program within 90 days of hire. Three to four years of relevant experience.

SKILLS RELATED
Possesses knowledge of computer and competency in use of computer software. (Windows, Word, Excel, etc.)

LANGUAGE SKILLS
Ability to read and analyze documents. Ability to respond to common inquiries or complaints from employees or regulatory agencies. Ability to write informational handouts, reports, procedures, and letters that conform to prescribed style and format. Ability to effectively present information to employees and middle management.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PERSONAL CHARACTERISTICS
- Ability to work tactfully and harmoniously with State Department, schools, staff and/or the public.
- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
- Ability to hold records, reports, and conversations in confidence.
- Ability and initiative to plan, organize, and carry out assignments under minimum supervision.
- Neat, well groomed, appropriately dressed appearance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
CHAIN OF SUPERVISION
Director of Transportation
Supervisor of Transportation

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________  SSN: ______-______-_______
(Type or Print)  EIN

__________________________________________
Employee Signature

__________________________________________
Date
Caddo Parish Schools Job Description

Job Title: Supervisor of Transportation  
Grade: B  
Job Code: 036  
Prepared By: Otis Jones  
Prepared Date: June 3, 2015  
Approved By: James Woolfolk  
Approved Date: July 6, 2015  

SUMMARY  
Assumes duties of day-to-day operation and logistics for transporting students to and from school. Interacts with schools, parents and transportation employees to ensure safe operations of parish transportation system. Manages field operations and related office procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES  
Essential duties and responsibilities include the following. Other duties may be assigned.

- Works closely with school administrators to ensure coordination of discipline procedures related to safe bus operation.
- Conducts field inspections of Bus Drivers and Bus Attendants to ensure compliance with state statutes and CPSB policies.
- Manages GPS and camera operations for school buses.
- Coordinates the flow of communication between field operations and central staff.
- Inspects, supervises, and coordinates work activities performed by school bus operators and school bus aides.
- Assists in routing of buses through field coordination with drivers and computerized routing system.
- Develops guidelines for and coordinates new employee driver training.
- Submits recommendations to Director of Transportation for bus operator and bus attendant disciplinary actions.
- Responds to parent/citizen complaints about potential Transportation issues affecting safe bus operations.
- Responds to all bus accident scenes and conduct follow up investigations.
- Coordinates J-Call process for notification of pertinent events to parents and schools.
- Compiles and submits requested reports as needed or required.
- Manages and coordinates safe operator programs including documentation and follow-up training for all vehicle operators.
- Checks viability of bus stop location to ensure safety.
- Implements initiatives to ensure that Federal, State and Parish legal authorities are being met.
- Neat, well-groomed and appropriately dressed.
- Performs other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES  
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Bachelor’s degree from an accredited college or university and five to six years relevant experience is required.

LANGUAGE SKILLS
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Transportation

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ EIN: __________-________-________
(Type or Print) SSN: __________

______________________________ Date __________________________
Employee Signature
Caddo Parish Schools Job Description

Job Title: Foreman, Preventative Maintenance
Job Code: 078
Grade: H
Department: Maintenance
Prepared By: Charles T. Smith
Prepared Date: July 1, 2015
Approved By: James Woolfolk
Approved Date: July 6, 2015

SUMMARY
Reports to the Supervisor of Building and Grounds. Plans, installs, supervises, inspects and coordinates activities of workers engaged in the preventative maintenance and repairing of physical structures of building and grounds. This position will require the working of alternating shifts (1st and 2nd).

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Others duties may be assigned.

- Supervises and sets up work schedules, assigns personnel to jobs, and explains job assignments as necessary.
- Checks to make sure that work crews have the necessary materials and equipment and that sufficient material and equipment are on hand.
- Determines work procedures, prepares work schedules and expedites workflow.
- Assigns duties and examines work for preciseness, neatness as well as conformity to all policies and procedures.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Directs workers engaged in preventative maintenance, structural repairs and activities.
- Processes work orders.
- Evaluates personnel and their completed work.
- Coordinates work with other departments, especially when work is related.
- Neat, well groomed and appropriately dressed.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises maintenance employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include input on hiring and training employees; planning, assigning and directing work; evaluating performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED; four to six years job-related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or other employees.
**REASONING ABILITY**
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**PERSONAL CHARACTERISTICS**
- Ability to work harmoniously and cooperatively with others
- Ability to supervise assigned personnel
- Ability to organize and carry out assignments
- Ability to act when emergencies occur

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit, use hands to handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift or move a moderate weight.

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

**PROFESSIONAL CONDUCT**
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but it not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**CHAIN OF SUPERVISION**
Supervisor of Building and Grounds

**TERMS OF EMPLOYMENT**
260 Days

Employee Name: _____________________________ EIN_________-_________-__________
(Type or Print)                        SSN

___________________________________________

Employee Signature           Date
Caddo Parish Schools Job Description

Job Title: Security Specialist
Job Code: 374
Grade: G
Department: Security
Prepared By: Roy Murry
Prepared Date: August 12, 2015
Approved By: Dr. T. Lamar Goree
Approved Date: October 19, 2015

SUMMARY
Evaluates, maintains, installs and repairs Access Control System, IP based security system, intrusion systems and other equipment pertaining to security by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Installs, programs, tests, repairs and services a variety of IP based security systems and equipment including access control, IP video, IP video servers, ID card printers, intercoms and intrusion detection system.
- Operates systems to demonstrate equipment, commission new systems, analyze performance and identify malfunctions.
- May provide custom system integration, detailed systems upgrade planning and execution, system audits and consultation, and/or database management and manipulation. May install, configure and support a variety of network systems and equipment for School Board owned systems.
- Consults with engineering personnel to resolve unusual problems in system operation, maintenance, and warranty work.
- Performs all work in accordance with Federal, State, and Local Regulations as well as company, health and safety policies and procedures. Uses solid troubleshooting skills to isolate and fix problems in malfunctioning equipment or software.
- May advise management regarding customer satisfaction, product performance, installation techniques and standards as well as suggestions for product improvement. May participate or assist with developing customer presentations or similar new business development activities.
- Executes most of the technical aspects of multiple projects with varying timelines and budgets including programming, start-up, certification testing, customer training, close-out documentation, and on-going technical support etc.
- Works closely with the Project Manager and/or Operations Manager and assist in the overall coordination of specific projects; makes recommendations regarding quality of work and potential changes in scope, and identifies ways to continuously improve customer satisfaction.
- Keeps an inventory of all electronic and mechanical parts supporting the variety of systems owned by the School Board.
- Establishes and maintains an adequate bench stock of spare components and parts necessary to insure timely maintenance, repair, or replacement actions.
- Uses technical knowledge, skills and experience, acts as a mentor to less experienced staff. May supervise workers in testing, tuning and adjusting equipment to obtain optimum operating performance.
- Exceptional customer focus and ability to work under pressure; ability to maintain awareness of, and seek to meet the needs and wants of the customer without being prompted.
- Solid technical skills and experience in electronic security system.
- Solid programming skills and proven ability to troubleshoot problems and look for solutions.
- Computer networking knowledge and experience in computer network architecture and implementation including network operating systems, network design, and directory services. Network infrastructure strategies.
- Must be a self-starter and work well without supervision.
- Strong verbal, written and interpersonal communication skills.
- Neat, well groomed, appropriately dressed appearance.
SUPervisory Responsibilities
Directly supervises a few employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training in electronics, intrusion, CCTV and IP based security systems; two to four years job-related experience; or equivalent combination of education and experience. Training in radio, television and microwave desirable. Electrical and telephone wiring experience highly desirable.

DESIRED CERTIFICATION
Lenel/OnGuard, Intrusion, NGP, access control and IP video certification are highly desirable.
Stanley Wi-Q access control hardware
GE NX-8 and related products

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

PERSONAL CHARACTERISTICS
Ability to work harmoniously and cooperatively with others. Ability to take charge and be responsive to assigned tasks. Willing to be called out for emergency work.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift or move light to moderate weight.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.
PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Security Manager, Security Supervisor

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________ SSN: _______ - _________ - _______

(Type or Print)

________________________________________________________  ___________________________________
Employee Signature      Date
CADDO PARISH SCHOOLS JOB DESCRIPTION

Job Title:  Chief Operations Officer
Job Code:  006
Grade:  A-6
Division:  Support Services
Prepared By:  Gerald Dawkins, Ed.D.
Prepared Date:  January 5, 2010
Approved By:  Caddo Parish School Board
Approved Date:  January 6, 2010

SUMMARY
Under the direction of the Superintendent, is responsible for planning, coordinating, directing and supervising the daily operations and services that supports the instructional programs of the district; consistent with statute, policy and best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Establishes goals for support services division administrators and evaluates their performance and continuous improvements in relation to stated goals.
- Ensures that support services administrators continually develop and improve their capabilities as managers.
- Develops annual budget for areas of responsibility for the Superintendent’s approval.
- Ensures cost effectiveness of divisional operations per approved budgets.
- Develops and implements contracts, agreements and leases for professional services with engineers, architects, attorneys, etc.
- Administers and provides for a comprehensive facilities study on a five, ten and fifteen-year basis, updated annually, including cost estimates and long-range financial planning.
- Establishes and maintains intergovernmental relations with municipalities and parish personnel.
- Maintains a network of peer contacts through professional organizations.
- Supports staff development activities in assigned areas.
- Schedules and recommends for approval the appropriate use of school facilities.
- Ensures that economical, safe and efficient transportation and nutritious food for school children is provided in accordance with the board policies and procedures.
- Monitors purchasing, warehousing and distribution functions.
- Interprets the division’s programs to the community according to established school board policy and procedures.
- Assists in equitable solutions of complaints, concerns, and problems in the areas of responsibility.
- Ensures that performance observations and evaluations are made of all subordinates within the division as described in the parish Personnel Evaluation Plan.
- Monitors new and changing laws and regulations affecting the school system and prepares new policies or revisions for presentation to the Superintendent and school board.
- Ensures district compliance with local, state and federal policies, laws and regulations.
• Performs other tasks consistent with the goals and objectives of this position and assignments by the superintendent.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited educational college or university with a Master’s degree in business or public administration, engineering, architecture, technology, building construction or related areas. Minimum of (5) years of experience leading business functions and organizational change in government, the private sector or education.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedural manuals. Ability to effectively present information and respond to questions from staff, superintendent, school board, news media and the public.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PERSONAL CHARACTERISTICS
• Ability to plan, organize and oversee the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports and conversations in confidence.
• Neat, well-groomed appearance.

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

Chief Operations Officer
Revised January 2014
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Superintendent

TERMS OF EMPLOYMENT
260 days
Salary based on school system salary schedule.

SUPERVISES
Director of Child Nutrition Programs
Director of Construction and Capital Projects
Director of Information Technology
Director of Maintenance/School Plant
Director of Purchasing
Director of Transportation

Employee Name: _______________________________________ SSN: ______- ______- ______
(Type or Print)

_____________________________________________________ _________________________
Employee’s Signature Date
Caddo Parish Schools Job Description

Job Title: Recruiter
Job Code: 
Grade: Administrative - B
Prepared By: Rahmberg, Stover & Associates
Prepared Date: January 27, 2016
Approved By: Dr. T. Lamar Goree
Approved Date: February 2, 2016

SUMMARY
Direct the District’s initiatives related to the recruitment and retention of qualified professional certified staff.
Direct the District’s orientation and mentoring activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Plan and oversee District participation at College/University Career Fairs.
- Develop and provide leadership for District internal Job Fairs to create a quality applicant pool of fully certified/highly qualified teachers.
- Utilize staffing projections and campus needs to organize appropriate critical needs Job Fairs.
- Evaluate applicant pool and respond to inquiries relating to recruitment, screening and placement of candidates.
- Accumulate and maintain recruiting data and communicate recruiting efforts and effectiveness.
- Work with the Communications Department and appropriate vendors to design, purchase and maintain materials and displays to promote the District in a positive and professional manner.
- Oversee student teacher partnerships with Universities and Teacher Preparation Programs and placement of interns.
- Develop a formal District evaluation of student teachers for perspective hire.
- Organize student teacher orientations and training opportunities.
- Provide "grow your own" program for support staff interested in pursuing a teaching career.
- Oversee District requests for observations by perspective teachers.
- Develop and monitor the annual budget for District recruiting initiatives.
- Provide leadership and direction for the District’s orientation and mentoring activities.
- Provide accessibility to support, guide, and assist new teachers with academic, professional and personal needs support.
- Provide formal Mentor training and evaluation of Mentors.
- Develop and maintain appropriate communication outlets to support professional and personal connections.
- Maintain and analyze District retention data for data-driven decision making.

Review employee exit interviews and staff surveys for retention trends and exiting data.
• Explore District initiatives in response to staff input regarding retention efforts.
• Develop and monitor the annual budget for District retention efforts.
• Work cooperatively with campus and central administration for Human Resources to meet staffing needs.
• Participate in professional associations related to Human Resources, Recruiting and Retention.
• Maintain a professional dialogue with administrators from other school districts to generate successful collaboration, planning and sharing of ideas.
• Remain abreast of the current trends that relate to the improvement of human resource functions and personnel development.
• Use information and insights provided through assessment instructions, evaluative feedback from supervisors and professional programs to improve job performance.
• Assist in the articulation of the District’s mission to the community.
• Other duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master’s Degree; Five years of experience in administration, classroom teaching or an equivalent amount of personnel management experience in the private sector. Preferred but not required: Campus Administration experience, Louisiana Teaching certification and/or Human Resource certification.

SPECIAL KNOWLEDGE/SKILLS:
- Knowledge of the selection, training and development of personnel
- Knowledge of orientation and mentoring program components
- Ability to interpret policy and procedures
- Ability to provide leadership and direction for Human Resources initiatives
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong public relations skills
- Working knowledge of certification laws, guidelines/requirements, Louisiana Education Code, District policies
- Willingness to travel (in-state and out-of-state)
- Effective use of technology

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the board, groups of managers, principals, teachers, school secretaries, and the general public.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent District-wide and State-wide travel; occasional prolonged and irregular hours. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief of Staff

TERMS OF EMPLOYMENT
260 days

Employee Name: ____________________________ SSN: _____-____-_______
(Type or Print)

________________________________________   _________________________
Employee Signature                     Date
Caddo Parish Schools Job Description

Job Title: Media Technician Specialist
Job Code: 191
Grade: I
Department: Communications
Prepared By: Al Graham
Prepared Date: August 16, 2017
Approved By: Al Graham
Approved Date: August 16, 2017

SUMMARY
Supports Board Room audio-video equipment and coordinates and archives video recordings of events for capture and televised broadcast/rebroadcast.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs duties to record and transmit Board Room broadcasts; operates studio cameras; regulates transmission of television images; produces educational and training videos; sets up and controls television production equipment such as cameras, lights, microphones and recording equipment.

- Maintains and troubleshoots audio/video related electronic equipment as assigned.

- Develops specifications for the purchase/upgrading of audio/video equipment.

- Keep records of repair work done.

- Serves as webmaster for district and school webpages offering writing, design and technical support as needed.

- Oversees videography of the district including but not limited to livestreaming of Caddo Parish School Board meetings, promotional videos, special event productions, filming of stories and events to run on all district platforms.

- Responsible for all photography including editing and archiving while serving as lead district archivist for all digital materials.

- Serves as the district’s lead graphic designer for all print and digital media formats including the creation of programs, catalogs, digital flipbooks, etc.

- Assists Director in accomplishing goals and objectives outlined in the district’s strategic plan.

- Works with Director to effectively utilize social media in a way which promotes stakeholder engagement.

- Performs other duties as assigned by the Director of Communications and Strategic Initiatives.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Possession of an 2 Year Associate Degree in commercial art, graphic designs, photography or a closely related field and a minimum of five (5) years of experience or any equivalent combination of experiences and training which provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Possess the ability to write routine reports and correspondence.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Possess the ability to deal with problems involving several concrete variables in standardized situations.

SKILL RELATED
Ability to use electronic testing equipment, shop tools such as screwdrivers, soldering guns and pliers and the ability to read and understand electronic service manuals and schematics. Has the ability to diagnose and correct mechanical and/or electronic problems in all audio-visual equipment.

PERSONAL CHARACTERISTICS
Possess the ability to work cooperatively and harmoniously with others. Ensures that assignments are carried out and exercises independent judgment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle or feel controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Communications

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________   SSN: ________-_______-_____
(Type or Print)

Employee Signature: ___________________________________ Date: _______________
Caddo Parish Schools Job Description

Job Title: Public Information Specialist
Job Code: 
Grade: B
Prepared By: Dr. T. Lamar Goree
Prepared Date: February 1, 2019
Approved By: Caddo Parish School Board
Approved Date: February 1, 2019

SUMMARY
Responsible for assisting the Director of Communications and Strategic Initiatives with effectively promoting educational programs and the progress of the parish schools to internal and external stakeholders. Assumes responsibilities for special projects as assigned by Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Support leadership in responses to inquiries and complaints received from citizens, news media, and district personnel.
- Serve as information liaison between the school system and the community at large and as an intermediary between school and district-level administrators/officials and the media.
- Contact media representatives to initiate articles and news releases about District programs; communicate with media representatives about sensitive or controversial information; create press kits and other media information.
- Provide professional assistance in the development of various publications for schools and departments.
- Manages and edits the writing and production of communication materials.
- Oversees development, maintenance and updating of district website and social media pages.
- Maintain district-wide activity calendar of events taking place at schools and sites.
- Develops multimedia solutions for district communications, i.e. radio, television and internet.
- Seeks out collaborative means of partnership with community stakeholder groups.
- Develops and writes stories for the district’s website and magazine.
- Brings recommendations to the Director of collaborative means of partnering with various organizations.
- Assist with the planning, coordination and implementation of recognition programs and special events for the purpose of ensuring the programs are run according to district expectations and guidelines.
- Seeks potential sponsors for districtwide annual events.
- Completes assigned projects in a timely manner and maintains organization of multiple projects simultaneously.
- Assists Director in accomplishing goals and objectives outlined in the district’s strategic plan.
- Works with Director to effectively utilize social media in a way which promotes stakeholder engagement.
- Performs other duties as assigned by the Director of Communications and Strategic Initiatives.
GENERAL DESCRIPTION
This position supports student success by ensuring that the district’s communications program is aligned with district goals, and by facilitating the development of accurate and timely internal/external communication and information processes that contribute to and encourage community involvement in the district’s efforts to meet the instructional needs of students.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Possession of a bachelor’s degree in journalism, mass communication or a closely related field and/or a minimum of three (3) years of experience or any equivalent combination of experiences and training which provides the required knowledge, skills and abilities.

SKILLS REQUIRED
Ability to work with media, schools, parents, departments and others to effectively promote positive stories. Ability to interpret and accommodate individual requests. Possesses strong writing skills and is able to effectively communicate vision with expedition and effectiveness. Has good organizational and technical skills. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department.

REASONING ABILITY
Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and to extract data. Ability to plan, organize, oversee tasks to completion; to work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public; to hold records, reports, and conversations in confidence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear and use hands to handle controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to neglect of duty, dishonesty and
engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Director of Communications and Strategic Initiatives

TERMS OF EMPLOYMENT
260 days
Caddo Parish Schools Job Description

Job Title: Director of Transportation
Job Code: D
Division: Chief Operations Officer
Department: Transportation
Prepared Date: July 27, 2000
Approved Date: March 16, 2001
Revised By: Al Graham
Revised Date: February 4, 2019

SUMMARY
Reports to the Chief Operations Officer – plans, administers, and supervises all work necessary to operate a safe and efficient transportation system for parish students.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises the planning of bus routes and schedules in cooperation with the Information Technology Department.
- Establish and/or determines bus driver routes and bus stops for the purpose of increasing safety, decreasing costs, or better serving the students and/or district.
- Oversees all aspects of the daily bus and bus maintenance operations. Provides lead direction to Transportation Department office and bus maintenance staff. Facilitates staff meetings to provide annual in-service and address operational issues.
- Prepares various documents, (e.g. cost estimates, budgets, DOT reports, time studies, productivity, evaluation reports, bus replacement schedules, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel.
- Promotes and maintains transportation safety program.
- Recommends new hires, promotions, terminations, and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Schedules and present various programs and training on bus driving regulations, techniques, and student control procedures.
- Secures substitute drivers.
- Designates role responsibility and authority for personnel within the department based upon board-approved job descriptions.
- Ensures that employees' performance is properly related to the objectives of the department.
- Recommends departmental organizational improvements to immediate supervisor.
- Adheres to formal lines of communications through the chain of command.
- Supervises the maintenance of the bus fleet.
- Prepares, administers, and monitors annual budget for Transportation Department.
- Interacts thoughtfully and courteously with students, drivers, staff and parents and resolves conflict in a professional manner.
- Prepares and disseminates communications explaining programs for which responsible according to established policy.
• Assist and provides guidance regarding student behavior management and consults with principals and directors to resolve issues, as needed.
• Facilitates ride-along and observes drivers to ensure that all safety rules and regulations are being followed and writes reports of findings and area(s) for improvement.
• Supervise activities of transportation personnel responsible for payroll and personnel, field trips and activity trips.
• Respond to accidents involving school buses and other department vehicles to ensure proper disposition and protection of District resources.

SUPERVISORY RESPONSIBILITIES
Manages subordinate supervisors who supervise several employees in the department. Responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The applicant must have a strong background in the use and application of technology. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master’s degree. Course work experience in logistics that includes Transportation Management, Industrial Psychology, Personnel Management and Public Relations. Capability equivalent to that normally achieved through 7 to 10 years of progressive professional experience, primarily in the field of transportation.

LANGUAGE SKILLS
Ability to read, analyzes, and interprets scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of education.

REASONING ABILITY
Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and listen. The employee is occasionally required to stand, walk, and use hands to handle or feel tools or controls.

PERSONAL CHARACTERISTICS
• Ability to plan, organize, and oversee the work of assigned personnel
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to act intelligently if emergencies occur.
• Neat, well-groomed, and appropriately dressed.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief Operation Officer

TERMS OF EMPLOYMENT
260 days

Employee Name: ___________________________________________ SSN: ________ - __________ - _____
(Type or Print)

________________________________________________________  ___________________________________
Employee Signature      Date
Caddo Parish Schools Job Description

Job Title: Chief Internal Auditor
Job Code: 011
DOT: 160.167-034
Prepared By: Al Graham
Prepared Date: April 1, 2019
Approved By: Dr. T. Lamar Goree
Approved Date: April 2, 2019
Grade: D
Revised By: Al Graham
Revised Date: April 1, 2019

SUMMARY
Administers the school board’s internal audit program to evaluate the adequacy and effectiveness of the school board’s system of internal controls and the quality of performance in carrying out assigned responsibilities as provided by the School Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following and other duties may be assigned.

- Identifies departmental needs and objectives, based upon the goals and objectives of the school board and superintendent.
- Ensures that the internal audit function adheres as closely as practical to the “Standards for the Professional Practice of Internal Auditing.”
- Develops and implements an annual audit plan for the examination of records and procedures for all schools and departments to ensure that proper controls and management procedures are employed.
- Coordinates internal and external audit work to ensure adequate audit coverage and to minimize duplicate efforts.
- Reports the results of audits to the School Board, superintendent, and appropriate school and department head.
- Foresees developing issues and takes appropriate actions to minimize negative impacts or maximize benefits.
- Develops ways to improve processes, products and/or service to internal and external customers.
- Oversees in the design and execution of operational audits to ensure adequacy and effectiveness of the internal control environment, compliance with district policies and procedures, and identify opportunities for process improvements.
- Ensures compliance with state laws and district policies and procedures along with making recommendations for process improvements.
- Develops preliminary findings and realistic recommendations to improve/enhance the internal control environment.
- Maintains an awareness of audit trends and “best practices”.
- Seeks to reduce the vulnerability of financial fraud, abuse, and waste of school and district resources.
- Develop, coordinate, and participate in a multifaceted educational and training program that addresses the elements of compliance and ensures that all appropriate departmental leaders and managers/supervisors are knowledgeable of changing federal and state laws along with mandates that are applicable to the district and school operations.
- Ability to work tactfully and harmoniously with schools, staff, agencies and/or the public.
- Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Bachelor’s degree from an accredited college or university; six to ten years job related experience; or equivalent combination of education experience. Masters degree preferred but not required.

LANGUAGE SKILLS
Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, government regulations, financial reports, and legal documents. Ability to write reports, speeches, articles for publication and procedure manuals. Ability to effectively present information and respond to questions from top management, clients, customers, and the public.

PERSONAL CHARACTERISTICS
Ability to plan and organize to ensure completeness of assigned tasks. Ability to work tactfully and harmoniously with staff, schools, agencies, and the public. Physical stamina and emotional stability to work effectively under pressure and keep all aspects of the job under control. Ability to maintain records, reports, and conversations in confidence. Neat, well-groomed, appropriately dressed appearance.

REASONING ABILITY
Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
A CIA or CPA Certification is preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited: to neglect of duty, dishonesty, and engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Caddo Parish School Board
Superintendent

TERMS OF EMPLOYMENT
260 days

Employee Name:____________________________ SSN:______ - ____-______

(Type or Print)

____________________________________________   _______________________
Employee Signature        Date
Caddo Parish Schools Job Description

Job Title: Controller
Job Code: 388
Grade: ADMIN - D
Division: Finance
Prepared By: Al Graham
Prepared Date: April 11, 2019
Approved By: Caddo Parish School Board
Approved Date: June 18, 2019

SUMMARY
Directs financial activities of the organization by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Supervises and administers assigned divisions to include: Accounting, Accounts Payable, and Payroll.
- Establishes goals for Division administrators and evaluates their performance.
- Ensures that Division administrators continually develop and improve their capabilities as directors or managers.
- Recommends major economic objectives and policies.
- Supports the district administration in the development of the district’s annual budget.
- Advises management on desirable operational adjustments.
- Prepares reports for the Finance Department.
- Supervises and administers the budget process. This includes monthly reports to the Board as well as financial analysis on expenditures, revenue, overtime, and budget data.
- Provides strategic financial input and oversee the overall accounting process.
- Manages and analyzes District cash and investments.
- Reviews and makes recommendations that may have significant financial impact on the district.
- Monitors new and changing laws and regulations affecting the finances of the district.
- Ensures district compliance with local, state, and federal policies, laws and regulations related to areas of responsibility.
- Addresses various problems of all nature dealing with district fiscal activities.
- Attend/Facilitate staff, departmental, management, and other meetings as required.
- Coordinate training activities with the schools and other departments in the district.
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work.
- Provide timely and effective communication regarding incidents and/or situations that might impact the district office/schools to appropriate district personnel.
- Maintains the knowledge of the District’s accounting practices and overall internal controls in the collection, safekeeping, and distribution of all funds according to generally accepted accounting principles.
- Conducts special financial, statistical and analytical studies.
- Review with authority for disapproval, all expenditures and manpower requisitions for compliance with district’s budget and state and federal rules and regulations.
- Performs other tasks consistent with the goals and objectives of this position and assignments by the Superintendent.
SUPERVISORY RESPONSIBILITIES
Manages several direct and indirect employees. Is responsible for overall direction, coordination, and evaluation of the division. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability require. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor’s degree in accounting or business. Six to ten years job-related experience or equivalent combination of education and experience. Desirable CPA, M.A./M.S. or M.B.A.

PERSONAL CHARACTERISTICS
Ability to plan, organize, and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence.

LANGUAGE SKILLS
Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
CHAIN OF SUPERVISION
Chief Financial Officer

TERMS OF EMPLOYMENT
260 days

SUPERVISES
Senior Accountant
Payroll Manager
Supervisor of Accounting and Accounts Payable
Caddo Parish Schools Job Description

Job Title: Director of Insurance
Job Code: 011
Grade: D
Department: Human Resources
Prepared By: Clarence Calvin
Prepared Date: July 11, 2007
Approved By: Mary Nash Robinson
Revised By: Jeff Howard
Approved By: Dr. T. Lamar Goree
Revised Date: April 7, 2020

SUMMARY
Responsible for strategic planning, negotiating, coordinating, directing and administrating district group hospitalization, life, dental, disability, accident, cancer, universal life, heart attack/stroke, TSA’s and Section 125 for active employees and retirees.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

- Manages insurance plans with various funding arrangements, including fully insured, self-funded and modified premium plans.
- Manages all aspects of the self-funded health plan, including analysis of premiums and reserves, claims administration, development and implementation of medical management strategies, and contract negotiations.
- Manages Retiree Drug Subsidy Plan (RDS).
- Analyzes and identifies premium structure and/or plan benefit design changes for the financial health of the group insurance program.
- Keeps abreast of group insurance industry practices, trends, cost-containment measures and new products.
- Manages various aspects of Medicare including Medicare Secondary Payment (MSP), grievances, etc.
- Coordinates request for proposal process (RFP) for group insurance programs.
- Coordinates group insurance reporting.
- Coordinates and/or prepares all reports, including tax reports, relating to group insurance reporting.
- Develops and implements proactive approaches to efficient utilization of group insurance program resources.
- Continuously monitors and provides routine periodic analysis and reporting of group insurance matters.
- Releases information, when authorized, to various individuals and agencies concerning costs of various insurance programs in the school district.
- Assists in the equitable solution of complaints, concerns, and problems in the area of responsibility.
- Coordinates and provides information to various employee and retiree organizations, public boards and the public.
- Make contacts with third party administrators for group insurance program, staff, Employee Benefits Committee, insurance agents, area health care providers, and other outside parties regarding group insurance.
- Assists in managing OPEB Trust.
- Neat well-groomed appropriately dressed appearance.
- Performs other related duties as required or assigned.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Bachelor’s degree in a business related field and/or a Master’s degree. Capability equivalent to that normally achieved through six to ten years of progressive professional experience.

PERSONAL CHARACTERISTICS
Ability to plan, organize and supervise the work of assigned personnel. Ability to work tactfully and harmoniously with schools, staff, agencies, employees and/or the public. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control. Ability to hold records, reports, and conversations in confidence.

LANGUAGE SKILLS
Ability to read, analyze, and interpret government regulations and the like. Ability to write reports, memos, and procedure manuals. Ability to effectively present information and respond to questions from staff, employees, retirees, school board, news media, and public groups.

REASONING ABILITY
Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to handle controls.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Chief Financial Officer

Director of Insurance

Revised April 7, 2020
TERMS OF EMPLOYMENT
260 days

Employee Name: _________________________________________   SSN: ______-_______-______

________________________________________________________

Employee Signature                                      Date

Director of Insurance

Revised April 7, 2020
SUMMARY
Responsible for teaching managers to perform their job according to Child Nutrition Programs policies; develops standardized recipes handles special food functions; issues supplies and conducts school reviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities include the following. Other duties may be assigned.

• Follow policies and procedures of Child Nutrition Programs Department.
• Teaches and demonstrates all jobs in the Child Nutrition Programs units as assigned.
• Conduct testing of new food items and standardization of recipes.
• Develops promotional materials for cafeteria dining area.
• Handles special food functions for child nutrition programs department, office of the superintendent and other functions authorized by the superintendent (Leadership Breakfast, Volunteer Tea, Senior Recognition Tea, etc.)
• Conducts school reviews as assigned.
• Maintains permanent record of daily activities.
• Ability to plan, organize and oversee the work of assigned personnel.
• Ability to work tactfully and harmoniously with schools, staff, agencies, parents, and the public.
• Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
• Ability to hold records, reports, and conversations in confidence.
• Neat, well groomed, appropriately dressed appearance.
• Performs other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School Diploma or GED with additional specialized or technical training; capability equivalent to that normally achieved through 5 to 7 years of progressive skilled trade experience; completion of manager training program; certified manager by Louisiana State Department of Education. College courses desired.

LANGUAGE SKILLS
Attends all manager meetings, workshops and other professional development activities. Demonstrates and promotes good public relations, good nutrition and student participation. Promotes unit participation in professional organization, school lunch week promotions and other special promotions. Perform other duties assigned by supervisor.
REASONING ABILITY
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SKILLS RELATED
Ability to operate office equipment such as computer, printer, calculator, cash register, typewriter and copying machine. Ability to install computers and do minor computer repairs.

PERSONAL CHARACTERISTICS
Ability and initiative to plan, organize and carry out work under minimal supervision. Ability to work tactfully and harmoniously with schools, staff, agencies, parents and the public. Ability to hold records, reports, and conversations in confidence.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects or controls. The employee frequently is required to talk or hear. The employee must occasionally lift or move light to moderate weight.

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

PROFESSIONAL CONDUCT
Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to CPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION
Child Nutrition Programs Director

TERMS OF EMPLOYMENT
201 days

Employee Name: _________________________________________  SSN: ________-________-______
(Type or Print)

Employee Signature _________________________________________ Date ______________________________