

Brecksville–Broadview Heights City School District

JOB DESCRIPTION INDEX

Job descriptions that are being considered for board-adopted changes on Tuesday, July 14, 2026 are listed below.

REF. BOARD APPOINTED:

Ref. 1 Board of Education Member

Ref. 2 Superintendent

Ref. 3 Treasurer/CFO

100 DISTRICT ADMINISTRATORS:

101 Athletic Director

102 Human Resources Director / Assistant Superintendent

103 Curriculum & Instruction Director

104 Pupil Services Director

106 Principal – Assistant

107 Principal – Elementary School

108 Principal – High School

109 Principal – Middle School

110 Early Childhood Education Coordinator (Preschool)

111 Gifted Program Coordinator

112 Pupil Services Coordinator

113 Facilities and Safety Coordinator

114 Operations Coordinator

115 Beekeepers Coordinator (Before/After School Program)

116 Food Service Supervisor

117 Transportation Supervisor

200 ADMINISTRATIVE SUPPORT /

ACCOUNTING AND FINANCIAL SERVICES

201 Accounts Payable/Receivable Specialist

202 Payroll/Benefits Specialist

SECRETARIAL AND CLERICAL

203 Administrative Assistant – Central Office

204 Administrative Assistant to the Superintendent

205 Administrative Assistant – School Building

206 Administrative Assistant – High School Guidance

207 Administrative Assistant – Pupil Services

208 Secretary – Athletic Department

209 Secretary – School Building

210 Secretary – Transportation

211 EMIS Coordinator

212 Fiscal Assistant

300 CERTIFICATED STAFF

302 Instructional Coach

303 Library/Media Specialist

304 Literacy Coach

305 Math Coach

306 Reading Coach

307 Counselor – Elementary School

308 Counselor – High School

309 Counselor – Middle School

311 School Psychologist

312 Special Education Coordinator (Classroom Support)

313 Speech-Language Pathologist

314 Teacher (Grades 4-12)

315 Teacher – Art

316 Teacher – Career-Based Intervention (CBI)

317 Teacher – Early Childhood Education (Grades K-3)

318 Teacher – ELL & TESOL

319 Teacher – Emotional & Behavioral Disabilities

320 Teacher – Gifted Intervention Specialist

321 Teacher – Intervention Specialist

322 Teacher – Music (General)

323 Teacher – Music (Instrumental)

324 Teacher – Music (Vocal)

325 Teacher – Physical Education

326 Teacher – Preschool

327 Teacher – Reading Intervention (Title I)

328 Teacher – Special Education Preschool

329 Teacher – Student

400 SUPPLEMENTAL CONTRACTS

Not Listed

500 PROGRAM SUPPORT

501 Health Care Coordinator

502 Health Care Coordinator, Assistant

503 Health Aide

504 Education Assistant

505 Special Education Assistant

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506 Preschool Education Assistant

507 Media Assistant

508 Computer Technician

509 BeeKeepers Team Leader

510 BeeKeepers Team Assistant

511 BeeKeepers Records Analyst

512 BeeKeepers SACC Program Specialist

513 BeeKeepers Assistant Team Leader

600 MAINTENANCE & CUSTODIAL

601 Maintenance Foreman

602 Maintenance I

603 Maintenance II

604 Head Custodian

605 Custodian I

606 Custodian II

700 TRANSPORTATION

701 Assistant Transportation Supervisor

702 Vehicle Maintenance Foreman

703 Mechanic

704 Bus Driver

705 Bus Driver Trainer / On The Bus Instructor

706 Bus Aide

707 Van Driver

708 Courier

800 FOOD SERVICE

801 Head Cook

802 Cook I

803 Food Service Worker

INACTIVE JOB DESCRIPTIONS AS OF 7.14.2026

Business Services Director

Technology Hardware/Network Administrator Coordinator

Public Relations Coordinator

School Nurse

Data Analytics and Operations Support

Bookkeeper – Student Activity

Print Shop Operator

Board of Education Secretary Receptionist

Secretary (Food Service)

Secretary CAPA

Maintenance Secretary

EMIS Coordinator

Maintenance III

Maintenance IV

High School Head Cook

High School Assistant Head Cook

Middle School Head Cook

Head Cook – Central

Elementary School Head Cook

Custodian Foreman

Custodian II Floater

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: ADMINISTRATIVE ASSISTANT - School Building****File 205****Reports To:** Building Principal

Job Objective: Efficiently manage the needs, expectations, and desires of the principal, staff, students, parents, and public. Communicate effectively through a variety of media, keep accurate records, and maintain a smooth-running office.

Minimum Qualifications:

- Ability to implement office administration principles (i.e., organization, procedures, etc.)
- Ability to type/word process at a minimum of 50 wpm with minimal errors.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or general education degree (GED). Significant secretarial and data processing work experience.
- One to two years of related experience.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes:

- Ability to work effectively with others and demonstrate excellent customer service skills.
- Excellent organizational and creative problem-solving skills, with active listening abilities.
- Excellent time management skills
- Excellent computer skills, including the ability to utilize appropriate computer software, databases, and word processing.
- Ability to generate a table, spreadsheet, or database that can be sorted and/or filtered.
- Knowledge of basic first aid.

Physical Demand Level¹:

- Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly, lifting/carrying, pushing/pulling (with hands or feet). (Note: Occasional requirement to lift, carry, push, and pull up to a maximum of 25 pounds.)
- Body Position/Movement: Frequently sitting, frequently standing/walking, seldom crawling, frequently kneeling, frequently crouching, climbing, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling), frequently fine manipulation (fingering), and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and frequently reaching and stretching with hands and arms overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Operates as office manager and orients other secretarial/clerical personnel in the procedures of the office.
- Trains and orients other secretarial/clerical personnel in office procedures, and supervises and trains student assistants.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists with the office inventory control system to maintain dependable supply levels.
- Assists in the maintenance of the uniform filing system for all information and other pertinent data.

- Assists with the enrollment and withdrawal of all students, schedules/updates classes, and manages student fees.
- Delivers effective receptionist and services; handles phone calls, prepares detailed messages when employees are not available, schedules appointments, arranges meetings, and types various documents as required by the Building Principal
- Handles routine correspondence independently and prepares other correspondence/typing duties as directed by the Principal or Assistant Principal.
- Identifies work priorities to focus on tasks that require immediate attention.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Oversees, orders, manages, and secures the procurement and distribution of materials and supplies, including building and room keys, copy requests, and school supplies.
- Deposits all monies collected and provides an accurate accounting for all monies received.
- Serves as the clerk custodian for the school activity accounts.
- Processes weekly time sheets and arranges for substitutes as assigned.
- Assist with the development and management of the building budget, as directed.
- Prepares purchase requisitions, manages purchase orders, processes department time sheets, and maintains inventories for office supplies and equipment. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Provides backup support for other departments. Assists with special projects as directed.
- Receives and acts promptly and courteously on inquiries from students, teachers, other school personnel, and the public.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Sorts and distributes inter-office and regular mail. Operates and maintains all office equipment, including copier, fax machine, and computer. Prepares photocopies and collates printed materials as needed.
- Dispense medication in the absence of the Health Care Coordinator/Health Aide, monitor levels of diabetic students, and tend to the needs of students with illness or injury.
- Issues appropriate passes to students and distributes lunch and bus tickets.
- Completes requirements for the graduation process, including arrangements for the graduation ceremony.
- Manages emergency procedures. Keeps current with emergency preparedness and response procedures.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Ensures the safety of students, monitors students sent to the office, and handles emergencies by notifying the proper department.
- Interacts in a positive manner with staff, students, and parents, projecting a positive image of the Department and District.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Helps ensure the accuracy and privacy of confidential information for students and staff. Maintains confidential information, including but not limited to custodial papers, IEPs, birth certificates, grades, medications, health restrictions, and court documents.
- Prepares, manages, updates, and distributes documents addressing safety, financial status, staff/substitute policies, and school-sponsored activities to ensure good order and discipline.
- Provides a secure and welcoming atmosphere, admitting people into the building and issuing visitor passes.
- Promotes good public relations by personal appearance, attitude, and conversation, making contacts with the public with tact and diplomacy.
- Interacts in a positive manner with staff, students, and parents.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.

- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attend all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies, **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Frequent interruption of duties by students, visitors, staff, and/or telephone.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Occasional interaction among unruly children.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional overtime work may be necessary.

Occasional requirement to travel.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Administrative Assistant - High School Guidance****File 206****Reports To:** Building Principal

Job Objective: Efficiently manage the needs, expectations, and desires of the administration, guidance staff, students, parents, and public. Communicate effectively through a variety of media, keep accurate records, and maintain a smooth-running office.

Minimum Qualifications:

- Ability to implement office administration principles (i.e., organization, procedures, etc.)
- Ability to type/word process at a minimum of 50 wpm with minimal errors.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or general education degree (GED).
- One to two years of related experience.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes:

- Ability to work effectively with others and demonstrate excellent customer service skills.
- Excellent organizational and creative problem-solving skills, with active listening abilities. Excellent time management skills.
- Excellent computer skills, including the ability to utilize appropriate computer software, databases, and word processing. Ability to operate office equipment, e.g., copy machine, fax machine.
- Ability to generate a table, spreadsheet, or database that can be sorted and/or filtered.
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing.
- Knowledge of basic first aid.

Physical Demand Level¹: Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly, lifting/carrying, pushing/pulling (with hands or feet). (Note: Occasional requirement to lift, carry, push, and pull up to a maximum of 25 pounds). Body Position/Movement: Frequently sitting, frequently standing/walking, seldom crawling, frequently kneeling, frequently crouching, climbing, and stooping. Manipulation/Coordination: Frequently gross manipulation (handling), frequently fine manipulation (fingering), and seldom operating foot/leg controls. Manipulation/Coordination: Frequent repetitive hand motion, e.g., computer keyboard, typing. Reaching: Frequently at/below shoulder level, and frequently reaching and stretching with hands and arms overhead. Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Operates as office manager and assists all other clerical employees.
- Assists in the maintenance of the uniform filing system for all information and other pertinent data.
- Prepares, manages, updates, distributes, and ensures general correspondence and education documents addressing safety, financial status, reports, staff, and student policies, school-sponsored activities and groups, and general information to ensure the good order and discipline of the district.
- Oversees, orders, manages, and secures the procurement and distribution of guidance materials and supplies as needed.

- Provides for a secure and welcoming atmosphere in referring to other professionals, or respond to inquiries by parents, students, staff, Board Administration, or public officials.
- Assists with enrollments and withdrawals of students.
- Ensures the safety of students and monitors students sent to the office.
- Handles routine correspondence independently.
- Operates and maintains all office equipment, including copier, fax machine, and computer.
- Inputs information into and retrieves information from the computer.
- Interacts in a positive manner with staff, students, and parents, making contact with the public with tact and diplomacy.
- Maintains confidential information, e.g., custodial papers, student permanent records, transcripts, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers.
- Performs duties of a receptionist by answering the telephone, recording appropriate messages, sorting/distributing mail, greeting visitors, admitting people into Guidance, and issuing visitors' passes.
- Completes requirements for awards programs, including arrangements for Senior Recognition Night, Honors Program, etc.
- Deposits all monies collected and provide an accurate accounting for all monies received.
- Issues appropriate passes to students.
- Is prepared to handle emergencies, utilize emergency procedure knowledge (i.e., Ohio Weather Policies and Procedures), and notify the proper department.
- Ability to utilize computer software (e.g., SIS and LNOCA).
- Trains and orients other secretarial/clerical personnel in office procedures, as well as supervise and train student assistants.
- Arranges for substitutes as assigned.
- Attends all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies, **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Frequent interruption of duties by students, visitors, staff, and/or telephone.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Occasional interaction among unruly children.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional overtime work may be necessary.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Administrative Assistant - Pupil Services****File 207****Reports To:** Pupil Services Director

Job Objective: Assists the Director of Pupil Services accurately and efficiently with the daily operation of the Pupil Services Department. Performs secretarial and ancillary program support services.

Minimum Qualifications:

- Ability to implement office administration principles (i.e., organization, procedures, etc.)
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or general education degree (GED). Significant secretarial and data processing work experience.
- Maintains a record free of criminal violations that prohibit public school employment.
- One to two years of related experience.
- Must be bondable.

Preferred Attributes:

- Active listening, creative problem-solving, and good time management skills.
- Knowledge of special education procedures, state forms, etc..
- Ability to generate a table, spreadsheet, or database that can be sorted and/or filtered.

Physical Demand Level¹:

- Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly, lifting/carrying, pushing/pulling (with hands or feet).
- Body Position/Movement: Frequently sitting, frequently standing/walking, seldom crawling, occasionally kneeling, frequently crouching, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling), frequently fine manipulation (fingering), and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Delivers effective secretarial services. Sustains a supportive office environment that advances professionalism and a shared commitment to organizational outcomes.

- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists with the office inventory control system to maintain dependable supply levels.
- Delivers effective secretarial services; handles phone calls, prepares detailed messages when employees are not available, schedules appointments, arranges meetings, and types various documents as required by the Director of Pupil Services.
- Identifies work priorities to focus on tasks that require immediate attention.
- Maintains a record of special education and gifted placements, including out-of-district students.
- Maintains a supply of checklists, assessments, enrollment forms, etc.

- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Obtains authorized "release of information" consent forms.
- Orients other secretarial/clerical personnel in the procedures of the office.
- Prepares contracts with special education service vendors. Processes payment vouchers.
- Prepares flow-through budget applications/amendments. Prepares federal/state reports as directed.
- Prepares purchase requisitions, manages purchase orders, processes department time sheets, and maintains inventories for office supplies and equipment. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Processes home instruction applications. Monitors the accountability system.
- Processes the scoring and transcription of student assessments.
- Provides backup support for other departments. Assists with special projects as directed.
- Receives and acts promptly and courteously on inquiries from students, teachers, other school personnel, and the public.
- Maintains EMIS demographics for all students requiring support of pupil services, including attending out-of-district school special education students, court referrals, open enrollment, and tuition students.
- Works with the EMIS Coordinator for accurate entry of EMIS information.
- Prepares reports as assigned, including state reports and the October child count for special education students.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Sorts and distributes inter-office and regular mail. Prepares photocopies. Collates printed materials.
- Works with district personnel to facilitate Child Find activities.

2. Consistently performs all aspects of the job. Diligently pursues high-quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Ensures the safety of students.
- Interacts in a positive manner with staff, students, and parents, projecting a positive image of the Department and District.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains confidentiality of records, correspondence, conferences, etc.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies, **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Frequent interruption of duties by students, visitors, staff, and/or telephone.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Occasional interaction among unruly children.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional overtime work may be necessary.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: SECRETARY - ATHLETIC DEPARTMENT****File 208****Reports To:** Athletic Director

Job Objective: Performs a wide variety of clerical, secretarial, and ancillary program support services for the athletic department.

Minimum Qualifications:

- Ability to implement office administration principles (i.e., organization, procedures, etc.)
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or general education degree (GED). Significant secretarial and data processing work experience.
- Maintains a record free of criminal violations that prohibit public school employment.
- Ability to type or word process at a minimum of 50 wpm with minimal errors.

Preferred Attributes:

- Active listening, creative problem solving, and excellent organizational and time management skills.
- Excellent computer skills, including the ability to utilize software such as Schedule Star, EMIS, and LNOCA.
- Knowledge of basic first aid.

Physical Demand Level¹:

- Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly, lifting/carrying, pushing/pulling (with hands or feet).
- Body Position/Movement: Frequently sitting, frequently standing/walking, seldom crawling, frequently kneeling, frequently crouching, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling), frequently fine manipulation (fingering), and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Delivers effective secretarial services. Sustains a supportive office environment that advances professionalism and a shared commitment to organizational outcomes.

- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists in the procurement, unpacking, distribution, and storage of athletic supplies and equipment.
- Assists in the supervision and training of student assistants.
- Assists with the office inventory control system to maintain dependable supply levels.
- Compiles a list of PE Waivers for school counselors.
- Constructs and archives a Season History Book each school year.
- Ensures final athlete's forms are completed for all sports.
- Generates tables, spreadsheets, or databases that can be sorted and/or filtered.
- Helps coordinate department activities (e.g., preseason meetings, recognition activities, etc.)
- Identifies work priorities to focus on tasks that require immediate attention.

- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Monitors students sent to the Athletic Office and ensures the safety of students.
- Operates and maintains all office equipment, including copiers, fax machines, and computers.
- Oversees supplies, programs, and invitations for all Sports Award Recognition Programs.
- Prepares OHSAA Eligibility Certificates for each sport and handles student eligibility tracking for all athletic programs. Verifies the accuracy of student information.
- Prepares athletic program brochures, public service announcements, news releases, etc.
- Prepares for emergencies, notifies proper departments, and utilizes basic first aid as needed. Prepares game and attendance reports.
- Prepares payroll reports. Processes payments for police, paramedics, and game officials.
- Prepares purchase requisitions. Manages all purchase order information and submits requests to the computer system upon administrative approval. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Prepares/distributes season ticket order forms. Coordinates the printing, sorting, counting, and distribution of reserve tickets. Sells tickets. Prepares ticket sales recaps.
- Prepares cash and ticket boxes for all home grades 9-12 games, coordinates season ticket distributions, and sells tickets.
- Provides backup support for other departments. Assists with special projects as directed.
- Provides an accurate accounting for all monies received and paid out, and manages student athletic accounts. Records and makes bank deposits.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Schedules transportation for all away games and scrimmages.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Submits payroll for all athletic workers, and processes payments for police, paramedics, and game officials.

2. Consistently performs all aspects of the job. Diligently pursues high-quality results.

- Acts tactfully and diplomatically to make contact with the public and resolve differences fairly.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains confidential information and ensures its accuracy and privacy.
- Maintains open communications, interacting in a positive manner with staff, students, and parents. Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Frequent interruption of duties by students, visitors, staff, and/or telephone.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional overtime work may be necessary.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: SECRETARY - School Building****File 209****Reports To:** Building Principal

Job Objective: Perform a wide variety of clerical and general office duties, including word processing/computer applications, filing, maintaining records, and operating special office equipment. Accurately completes requirements of the office, including attendance, report cards, interims, running reports, transcripts, etc.

Minimum Qualifications:

- Ability to implement office administration principles (i.e., organization, procedures, etc.)
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or general education degree (GED).
- Significant secretarial and data processing work experience.
- Maintains a record free of criminal violations that prohibit public school employment

Preferred Attributes:

- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing.
- Effective active listening, organizational time management, and problem-solving skills.
- Ability to type/word process at a minimum of 50 wpm with minimal errors.
- Excellent computer skills and the ability to utilize appropriate computer software (e.g., LNOCA, SIS, DASL, INFO Snap, ProgressBook, and Excel).
- Ability to generate a table, spreadsheet or database that can be sorted and/or filtered.
- Ability to complete general correspondence with accurate spelling/punctuation in an acceptable format.
- Basic first aid.

Physical Demand Level¹:

- Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly.
- Exerting force lifting/carrying, pushing/pulling (with hands or feet).
- Body Position/Movement: Frequently sitting, frequently standing/walking, seldom crawling, frequently kneeling, frequently crouching, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling), frequently fine manipulation (fingering), and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Assists counselors and Administrative Assistants as needed and assists in the supervision and training of student assistants.
- Greets and assists office visitors. Answers routine questions or directs inquiries to appropriate staff. Issues appropriate passes to students.
- Assists with the office inventory control system to maintain dependable supply levels.
- Ensures the safety of students, monitors students sent to the office, and assists with all discipline correspondence.

- Identifies work priorities to focus on tasks that require immediate attention.
- Maintains and updates student information and attendance records, tracks excessive absences/late arrivals, and runs homeroom sheets for the teaching staff.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Dispense medication in the absence of the Health Care Coordinator/Health Aide, monitor levels of diabetic students, and tend to the needs of students with illness or injury.
- Assists in procurement, unpacking, distribution, and storage of supplies, materials, and equipment.
- Interacts in a positive manner with staff, students, and parents, maintaining good public relations, tact, and diplomacy.
- Troubleshoot system issues (e.g., ProgressBook, InfoSnap, Parent Access) for teachers and parents, and provide non-residential/non-custodial parents with pertinent information regarding their student.
- Is prepared to handle emergencies, notify proper departments, and attend meetings and in-services as required.
- Operate and maintain all office equipment (copiers, fax machines, computers) and maintain uniform filing systems for confidential information (e.g., custodial papers, IEPs, birth certificates, grades).
- Prepare routine correspondence independently
- Provides backup support for other departments. Assists with special projects as directed.
- Records and makes bank deposits. Provides an accurate accounting for all monies received.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attends all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Frequent interruption of duties by students, visitors, staff and/or telephone.

Encounters with aggressive, angry, rude, or unpleasant individuals.

Occasional to frequent interaction with unruly children.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to loud noises.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Occasional requirement to travel to meetings and work assignments.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional overtime work may be necessary.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	SECRETARY - TRANSPORTATION DEPARTMENT	File 210
Reports To:	Transportation Supervisor	
Job Objective:	Performs office duties that support the effective delivery of pupil transportation services. Note: Driving duties may be assigned. See the "bus driver" job description for additional information.	
Minimum Qualifications:	• Ability to implement office administration principles (i.e., organization, procedures, etc.) • Automated routing/scheduling software experience is preferred. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • High school diploma or GED. Significant secretarial and data processing work experience. • Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Active listening, creative problem solving, and good time management skills. Ability to type at a minimum of 50 WPM and generate sortable spreadsheets or databases. Ability to remain focused and professional during frequent interruptions by staff, students, visitors, and telephone calls.	
Physical Demand Level¹:	Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly. Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing, and using a traditional keyboard. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Delivers effective secretarial services. Sustains a supportive office environment that advances professionalism and a shared commitment to organizational outcomes.**

- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists with routing as directed by supervisor.
- Assists with the calculation of costs and bills out-of-district organizations for transportation provided during field trips, as needed.
- Assists with the office inventory control system to maintain dependable supply levels.
- Attends department meetings, in-services, and trainings as requested by Supervisor.
- Distributes routing information to students, parents, and building administrators.
- Helps communicate weather information and program cancellations/delays.
- Delivers prompt, thorough, and polite assistance to all members of the school community (parents, staff, students, community) via all communication avenues, including but not limited to phone calls, email, and in-office visitors, maintaining positive interactions that reflect well on the District.
- Identifies work priorities to focus on tasks that require immediate attention.
- Keeps building administrators aware of scheduling adjustments.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Monitors two-way FCC radio/all bus communications. Dispatches alternate drivers, mechanics, replacement vehicles, etc. Remains prepared to handle emergency communications and coordinate crisis response as directed.
- Maintains student misconduct report files.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Processes weekly departmental timesheets and prepares bi-weekly composite payroll computations for hourly employees. Obtains staff substitutes as directed.
- Provides backup support for other departments. Assists with special projects as directed.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Uses automated routing/scheduling software to prepare transportation plans/maps. Identifies service boundaries, school locations, operational restrictions (i.e., cross-streets, hazardous turns, right-side only pickups, and vehicle size), passenger load capacity, bus stops, etc.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules and works occasional overtime as authorized.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Serves as an occasional bus aide/monitor to assist with pupil supervision during transit.
- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Health Aide****File 503****Reports To:** Health Care Coordinator

Job Objective: Helps implement the district's school health service program by providing first aid to students and staff due to illness or injury, especially in the absence of the Health Care Coordinator.

Minimum Qualifications:

- First aid and CPR training.
- High School diploma or general education degree (GED)
- RN/LPN preferred.
- Maintains a record free of criminal violations that prohibit public school employment.
- Such alternatives to the above qualifications as the Superintendent and/or board may find appropriate

Preferred Attributes:

- Word processing, spreadsheets and computer skills.
- Related experience preferred.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹:

- Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly , lifting/carrying, pushing/pulling (with hands or feet). (Note: Heavy strength is required due to occasional requirements for a 2-person lift of children up to 80 pounds per person and occasionally pushing/pulling up to 200 pounds on wheels).
- Body Position/Movement: Frequently sitting , frequently standing/walking , seldom crawling , occasionally kneeling , occasionally crouching, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling) , frequently fine manipulation (fingering) , and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

1 Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Administers first aid in accordance with established first aid procedures and assumes responsibility for injured or ill students.
- Assists school personnel in establishing sanitary conditions and follows the district's contagious disease policy.
- Assists with implementation and maintenance of student care plans in compliance with district policies and physicians' orders, including but not limited to diabetic plans, seizure plans, and other conditions.
- Collects and maintains up-to-date student health records (e.g., immunization status, medical histories, etc.) and reviews emergency medical forms.
- Conducts hearing, vision, and/or additional required screeners for assigned building and charts results on permanent health records.

- Ensures compliance with pre-school specific ODE requirements, including but not limited to eye exams, etc.
- Ensures safety of students.
- Ensures student treatment consent forms are on file.
- Monitors the security, inventory, and documentation of stored medicine and ensures overall compliance with district policies and procedures relating to stored medicine. Dispenses student medications on a daily and as-needed basis and documents each interaction according to district guidelines/policies.
- Maintains accurate daily records of student clinic visits, treatments, interventions, and other health-related encounters.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains open lines of communication with parents/guardians about student health concerns, including but not limited to communications concerning screening results, referrals, required medical documentation, student illness, student injury, medication concerns/inventory, and other health-related needs.
- Performs clerical work using various technology skills (i.e. word processing, data entry, spreadsheets, and other software) and assists in the preparation of reports.
- Performs health screening procedures. (e.g., vision, hearing,, pediculosis, etc.)
- Respects the educational environment. Avoids disrupting building activities.
- Responds to requests for health-related assistance. Conducts a patient assessment when the Health Care Coordinator or Assistant Health Care Coordinator is not available. Administers first aid. Calls emergency medical services as needed.
- Consistently performs all aspects of the job. Diligently pursues high-quality results.
- Interacts in a positive manner with staff, students, parents, and community members.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attends meetings and in-services as required.
- Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Frequent interaction with unruly children.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional requirement to work past scheduled hours under certain circumstances (i.e. emergencies, illnesses, building screenings).

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Education Assistant****File 504****Reports To:** Building Principal

Job Objective: Provides program support services aligned with student learning objectives. Monitors students under their supervision and assists office staff with office duties as assigned.

Minimum Qualifications:

- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- High School diploma or general education degree (GED).
- Ohio Educational Aide Certificate.

Preferred Attributes:

- Effective interpersonal skills, conscientiousness, and the ability to be self-directed.
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Patience and understanding.
- Basic computer and keyboarding skills.

Physical Demand Level¹:

- Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly, lifting/carrying, pushing/pulling (with hands or feet).
- Body Position/Movement: Frequently sitting, frequently standing/walking, seldom crawling, occasionally kneeling, occasionally crouching, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling), frequently fine manipulation (fingering), and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Supports students academically, as assigned.
- Administers first aid to students as necessary.
- Assists in keeping permanent records up-to-date.
- Assumes responsibility for controlling student conduct. Reports incidents that require pupil discipline and/or first aid to the Building Principal. Directs and disciplines children according to the directions of the Building Principal and/or refers disciplinary cases to the Building Principal.
- Circulates to spot and prevent difficult situations before they develop into problems. Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Ensures the safety of students and serves as a positive role model.
- Maintains quiet and orderly lunchroom, study hall, hallway, and classroom environments.

- Maintains a high level of professionalism, interacting in a positive manner with staff, students, parents, and community members.
- Refrains from any and all communication regarding students outside of the school setting, and helps ensure the accuracy and privacy of confidential information.
- Maintains confidential information, e.g., student records, free/reduced lunch forms, and student test scores.
- Makes contacts with the public with tact and diplomacy, responding to routine questions and requests in an appropriate manner.
- Makes school-related telephone calls (i.e., checks on absences, transportation) and contacts parents when necessary.
- Performs general office work and clerical duties.
- Prepares records as directed. Complies with district records retention and disposal policies.
- Provides support services for the regular classroom teacher (i.e., makes copies, delivers items, distributes communiqués).
- Supervises students in the cafeteria, playground, halls, classrooms, study halls, and In-school Assignment (ISA).
- Job assignments may involve one or more of the following responsibilities:
- Cafeteria/Recess: Patrols assigned areas. Promotes positive social interactions among students. Guides children out of the building at the start of recess and lunch and into the building at the end of the recess and lunch. Oversees playground activities to maintain a safe but pleasant experience for the children. Supervises games, uses safety precautions during the use of playground equipment, and remains alert at all times for the safety of the children. Reports any damaged, broken, or dangerous equipment to the Custodian immediately.
- Checks to make sure students are working on class assignments.
- Classroom: Performs non-teaching support services as a member of the educational team.
- Computer Lab: Provides support services to help staff/students use technology tools effectively.
- Copy Services: Performs copying and printing services.
- Crossing Guard: Supervises assigned crosswalks to ensure pedestrian safety.
- Hall Monitor: Patrols public areas to provide a safe environment for staff, students, and visitors.
- Health Clinic: Performs clinic duties that support the effective delivery of school health services.
- Library/Media: Helps staff and students use library/media services effectively.
- Office Aide: Performs general office duties and ancillary program support services.
- Study Hall, Detention, or In-School Restriction: Supervises a highly structured environment for students.
- Transportation: Assists students to support safe, efficient, and courteous transportation services.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Promotes good social relationships between children and positive public relations through personal appearance, attitude, and conversation.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attend all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Occasional interaction with unruly children.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

Occasional requirement to stay past the normal workday, e.g., if a child misses the bus, and occasional overtime work may be necessary.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Special Education Assistant****File 505****Reports To:** Building Principal and Assigned administrator/supervisor

Job Objective: Keeps students safe at all times and helps students to achieve their greatest to become independent, make successful transitions, and interact with their peers. Provides program support services aligned with student learning objectives.

Minimum Qualifications:

- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- High School diploma or general education degree (GED).
- Ohio Educational Aide Certificate / Valid Ohio State Board of Education license/permit as determined at the time of appointment.
- Maintains a record free of criminal violations that prohibit public school employment.
- Such alternatives to the above qualifications as the Superintendent and/or Board may find appropriate.

Preferred Attributes:

- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Effective interpersonal skills, conscientious and self-directed.
- Effective, active listening skills.
- Organizational and problem solving skills.
- Patience and understanding.
- Knowledgeable in the use of computers and other technology devices
- Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹:

- Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–25 lbs constantly.
- Lifting and Transferring (1 person approximately 50 lbs.; 2 person approximately 80 lbs. per person).
- Body Position/Movement: Ability to perform physical tasks (i.e., run, climb, kneel, sit, balance, stand, walk, stoop, and crouch).
- Manipulation/Coordination: Duties require fine/gross manipulation, and using a traditional keyboard.
- Reaching: Reaching at, above or below shoulder height, and stretch with hands and arms.
- Duties require communicating verbally, far/near visual acuity, hearing, seeing, reading, and speaking.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Assists classroom teachers with instructional tasks (i.e., Assignments, projects, activities, clerical tasks, housekeeping).
- Responsible for supervision and safety of students in all school settings (i.e., classroom activities, lunch/recess activities, field trips, organizational tasks, individual/small groups).

- Assists with movement of student(s) (i.e., to/from bus, hallways, classrooms, cafeteria/lunch line, playground, field trips).
- Under the direction of teachers/therapists, assists with fulfillment of IEP goal areas (i.e., data collection, communication logs, implementing therapies).
- Works with school personnel to perform self-help, health, and functional needs (i.e., toileting, administering maintenance and emergency medications, feeding, first aid, behavior /restraint).
- Attends to personal care needs of students consistent with legal, health, and safety requirements.
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, using instructional/media resources, etc.).
- Maintains a high level of professionalism, interacting in a positive manner with staff, students, parents, and community members.
- Refrains from any and all communication regarding students outside of the school setting, and helps ensure the accuracy and privacy of confidential information.
- Set up equipment, as directed, including all common household appliances, i.e., refrigerator, microwave, vacuum, stove, oven, dishwasher, mixer, radio, washing machine and dryer, Computer and other technology devices, and Adaptive equipment (i.e., stander, gait trainer, wheelchair).
- Assists individuals and small groups of students with intervention and/or enrichment activities.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Attends to personal care needs of students consistent with legal, health, and safety requirements.
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Distributes classroom materials. Keeps program areas orderly.
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Helps students acclimate into the school environment. Helps implement authorized student accommodations as directed.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, using instructional/media resources, etc.)
- Prepares records as directed. Complies with district records retention and disposal policies.
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
- Reinforces instructional objectives initiated by the teacher or intervention specialist.
- Respects the educational environment. Avoids disrupting building activities.
- Supports developmentally appropriate behavioral expectations.
- Student Assistance: Supports an inclusive educational environment. Helps implement student intervention strategies and classroom accommodations as directed. Provides mobility assistance.
- Works with staff to identify student intervention strategies most likely to be effective.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

- Attend all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Frequent interaction with unruly children

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to airborne particles, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

Occasional overtime work may be necessary.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Preschool Education Assistant****File 506****Reports To:** Building Principal and Assigned administrator/supervisor

Job Objective: Provides program support services aligned with student learning objectives. Keeps students safe at all times and helps students to achieve their greatest potential, learn to become independent, make successful transitions and to interact with their peers.

Minimum Qualifications:

- High School diploma or general education degree (GED).
- Ohio Educational Aide Certificate / Valid Ohio State Board of Education license/permit as determined at the time of appointment.
- Maintains a record free of criminal violations that prohibit public school employment.
- Such alternatives to the above qualifications as the Superintendent and/or Board may find appropriate.

Preferred Attributes:

- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc).
- Effective interpersonal skills. Conscientious and self-directed.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Organizational and problem-solving skills.
- Patience, understanding, and excellent active listening skills.
- Knowledgeable in the use of computers and other technology devices.

Physical Demand Level¹:

- Medium strength: Exerting 20–60 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly.
- Lifting and Transferring (1 person approximately 50 lbs.; 2 person approximately 80 lbs. per person).
- Body Position/Movement: Ability to perform physical tasks (i.e., run, climb, kneel, sit, balance, stand, walk, stoop, and crouch).
- Manipulation/Coordination: Duties require fine/gross manipulation, and using a traditional keyboard.
- Reaching: Reaching at, above or below shoulder height, and stretch with hands and arms.
- Duties require communicating verbally, far/near visual acuity, hear, see, read, and speak.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Assists classroom teachers with instructional tasks (i.e., Assignments, projects, activities, clerical tasks, housekeeping).
- Encourages student creativity using art, music, and play activities.
- Prepares classroom snacks and complies with district specifications and health/safety regulations.
- Supports developmentally appropriate behavioral expectations.
- Responsible for supervision and safety of students in all school settings (i.e., classroom activities, lunch/recess activities, field trips, organizational tasks, individual/small groups).

- Assists with movement of student(s) (i.e., to/from bus, hallways, classrooms, cafeteria/lunch line, playground, field trips).
- Under the direction of teachers/therapists, assists with fulfillment of IEP goal areas (i.e., data collection, communication logs, implementing therapies).
- Work with school personnel to perform self-help, health, and functional needs (i.e., toileting/diapering, administering emergency medications, feeding, first aid, behavior /restraint).
- Maintains a high level of professionalism, interacting in a positive manner with staff, students, parents, and community members.
- Refrains from any and all communication regarding students outside of the school setting, and helps ensure the accuracy and privacy of confidential information.
- Sets up equipment as directed. Can operate all common household appliances, i.e., refrigerator, microwave, vacuum, stove, oven, dishwasher, mixer, radio, washing machine and dryer, as well as computer and other technology devices and adaptive equipment (i.e., stander, gait trainer, wheelchair).
- Assists individuals and small groups of students with intervention and/or enrichment activities.
- Attends to personal care needs of students consistent with legal, health, and safety requirements.
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Distributes classroom materials. Keeps program areas orderly.
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Helps students assimilate into the school environment. Helps implement authorized student accommodations as directed.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, using instructional/media resources, etc.)
- Prepares records as directed. Complies with district records retention and disposal policies.
- Provides student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc., as directed.
- Reinforces instructional objectives initiated by the teacher or intervention specialist.
- Respects the educational environment. Avoids disrupting building activities.
- Supports developmentally appropriate behavioral expectations.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attend all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Frequent interaction with unruly children.

Frequent exposure to blood, bodily fluids and tissue.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

Occasional overtime work may be necessary

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: MEDIA ASSISTANT****File 507****Reports To:** Building Principal

Job Objective: Helps staff and students use library/media services effectively, and performs clerical tasks and assists with the distribution, utilization, and maintenance of school library resources. Processes information and materials using computers and designated programs and assists in the operation and minor maintenance of audiovisual equipment and computers.

Minimum Qualifications:

- High School diploma or general education degree (GED). If applicable, meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Valid Ohio Educational Aide Certificate, or Ohio State Board of Education license/permit as determined at the time of appointment.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Effective, active listening skills.
- Organizational and problem solving skills.
- Advanced Computer skills.
- Be proficient in word processing/typing skills, Sirsi Software, other advanced software programs such as Infohio, Gale Resources, etc..
- Knowledge of basic math.
- Knowledge of Dewey Decimal system.
- Basic knowledge of audiovisual equipment.
- Ability to be flexible and easily adaptable to change.

Physical Demand Level¹:

- Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly.
- Exerting force lifting/carrying, pushing/pulling (with hands or feet).
- Frequently sitting.
- Frequently standing/walking.
- Frequently kneeling.
- Frequently crouching, and stooping.
- Frequently fine manipulation (fingering).
- Frequently reaching at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Performs non-teaching support services as an active member of the educational team.

- Completes routine processing of books, magazines, and other physical and digital materials.
- Establish and maintain online subscriptions for staff/students (Noddlebib, Gale Resources, etc.).
- Helps manage program equipment. Tags fixed assets as directed. Keeps equipment repair logs and inventory records.
- Helps schedule repairs by outside vendors.
- Helps staff and students understand copyright and intellectual property laws.
- Helps staff and students use program resources (e.g., computers, videos, etc.)
- Helps students use Internet/Web-related technologies
- Helps teachers/students locate information and use library/media resources effectively.
- Maintain/Help the Media Specialist oversee the general operation and organization of the school media center. Keeps books, periodicals, and other materials properly shelved.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains information sheets, user guides, and reference manuals.
- Maintain procedure for the checkout, return, and re-shelving of all media center materials.
- Maintain/Assist with the supervision and discipline of students in media center.
- Maintain record of circulation records, fine money records, lost and paid book money records:
- Make simple and minor book repairs.
- Operate media center equipment (i.e., computers, tablets, Chromebooks, mobile devices).
- Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.
- Reinforces instructional objectives initiated by the teacher or intervention specialist.
- Perform routine preventive maintenance and minor repairs on audiovisual and other equipment.
- Requisition necessary media center material.
- Supervise tasks of assistants and/or volunteers.
- Uses a variety of strategies to introduce new media center resources to students (e.g., E-mails, websites, displays, etc.) Helps stimulate student interest in life-long learning.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Make contacts with the public with tact and diplomacy.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Pursues opportunities to enhance job knowledge and skill proficiency.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attend all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Occasional interaction with unruly children.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Occasional overtime work may be necessary.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: COMPUTER TECHNICIAN****File 508****Reports To:** Technology Coordinator and Assigned administrator/supervisor**Job Objective:**

- Provides support as a member of a pivotal team that is responsible for technology throughout the district and works with other technology staff to ensure the successful delivery, implementation, and use of technology.
- Works closely with technology and non-technology staff to leverage all district technology to its full potential.
- Uses technical and physical skills to install, configure, and maintain technology resources (i.e., hardware, software, networks, etc.)

Minimum Qualifications:

- Ability to troubleshoot and maintain state-of-the-art technology equipment.
- Associate degree or equivalent training and relevant work experience in a computer-related field.
- Knowledge of technology applications and best practices in a K-12 academic environment.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Qualifications:

- Bachelor's degree in a computer-related field.
- A+, Network+, and CCNA certifications.

Required Knowledge, Skills, and Abilities:

- Hardware and software troubleshooting experience.
- Computer networking experience.
- Experience with all types of computing devices, including desktops, laptops, tablets, servers, etc..
- Ability to understand and adapt to a constantly changing technological environment.
- Ability to locate and understand new information to troubleshoot and resolve unfamiliar technology problems.
- Advanced computer skills.
- Good verbal and written communication skills.
- Active listening skills.
- Organizational and time-management skills.
- Effective problem-solving skills.
- Efficient and effective collaboration skills.
- Effective interpersonal skills, conscientious, and self-directed.

Physical Demand Level 1:

Medium strength (frequently lifting/carrying 11 to 25 lbs.).

Occasional requirement to carry, lift, push, or pull paper and other materials/supplies up to a maximum of 100 pounds.

Body Position/Movement: Frequent requirement to sit, stand, walk, and stoop. Occasional requirement to climb, balance, crouch, and kneel.

Manipulation/Coordination: Duties require fine/gross manipulation.

Reaching at or below shoulder height and overhead, stretch with hands and arms.

Duties require communicating verbally, far/near visual acuity, talking, hearing, seeing, reading, speak.

Duties require the use of a ladder or work platform and the use of hand/power tools.

1 Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Assists district staff with network-based technologies/services.
- Assists with the development of disaster recovery procedures and resolves connectivity and internal technical problems.
- Assists with the development and maintenance of district-authorized websites.
- Documents and shares best practices for implementing, maintaining, and using district technology.
- Ensures the safety of students and colleagues and maintains the confidentiality of sensitive information.
- Helps administrators identify potential cost savings associated with emerging technology.
- Helps resolve problems associated with administrative services, distance learning activities, internet access, IP communication equipment, security systems, etc.
- Installs, configures, and maintains technology resources and tests new equipment and software.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains information sheets, user guides, and reference manuals.
- Maintains orderly work/storage areas and maintains an inventory of hardware, software, and other technology-related items.
- Monitors the security of computer equipment, networks, and data systems, and upholds user policies/privileges, disabling accounts/associated files as needed to ensure security.
- Provides application-specific support (e.g., databases, file retrieval/recovery, mailing lists, password modifications, spreadsheets, system backup procedures, word processing, etc.)
- Provides technical support to help students/staff use computers, software programs, printers, and other peripherals effectively. Communicates technical information in easy-to-understand language. Accommodates different learning styles and skill levels.
- Respects the educational environment. Avoids disrupting building activities.
- Responds to and manages requests within a ticket-based help desk.
- Troubleshoots and repairs computer hardware and software problems.
- Troubleshoots and resolves network-related problems.
- Replaces defective components and installs enhancements. Configures and deploys new equipment and software.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current on standards and practices related to work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Attend all meetings and trainings as required.
- Performs other specific job-related duties as directed.

Performance Evaluation:

Employee performance is evaluated in accordance with applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional overtime work may be necessary.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: BEEKEEPERS TEAM LEADER****File 509****Reports To:** BeeKeepers Coordinator

Job Objective: Provides program support services that focus on developmentally appropriate opportunities to enhance cognitive, emotional, physical, and social skills.

Minimum Qualifications:

- Available to work a non-traditional schedule and irregular hours when needed.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets mandated state requirements according to the Ohio Laws & Administrative Rules and the District to obtain and maintain employment.
- Fulfills all in-service training requirements as outlined by the Ohio Laws & Administrative Rules for a School-Age Child Care Program.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹:

Light strength: frequently lifting/carrying (10 lbs or less) on a daily basis including setting up/taking down program supplies. Other tasks require Medium strength: occasional delivery put away and packing and storing materials during seasonal transitions (20-50 lbs). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height and standing/walking/bending/stooping including daily spot sweeping of floors.
¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Contributes to, delivers and advances program activities. Provides opportunities for students to enhance skills and build positive peer relationships.

- Oversees the arrival/departure of students.
- Sets standards for and communicates rules to staff and students (i.e., behavioral expectations and non-compliance consequences).
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Creates templates for monthly program lessons.
- Designs age-appropriate lessons geared toward enrichment, creativity, and social and emotional development.
- Ensures participants receive appropriate instruction, support, and opportunities to participate. Provides proactive supervision for all program activities.
- Enforces program compliance according to all State of Ohio licensing requirements.
- Observes and monitors ill students. Communicates next appropriate steps to staff and parent/guardian. Informs building staff of program decisions.
- Prepares observation notes and necessary reporting. Updates Coordinator. Arranges meetings as needed for family meetings.
- Keeps, organizes, and maintains records complying with program and district records retention and disposal policies.
- Prepares/restores shared program spaces and sites.
- Sets up equipment. Cleans up equipment and materials and restores areas (i.e. art tables, game tables, enrichment stations, food areas, etc.)
- Supports developmentally appropriate behavioral expectations. Adhering to district and building implementations of positive behavior enforcement methods.

- Verifies equipment is appropriate for the physical development and skill level of each participant.
- Keeps forms required for students' files updated and maintained including, but not limited to, medical authorization forms and supplies, contacts, signatures, permissions, and waivers.

2. Consistently performs all aspects of the job. Diligently pursues high-quality results.**Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.**

- Helps ensure the accuracy and privacy of confidential information.
- Annually and as needed reads and refreshes knowledge of SACC Rules of Discipline Policy, medication administration protocols, Head Injury protocol, Risk/Incident Reporting, and Manual of Operation.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains a clean sanitized work space and play environment. Ensures proper use and storage of cleaning supplies.
- Adhere to cleaning and sanitizing schedules for program equipment and toys (i.e. board game pieces, balls, Legos, etc.)
- Keeps inventory of food and program supplies and equipment. Places orders as needed. Adheres to budget as determined by Coordinator.
- Communicates with parents/guardians in a timely fashion. Must be diligent of requests and program capacity on a given day/session.
- Manages daily, weekly, monthly office tasks to meet deadlines and maintain compliance. Produces attendance forms, student rosters, phone, and medical/allergy lists to account for and organize student information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Maintains a positive and approachable disposition with parents, children, staff, and community members.
- Produces newsletters, calendars, and program notices to display monthly and as needed to families.
- Stays abreast of day to day program operations. Uses appropriate methods and platforms to distribute information.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact, active listening, and diplomacy to resolve differences fairly.
- Observes and supervises staff. Offers staff support and corrective measures as needed. Provides notes for staff evaluations.

4. Complies with request to expand job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Provides record of attendance, certificates, and associated documentation including registration for professional development training and in-service.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Schedules, leads, and participates in emergency drills, meetings and discussions to ensure student and staff safety and preparedness. May be asked/required to participate in larger scale district training simulations.
- Perform walkthroughs annually and as needed to ensure emergency signage and equipment is in good shape. Replace or report items in disrepair to Coordinator or building administrator as needed.

6. Keeps current with required in-service trainings.

- Completes assignments for online self-paced/in-person courses including but not limited to age appropriate CPR, child abuse recognition and prevention, and management of communicable disease.

7. Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to cleaning chemicals, combustible materials, art/craft supplies, odors, and slippery/uneven surfaces (e.g., frequent floor level trip hazards from toys, backpacks, or spills). Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Working in or near vehicular traffic during student drop-off, pick-up, bus loading, etc.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: BeeKeepers Team Assistant****File 510****Reports To:** BeeKeepers Coordinator

Job Objective: Provides program support services that focus on developmentally appropriate opportunities to enhance cognitive, emotional, physical, and social skills.

Minimum Qualifications:

- Available to work a non-traditional schedule and irregular hours when needed.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets mandated state requirements according to the Ohio Laws & Administrative Rules and the District to obtain and maintain employment.
- Fulfills all in-service training requirements as outlined by the Ohio Laws & Administrative Rules for a School-Age Child Care Program.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹: Light strength: frequently lifting/carrying (10 lbs or less) on a daily basis, including setting up/taking down program supplies. Other tasks require Medium strength: occasional delivery put away, and packing and storing materials during seasonal transitions (20-50 lbs). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, and standing/walking/bending/stooping, including daily spot sweeping of floors.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Contributes to, delivers and advances program activities. Provides opportunities for students to enhance skills and build positive peer relationships.

- Assists with the arrival/departure of students.
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Contributes plans monthly or as often as required for program lessons.
- Contributes age-appropriate ideas toward a well-designed program plan.
- Ensures participants receive appropriate instruction, support, and opportunities to participate. Provides proactive supervision for all program activities.
- Helps monitor program compliance with all State of Ohio licensing requirements.
- Monitors ill students until a parent or guardian arrives.
- Provides documentation, observation notes, and necessary reporting needed for family meetings.
- Maintains records as directed. Complies with program and district records retention and disposal policies.
- Prepares/restores shared program spaces and sites.
- Sets up equipment as directed. Cleans up equipment and materials and restores areas as directed (i.e. art tables, game tables, enrichment stations, food areas, etc.)
- Supports developmentally appropriate behavioral expectations.
- Verifies equipment is appropriate for the physical development and skill level of each participant.
- Notifies program leaders when forms required for students are received, medical authorizations and parental contacts and signatures are acquired. Medical supplies and documentation are turned in.

2. Consistently performs all aspects of the job. Diligently pursues high-quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Annually and as needed, reads and refreshes knowledge of SACC Rules of Discipline Policy, medication administration protocols, Head Injury protocol, Risk/Incident Reporting, and Manual of Operation.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains a clean sanitized workspace and play environment. Ensures proper use and storage of cleaning supplies.
- Adhere to cleaning and sanitizing schedules for program equipment and toys (i.e. board game pieces, balls, Legos, etc.)

3. Maintains open/effective communications. Serves as a reliable information resource.

- Maintains a positive and approachable disposition with parents, children, staff, and community members.
- Stays abreast of day-to-day program operations. Uses appropriate methods and platforms to distribute information.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact, active listening, and diplomacy to resolve differences fairly.

4. Complies with requests to expand job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Provides record of attendance, certificates, and associated documentation, including registration for professional development training and in-service.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Participates in emergency drill planning, meetings and discussions to ensure student and staff safety and preparedness.
- Reports when repair is needed to signage and when emergency equipment and supplies need to be replaced.

6. Keeps current with required in-service trainings.

- Completes assignments for online self-paced/in-person courses including but not limited to age appropriate CPR, child abuse recognition and prevention, and management of communicable disease.

7. Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to cleaning chemicals, combustible materials, art/craft supplies, odors, and slippery/uneven surfaces (e.g., frequent floor-level trip hazards from toys, backpacks, or spills). Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Working in or near vehicular traffic during student drop-off, pick-up, bus loading, etc.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: BeeKeepers Records Analyst - BeeKeepers Office and Accounts Specialist****File 511****Reports To:** BeeKeepers Coordinator

Job Objective: Coordinates program purchasing procedures, vendor relations and transactions. Automates monthly invoice/statements and payment collection processing for program tuition and fees. Processes payable/receivable transactions and performs duties supporting data processing and ancillary program support services.

Minimum Qualifications:

- Available to work a non-traditional schedule and irregular hours when needed.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets mandated state requirements according to the Ohio Laws & Administrative Rules and the District to obtain and maintain employment.
- Fulfills all in-service training requirements as outlined by the Ohio Laws & Administrative Rules for a School-Age Child Care Program.

Preferred Attributes: Exceptional organizational skills, proactive problem-solving, and strong communication. Proficiency in office software and high attention to detail.

Physical Demand Level1:

Light strength: frequently lifting/carrying (10 lbs or less) on a daily basis, including setting up/taking down program supplies. Other tasks require Medium strength: occasional delivery put away, and packing and storing materials during seasonal transitions (20-50 lbs). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, and standing/walking/bending/stooping, including daily spot sweeping of floors. 1 Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:**1. Generates invoice/statements, sets up and manages vendor accounts, and maintains records. Updates public information and program forms.**

- Invoices parents/guardians according to the tuition agreement.
- Ensures billing is issued to responsible parties. Revises invoice/statements as often as needed.
- Processes payments daily/weekly, including checks, ACH transactions, electronic payments via debit or credit cards, and money orders. Prepares deposit within 1-3 business days and in accordance with the district procedures.
- Create procedures for handling and securely storing payments made via check or money order. Train staff on proper protocols.
- Remit weekly deposits and associated reports and documentation to the Coordinator and the Treasurer's office. Turn in receipts and invoices to accounts payable.
- Review enrollment processes. Must be reviewed ahead of enrollment events, annually, and as often as needed.
- Produce annually updated forms, including but not limited to, enrollment forms, the program Operation Schedule, and program calendars.
- Submit all requisitions in accordance to the Treasurer's Office's instructions. Attend meetings and participate in conversations to forecast program needs for budget preparation.
- Manage vendor accounts and communications. Book field trips and confirm reservations. Submit requests for payments in accordance with any agreements between the facility and the program.
- Turn in contracts and agreements to the Operations Coordinator to be reviewed and signed by the Superintendent or the Treasurer.
- Submit requisitions to order and replace, as needed, supplies including food, milk, and arts/crafts supplies. Medical supplies and equipment needs are to be assessed annually, seasonally, and as often as needed.

- Keeps, organizes, and maintains records complying with program and district records retention and disposal policies.
- Prepares/restores shared program spaces and sites.
- Sets up equipment. Cleans up equipment and materials and restores areas (i.e. art tables, game tables, enrichment stations, food areas, etc.)
- Keeps forms required for students' files updated and maintained including medical authorization forms and supplies, contacts, signatures, permissions, and waivers.

2. Consistently performs all aspects of the job. Diligently pursues high-quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Annually and as needed, reads and refreshes knowledge of SACC Rules of Discipline Policy, medication administration protocols, Head Injury protocol, Risk/Incident Reporting, and Manual of Operation.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains a neat and orderly workspace.
- Adhere to cleaning and sanitizing within and around others based on the SACC Rules Administrative Code.
- Adheres to the budget as determined by the Coordinator.
- Communicates with parents/guardians in a timely fashion. Must be diligent of requests and program capacity on a given day/session.
- Manages daily, weekly, and monthly office tasks to meet deadlines and maintain compliance.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Maintains a positive and approachable disposition with parents, children, staff, and community members.
- Updates program page on the district website, revises forms and enrollment event information.
- Stays abreast of day-to-day program operations. Uses appropriate methods and platforms to distribute information.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact, active listening, and diplomacy to resolve differences fairly.
- Observes and supervises staff. Offers staff support and corrective measures as needed. Provides notes for staff evaluations.

4. Complies with the request to expand job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Assesses and makes recommendations pertaining to processes and software implementations and to promote efficiency in billing and record keeping.
- Keeps in contact with software service providers to stay abreast of updates to software.
- Provides record of attendance, certificates, and associated documentation, including registration for professional development training and in-service.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Schedules, leads, and participates in emergency drills, meetings, and discussions to ensure student and staff safety and preparedness. May be asked/required to participate in larger-scale district training simulations.
- Perform walkthroughs annually and as needed to ensure emergency signage and equipment is in good shape. Replace or report items in disrepair to the Coordinator or building administrator as needed.

6. Keeps current with required in-service trainings.

- Completes assignments for online self-paced/in-person courses, including but not limited to age-appropriate CPR, child abuse recognition and prevention, and management of communicable disease.
- Required to be present for software training and related discussions as needed.

7. Performs other specific job-related duties as directed.

Performance Evaluations: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to cleaning chemicals, combustible materials, art/craft supplies, odors, and slippery/uneven surfaces (e.g., frequent floor level trip hazards from toys, backpacks, or spills). Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Working in or near vehicular traffic during student drop-off, pick-up, bus loading, etc.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: BeeKeepers SACC Program Specialist****File 512****Reports To:** BeeKeepers Coordinator

Job Objective: Possesses empathy, high emotional intelligence, and motivation to understand behavioral drivers. Focuses on student-centered engagement to develop and enhance cognitive, emotional, physical, and social skills. Provides nonjudgmental communication.

Minimum Qualifications:

- Available to work a non-traditional schedule and irregular hours when needed.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets mandated state requirements according to the Ohio Laws & Administrative Rules and the District to obtain and maintain employment.
- Fulfills all in-service training requirements as outlined by the Ohio Laws & Administrative Rules for a School-Age Child Care Program.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level1: Light strength: frequently lifting/carrying (10 lbs or less) on a daily basis, including setting up/taking down program supplies. Other tasks require Medium strength: occasional delivery put away, and packing and storing materials during seasonal transitions (20-50 lbs). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, and standing/walking/bending/stooping, including daily spot sweeping of floors.

1 Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Contributes to, delivers and advances program activities. Provides opportunities for students to enhance skills and build positive peer relationships.

- Assists with the arrival/departure of students.
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Contributes plans monthly or as often as required for program lessons.
- Contributes age-appropriate ideas toward a well-designed program plan. Includes assisting in developing individual plans, visual reminders, and verbal prompts for children needing additional supports.
- Ensures participants receive appropriate instruction, support, and opportunities to participate. Provides proactive supervision for all program activities.
- Establishes regulation zone functions and offerings. Monitors children utilizing designated spaces.
- Helps monitor program compliance with all State of Ohio licensing requirements.
- Monitors ill students until a parent or guardian arrives.
- Provides documentation, observation notes, and necessary reporting needed for family meetings. Is present as needed to participate in meetings involving additional supports and plans for student success.
- Maintains records as directed. Complies with program and district records retention and disposal policies.
- Prepares/restores shared program spaces and sites.
- Sets up equipment as directed. Cleans up equipment and materials and restores areas as directed (i.e. art tables, game tables, enrichment stations, food areas, etc.)
- Supports developmentally appropriate behavioral expectations. Assists in the implementation of specific plans, including accommodations for students with IEPs, 504 plans, and any student who has been identified in the program as needing additional supports.
- Verifies equipment is appropriate for the physical development and skill level of each participant.

- Notifies program leaders when forms required for students are received, medical authorizations, and parental contacts and signatures are acquired. Medical supplies and documentation are turned in.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Annually and as needed, reads and refreshes knowledge of SACC Rules of Discipline Policy, medication administration protocols, Head Injury protocol, Risk/Incident Reporting, and Manual of Operation.
- Prepares and submits notes on observations of the identified/diagnosed student's progress. This includes students who are unidentified/undiagnosed and are under observation for repeated concerning behaviors.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains a clean, sanitized workspace and play environment. Ensures proper use and storage of cleaning supplies.
- Adhere to cleaning and sanitizing schedules for program equipment and toys (i.e. board game pieces, balls, Legos, etc.)

3. Maintains open/effective communications. Serves as a reliable information resource.

- Maintains a positive and approachable disposition with parents, children, staff, and community members.
- Communicates with the Coordinator as needed about requests for support for student(s). Documentation is prepared and provided so that appropriate building staff, if deemed necessary, can determine next steps.
*Does not make medical recommendations to families.
- Stays abreast of day-to-day program operations. Uses appropriate methods and platforms to distribute information.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact, active listening, and diplomacy to resolve differences fairly.

4. Complies with requestS to expand job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Provides record of attendance, certificates, and associated documentation, including registration for professional development training and in-service.
- Willingness to participate in building-level training and professional development concerning behavior training strategies.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Participates in emergency drill planning, meetings, and discussions to ensure student and staff safety and preparedness.
- Reports when repair is needed to signage and when emergency equipment and supplies need to be replaced.

6. Keeps current with required in-service trainings

- Completes assignments for online self-paced/in-person courses, including but not limited to age-appropriate CPR, child abuse recognition and prevention, and management of communicable disease.

7. Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to cleaning chemicals, combustible materials, art/craft supplies, odors, and slippery/uneven surfaces (e.g., frequent floor level trip hazards from toys, backpacks, or spills). Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Working in or near vehicular traffic during student drop-off, pick-up, bus loading, etc.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: BeeKeepers Assistant Team Leader****File 513****Reports To:** BeeKeepers Coordinator

Job Objective: Provides program support services that focus on developmentally appropriate opportunities to enhance cognitive, emotional, physical, and social skills.

Minimum Qualifications:

- Available to work a non-traditional schedule and irregular hours when needed.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets mandated state requirements according to the Ohio Laws & Administrative Rules and the District to obtain and maintain employment.
- Fulfills all in-service training requirements as outlined by the Ohio Laws & Administrative Rules for a School-Age Child Care Program.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level1: Light strength: frequently lifting/carrying (10 lbs or less) on a daily basis, including setting up/taking down program supplies. Other tasks require Medium strength: occasional delivery put away, and packing and storing materials during seasonal transitions (20-50 lbs). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, and standing/walking/bending/stooping, including daily spot sweeping of floors.

1 Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Contributes to, delivers and advances program activities. Provides opportunities for students to enhance skills and build positive peer relationships.

- Oversees the arrival/departure of students.
- Sets standards for and communicates rules to staff and students (i.e., behavioral expectations and non-compliance consequences).
- Encourages student accountability, active participation, cooperation, punctuality, dependability, etc.
- Creates templates for monthly program lessons.
- Designs age-appropriate lessons geared toward enrichment, creativity, and social and emotional development.
- Ensures participants receive appropriate instruction, support, and opportunities to participate. Provides proactive supervision for all program activities.
- Enforces program compliance according to all State of Ohio licensing requirements.
- Observes and monitors ill students. Communicates next appropriate steps to staff and parent/guardian. Informs building staff of program decisions.
- Prepares observation notes and necessary reporting. Updates Coordinator. Arranges meetings as needed for family meetings.
- Keeps, organizes, and maintains records complying with program and district records retention and disposal policies.
- Prepares/restores shared program spaces and sites.
- Sets up equipment. Cleans up equipment and materials and restores areas (i.e., art tables, game tables, enrichment stations, food areas, etc.)
- Supports developmentally appropriate behavioral expectations. Adhering to district and building implementations of positive behavior enforcement methods.
- Verifies equipment is appropriate for the physical development and skill level of each participant.

- Keeps forms required for students' files updated and maintained, including medical authorization forms and supplies, contacts, signatures, permissions, and waivers.

2. Consistently performs all aspects of the job. Diligently pursues high-quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Annually and as needed, reads and refreshes knowledge of SACC Rules of Discipline Policy, medication administration protocols, Head Injury protocol, Risk/Incident Reporting, and Manual of Operation.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains a clean, sanitized workspace and play environment. Ensures proper use and storage of cleaning supplies.
- Adhere to cleaning and sanitizing schedules for program equipment and toys (i.e., board game pieces, balls, Legos, etc.)
- Keeps inventory of food, program supplies, and equipment. Places orders as needed. Adheres to the budget as determined by the Coordinator.
- Communicates with parents/guardians in a timely fashion. Must be diligent about requests and program capacity on a given day/session.
- Manages daily, weekly, and monthly office tasks to meet deadlines and maintain compliance. Produces attendance forms, student rosters, phone, and medical/allergy lists to account for and organize student information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Maintains a positive and approachable disposition with parents, children, staff, and community members.
- Produces newsletters, calendars, and program notices to display monthly and as needed to families.
- Stays abreast of day-to-day program operations. Uses appropriate methods and platforms to distribute information.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact, active listening, and diplomacy to resolve differences fairly.
- Observes and supervises staff. Offers staff support and corrective measures as needed. Provides notes for staff evaluations.

4. Complies with requests to expand job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Provides records of attendance, certificates, and associated documentation, including registration for professional development training and in-service.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Schedules, leads, and participates in emergency drills, meetings, and discussions to ensure student and staff safety and preparedness. May be asked/required to participate in larger-scale district training simulations.
- Perform walkthroughs annually and as needed to ensure emergency signage and equipment is in good shape. Replace or report items in disrepair to the program Coordinator or the building administrator as needed.

6. Keeps current with required in-service trainings.

- Completes assignments for online self-paced/in-person courses including but not limited to age-appropriate CPR, child abuse recognition and prevention, and management of communicable disease.

7. Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to cleaning chemicals, combustible materials, art/craft supplies, odors, and slippery/uneven surfaces (e.g., frequent floor-level trip hazards from toys, backpacks, or spills). Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Working in or near vehicular traffic during student drop-off, pick-up, bus loading, etc.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working in highly active, centralized spaces (e.g., cafeterias or gymnasiums) characterized by prolonged periods of high volume levels, echoing, and sudden loud noises. Conditions also include working under diminished or variable lighting during specific program activities.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title:** MAINTENANCE FOREMAN**File 601****Reports To:** Assigned administrator/supervisor**Job Objective:** Coordinates assigned staff. Performs a wide range of skilled maintenance duties.

Minimum Qualifications:

- A Commercial Drivers License (CDL) may be required as a condition of employment.
- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrated leadership abilities and a willingness to take on challenging tasks.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or GED. Maintenance skills verified by training and relevant work experience.
- Holds/maintains an EPA Section 608 Certification (Universal)
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed. Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly. Duties require communicating verbally, crouching, far/near visual acuity, fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking, stooping, using a ladder or work platform, and working with hand/power tools.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Uses technical and physical skills to maintain buildings, equipment, and grounds.**

- Follows District procedures for safety and security for students and staff.
- Able to operate office computers and phones for communication and other job related tasks.
- Complies with Safety Data Sheet (SDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines when cleaning blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Respects the educational environment and avoids disrupting building activities whenever possible.
- Maintains orderly work and storage areas.
- Monitors building security and take corrective action to address security concerns. Directs visitors to the main office.
- Monitors work performed by outside vendors to ensure compliance with District specifications.
- Identifies work priorities to focuses on tasks that requiring immediate attention. Demonstrates the ability to work independently with effective time management skills.
- Assists community groups, special event preparation, and cleanup activities as directed.
- Assists with receiving building deliveries and delivers/picks up materials as directed.
- Performs preventative maintenance tasks related to assigned job duties.
- Utilizes the district work order system to report and track facility, building, equipment, and grounds issues (i.e., drainage/flooding, electrical systems, equipment concerns, lighting, plumbing, structural components, unsafe trees/turf, water leaks, weather damage, etc.). Emergency or life safety issues must be reported immediately to a supervisor or administrator and followed by submission of a work order.
- Responds to facility emergencies including fire alarms, utility failures, water leaks, weather damage, equipment failures, and other safety hazards. Takes appropriate action to mitigate hazards and notifies appropriate staff or emergency responders as necessary.
- Uses District tools, equipment, vehicles, and technology responsibly and in accordance with District policies and safety guidelines. Reports equipment damage, malfunctions, or unsafe conditions immediately.
- Prepares paperwork as directed. Maintains effective document and records management systems. Ensures required data is tracked and accurately recorded. Monitors reporting deadlines. Complies with District records retention and disposal policies.
- Familiar with all facility blueprints, drawings, plans, and maps. Utilizes available documents to accurately plan, measure, and complete work assignments.
- Directs maintenance team members, organize and assigns work orders, and ensure assignments are completed in a safe, clean, and timely manner.
- Instructs and trains maintenance staff in the proper use of equipment, materials, and methods to ensure efficient and effective job performance. Conducts inspections of buildings and facilities to identify maintenance issues or substandard conditions and implements corrective action plans.
- Requisitions materials, supplies, and services. Investigates products, services, and costs (e.g., delivery timelines, order accuracy, quality standards, technical support, etc.). Negotiates volume discounts or long-term contracts. Maintains procurement records.
- Conducts routine inspection of facilities, buildings, equipment, and grounds to identify needs or deficiencies and develops action plans to ensure timely resolution.
- Performs skilled carpentry, electrical, glazing, masonry, mechanical (HVAC), painting, plastering, and plumbing duties. Prepares equipment for inspections and system shutdowns as required.
- Actively monitors and adjusts the HVAC Building Automation System (BAS) in its entirety.

- Assists in maintaining flowerbeds, lawns, shrubs, trees, and other groundskeeper and landscaping elements. Applies seed and other plant care elements as directed. Anticipates weather conditions to avoid work delays.
- Assist with maintaining playgrounds, play areas, and play elements.
- Oversees maintenance operations for athletic fields, practice fields, and recreations areas. Ensures athletic fields are prepared according to the conference, league, and state athletic association standards.
- Oversees inspection and servicing of all groundskeeper equipment. Assist in inspecting and servicing all groundskeeper equipment.
- Directs maintenance snow removal operations. Clears snow and ice from driveways and parking lots. Assists with building snow removal operations as needed.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title:** MAINTENANCE I**File 602****Reports To:** Assigned administrator/supervisor**Job Objective:** Performs a wide range of skilled maintenance duties.

- Minimum Qualifications:**
- A Commercial Drivers License (CDL) may be required as a condition of employment.
 - Available to work a non-traditional schedule and irregular hours when needed.
 - Demonstrated leadership abilities and a willingness to take on challenging tasks.
 - Basic computer proficiency or commitment to promptly acquire job-related technology skills.
 - Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
 - High school diploma or GED. Maintenance skills verified by training and relevant work experience.
 - Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.
 - Holds/maintains an EPA Section 608 Certification (Universal)
 - Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed. Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly. Duties require communicating verbally, crouching, far/near visual acuity, fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking, stooping, using a ladder or work platform, and working with hand/power tools.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Maintains buildings, equipment, and grounds under the guidance of a supervisor.**

- Follows District procedures for safety and security for students and staff.
- Able to operate office computers and phones for communication and other job related tasks.
- Complies with Safety Data Sheet (SDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines when cleaning blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Respects the educational environment and avoids disrupting building activities whenever possible.
- Maintains orderly work and storage areas.
- Monitors building security and take corrective action to address security concerns. Directs visitors to the main office.
- Monitors work performed by outside vendors to ensure compliance with District specifications.
- Identifies work priorities to focuses on tasks that requiring immediate attention. Demonstrates the ability to work independently with effective time management skills.
- Assists community groups, special event preparation, and cleanup activities as directed.
- Assists with receiving building deliveries and delivers/picks up materials as directed.
- Performs preventative maintenance tasks related to assigned job duties.
- Utilizes the district work order system to report and track facility, building, equipment, and grounds issues (i.e., drainage/flooding, electrical systems, equipment concerns, lighting, plumbing, structural components, unsafe trees/turf, water leaks, weather damage, etc.). Emergency or life safety issues must be reported immediately to a supervisor or administrator and followed by submission of a work order.
- Responds to facility emergencies including fire alarms, utility failures, water leaks, weather damage, equipment failures, and other safety hazards. Takes appropriate action to mitigate hazards and notifies appropriate staff or emergency responders as necessary.
- Uses District tools, equipment, vehicles, and technology responsibly and in accordance with District policies and safety guidelines. Reports equipment damage, malfunctions, or unsafe conditions immediately.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded. Complies with District records retention and disposal policies.
- Familiar with all facility blueprints, drawings, plans, and maps. Utilizes available documents to accurately plan, measure, and complete work assignments.
- Complete assigned work orders and tasks in a safe, clean, and timely manner.
- Assist in instructing and training maintenance staff in the proper use of equipment, materials, and methods to ensure efficient and effective job performance.
- Assists with requisitioning materials, supplies, and services. Assists in researching products, services, and costs. Assists in maintaining procurement records.
- Assists in conducting routine inspection of facilities, buildings, equipment, and grounds to identify needs or deficiencies and supports corrective actions.
- Performs skilled carpentry, electrical, glazing, masonry, mechanical (HVAC), painting, plastering, and plumbing duties. Assist in preparing equipment for inspections and shutdowns.
- Actively monitors and adjusts the HVAC Building Automation System (BAS) in its entirety.
- Assists in maintaining flowerbeds, lawns, shrubs, trees, and other groundskeeper and landscaping elements. Applies seed and other plant care elements as directed. Anticipates weather conditions to avoid work delays.
- Assist with maintaining playgrounds, play areas, and play elements.
- Assists in maintaining athletic fields, practice fields, and recreations areas. Prepares athletic fields according to the conference, league, and state athletic association standards.

- Clears snow and ice from driveways and parking lots. Assists with building snow removal operations as directed.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title:** **MAINTENANCE II****File 603****Reports To:** Assigned administrator/supervisor**Job Objective:** Performs general maintenance duties.

Minimum Qualifications:

- A Commercial Drivers License (CDL) may be required as a condition of employment.
- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrates a willingness to take on challenging tasks.computer proficiency or commitment to promptly acquire job-related technology skills.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or GED. Maintenance skills verified by training and relevant work experience.
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed. Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly. Duties require communicating verbally, crouching, far/near visual acuity, fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking while working, stooping, using a ladder or work platform, and working with hand/power tools.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Uses technical and physical skills to maintain the aesthetic and functional purposes of landscaping, lawns, and athletic/practice fields.**

- Follows District procedures for safety and security for students and staff.
- Able to operate office computers and phones for communication and other job related tasks.
- Complies with Safety Data Sheet (SDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines when cleaning blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Respects the educational environment and avoids disrupting building activities whenever possible.
- Maintains orderly work and storage areas.
- Monitors building security and take corrective action to address security concerns. Directs visitors to the main office.
- Monitors work performed by outside vendors to ensure compliance with District specifications.
- Identifies work priorities to focuses on tasks that requiring immediate attention. Demonstrates the ability to work independently with effective time management skills.
- Assists community groups, special event preparation, and cleanup activities as directed.
- Assists with receiving building deliveries and delivers/picks up materials as directed.
- Performs preventative maintenance tasks related to assigned job duties.
- Utilizes the district work order system to report and track facility, building, equipment, and grounds issues (i.e., drainage/flooding, electrical systems, equipment concerns, lighting, plumbing, structural components, unsafe trees/turf, water leaks, weather damage, etc.). Emergency or life safety issues must be reported immediately to a supervisor or administrator and followed by submission of a work order.
- Maintains and holds a valid Pesticide Applicator's License when required.
- Responds to facility emergencies including fire alarms, utility failures, water leaks, weather damage, equipment failures, and other safety hazards. Takes appropriate action to mitigate hazards and notifies appropriate staff or emergency responders as necessary.
- Uses District tools, equipment, vehicles, and technology responsibly and in accordance with District policies and safety guidelines. Reports equipment damage, malfunctions, or unsafe conditions immediately.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded. Complies with District records retention and disposal policies.
- Familiar with all facility blueprints, drawings, plans, and maps. Utilizes available documents to accurately plan, measure, and complete work assignments.
- Complete assigned work orders and tasks in a safe, clean, and timely manner.
- Assists with requisitioning materials, supplies, and services. Assists in researching products, services, and costs. Assists in maintaining procurement records.
- Assists in conducting routine inspection of facilities, buildings, equipment, and grounds to identify needs or deficiencies and supports corrective actions.
- Assists in performing skilled carpentry, electrical, glazing, masonry, mechanical (HVAC), painting, plastering, and plumbing duties. Assist in preparing equipment for inspections and shutdowns.
- Assists in maintaining flowerbeds, lawns, shrubs, trees, and other groundskeeper and landscaping elements. Applies seed and other plant care elements as directed. Anticipates weather conditions to avoid work delays.
- Assist with maintaining playgrounds, play areas, and play elements.
- Maintains athletic fields, practice fields, and recreations areas. Prepares athletic fields according to the conference, league, and state athletic association standards.

- Inspects and services maintenance groundskeeper equipment. Services all groundskeeper equipment (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares equipment for storage, etc.)
- Clears snow and ice from driveways and parking lots. Assists with building snow removal operations as directed.
- Participates in the delivery of custodial services as directed.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	HEAD CUSTODIAN	File 604
Reports To:	Assigned administrator/supervisor	
Job Objective:	Coordinates assigned staff. Performs light maintenance duties and participates in the delivery of custodial services.	
Minimum Qualifications:	• Available to work a non-traditional schedule and irregular hours when needed. • Demonstrated leadership abilities and a willingness to take on challenging tasks. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • High school diploma or GED. • Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices. • Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed. Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly. Duties require communicating verbally, crouching, operating power equipment, pushing/pulling with both hands, reaching overhead, standing/walking while working, stooping, and using hand tools. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Coordinates custodial services to ensure a clean, orderly and safe building environment.**

- Follows District procedures for safety and security for students and staff.
- Able to operate office computers and phones for communication and other job related tasks.
- Complies with Safety Data Sheet (SDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines when cleaning blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Respects the educational environment and avoids disrupting building activities whenever possible.
- Maintains orderly work and storage areas.
- Monitors building security and take corrective action to address security concerns. Directs visitors to the main office.
- Monitors work performed by outside vendors to ensure compliance with District specifications.
- Identifies work priorities to focuses on tasks that requiring immediate attention. Demonstrates the ability to work independently with effective time management skills.
- Assists community groups, special event preparation, and cleanup activities as directed.
- Assists with receiving building deliveries and delivers/picks up materials as directed.
- Performs preventative maintenance tasks related to assigned job duties.
- Utilizes the district work order system to report and track facility, building, equipment, and grounds issues (i.e., drainage/flooding, electrical systems, equipment concerns, lighting, plumbing, structural components, unsafe trees/turf, water leaks, weather damage, etc.). Emergency or life safety issues must be reported immediately to a supervisor or administrator and followed by submission of a work order.
- Maintains and holds a valid Pesticide Applicator's License when required.
- Responds to facility emergencies including fire alarms, utility failures, water leaks, weather damage, equipment failures, and other safety hazards. Takes appropriate action to mitigate hazards and notifies appropriate staff or emergency responders as necessary.
- Uses District tools, equipment, vehicles, and technology responsibly and in accordance with District policies and safety guidelines. Reports equipment damage, malfunctions, or unsafe conditions immediately.
- Prepares paperwork as directed. Maintains effective document and records management systems. Ensures required data is tracked and accurately recorded. Monitors reporting deadlines. Complies with District records retention and disposal policies.
- Familiar with buildings blueprints, drawings, plans, and maps associated with assigned facilities. Utilizes available documents to accurately plan, measure, and complete work assignments.
- Directs custodial team members, organize and assigns work orders, and ensure assignments are completed in a safe, clean, and timely manner.
- Instructs and trains custodial team members in the proper use of equipment, materials, and methods to ensure efficient and effective job performance. Conducts inspections of buildings and facilities to identify custodial issues or substandard conditions and implements corrective action plans.
- Requisitions materials, supplies, and services. Investigates products, services, and costs (e.g., delivery timelines, order accuracy, quality standards, technical support, etc.). Negotiates volume discounts or long-term contracts. Maintains procurement records.
- Conducts routine inspection of facilities, buildings, equipment, and grounds to identify needs or deficiencies and develops action plans to ensure timely resolution.
- Performs general carpentry, electrical, glazing, masonry, mechanical (HVAC), painting, plastering, and plumbing duties. Prepares equipment for inspections and shutdowns.

- Monitors and adjusts the HVAC Building Automation System (BAS) as it relates to schedules and temperatures.
- Maintains flowerbeds, lawns, shrubs, trees, and other groundskeeper and landscaping elements. Applies fertilizer and seed as directed. Maintains a pesticide logs as required. Anticipates weather conditions to avoid work delays.
- Maintains playgrounds, play areas, and play elements as directed. Maintains playground inspection logs.
- Inspects custodial groundskeeper equipment. Performs minor services to custodial groundskeeper equipment (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, prepares items for storage.)
- Directs custodial snow removal operations for assigned buildings. Clears snow and ice from walkways and entrances. Assists with maintenance snow removal operations as directed.
- Directs custodial services for assigned buildings. Perform custodial services including but not limited to: floor care, cleans furniture and fixtures, trash removal, moving furnishings, locker cleaning, replacing light bulbs, restroom sanitation and restocking, cleaning glass surfaces, sanitizing high touch areas, carpet care, and floor finishing.
- Assists in creating custodial cleaning guidelines, staffing schedules, and coordination of extra duty event.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	CUSTODIAN I	File 605
Reports To:	Assigned administrator/supervisor	
Job Objective:	Performs light maintenance duties and participates in the delivery of custodial services.	
Minimum Qualifications:	• Available to work a non-traditional schedule and irregular hours when needed. • Demonstrated leadership abilities and a willingness to take on challenging tasks. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • High school diploma or GED. • Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed. Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Heavy strength: Exerting 50-100 lbs occasionally, 25-50 lbs frequently, or 10-20 lbs constantly. Duties require communicating verbally, crouching, operating power equipment, pushing/pulling with both hands, reaching overhead, standing/walking while working, stooping, and using hand tools. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Uses technical and physical skills to clean and maintain designated areas or buildings.**

- Follows District procedures for safety and security for students and staff.
- Able to operate office computers and phones for communication and other job related tasks.
- Complies with Safety Data Sheet (SDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines when cleaning blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Respects the educational environment and avoids disrupting building activities whenever possible.
- Maintains orderly work and storage areas.
- Monitors building security and take corrective action to address security concerns. Directs visitors to the main office.
- Monitors work performed by outside vendors to ensure compliance with District specifications.
- Identifies work priorities to focuses on tasks that requiring immediate attention. Demonstrates the ability to work independently with effective time management skills.
- Assists community groups, special event preparation, and cleanup activities as directed.
- Assists with receiving building deliveries and delivers/picks up materials as directed.
- Performs preventative maintenance tasks related to assigned job duties.
- Utilizes the district work order system to report and track facility, building, equipment, and grounds issues (i.e., drainage/flooding, electrical systems, equipment concerns, lighting, plumbing, structural components, unsafe trees/turf, water leaks, weather damage, etc.). Emergency or life safety issues must be reported immediately to a supervisor or administrator and followed by submission of a work order.
- Maintains and holds a valid Pesticide Applicator's License when required.
- Responds to facility emergencies including fire alarms, utility failures, water leaks, weather damage, equipment failures, and other safety hazards. Takes appropriate action to mitigate hazards and notifies appropriate staff or emergency responders as necessary.
- Uses District tools, equipment, vehicles, and technology responsibly and in accordance with District policies and safety guidelines. Reports equipment damage, malfunctions, or unsafe conditions immediately.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded. Complies with District records retention and disposal policies.
- Familiar with buildings blueprints, drawings, plans, and maps associated with assigned facilities. Utilizes available documents to accurately plan, measure, and complete work assignments.
- Complete assigned work orders and tasks in a safe, clean, and timely manner.
- Assist in instructing and training custodial staff in the proper use of equipment, materials, and methods to ensure efficient and effective job performance.
- Assists with requisitioning materials, supplies, and services. Assists in researching products, services, and costs. Assists in maintaining procurement records.
- Assists in conducting routine inspection of facilities, buildings, equipment, and grounds to identify needs or deficiencies and supports corrective actions.
- Performs general carpentry, electrical, glazing, masonry, mechanical (HVAC), painting, plastering, and plumbing duties. Assist in preparing equipment for inspections and shutdowns.
- Assist in monitoring and adjusting the HVAC Building Automation System (BAS) as it relates to schedules and temperatures.
- Assists in maintaining flowerbeds, lawns, shrubs, trees, and other groundskeeper and landscaping elements. Applies fertilizer and seed as directed. Maintains pesticide logs as required. Anticipates weather conditions to avoid work delays.

- Assist with maintaining playgrounds, play areas, and play elements.
- Clears snow and ice from walkways and entrances. Assists with maintenance snow removal operations as directed.
- Performs custodial services including but not limited to: floor care, cleans furniture and fixtures, trash removal, moving furnishings, locker cleaning, replacing light bulbs, restroom sanitation and restocking, cleaning glass surfaces, sanitizing high touch areas, carpet care, and floor finishing.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title:** CUSTODIAN II**File 606****Reports To:** Assigned administrator/supervisor**Job Objective:** Performs general custodial duties.

- Minimum Qualifications:**
- Available to work a non-traditional schedule and irregular hours when needed.
 - Demonstrates a willingness to take on challenging tasks.
 - Basic computer proficiency or commitment to promptly acquire job-related technology skills.
 - Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
 - High school diploma or GED.
 - Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed. Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly. Duties require communicating verbally, crouching, far/near visual acuity, fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking while working, stooping, using a ladder or work platform, and working with hand/power tools.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Uses technical and physical skills to clean and maintain designated areas or buildings.****Assists with building, equipment, and grounds maintenance activities.**

- Follows District procedures for safety and security for students and staff.
- Able to operate office computers and phones for communication and other job related tasks.
- Complies with Safety Data Sheet (SDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines when cleaning blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Respects the educational environment and avoids disrupting building activities whenever possible.
- Maintains orderly work and storage areas.
- Monitors building security and take corrective action to address security concerns. Directs visitors to the main office.
- Monitors work performed by outside vendors to ensure compliance with District specifications.
- Identifies work priorities to focuses on tasks that requiring immediate attention. Demonstrates the ability to work independently with effective time management skills.
- Assists community groups, special event preparation, and cleanup activities as directed.
- Assists with receiving building deliveries and delivers/picks up materials as directed.
- Performs preventative maintenance tasks related to assigned job duties.
- Utilizes the district work order system to report and track facility, building, equipment, and grounds issues (i.e., drainage/flooding, electrical systems, equipment concerns, lighting, plumbing, structural components, unsafe trees/turf, water leaks, weather damage, etc.). Emergency or life safety issues must be reported immediately to a supervisor or administrator and followed by submission of a work order.
- Maintains and holds a valid Pesticide Applicator's License when required.
- Responds to facility emergencies including fire alarms, utility failures, water leaks, weather damage, equipment failures, and other safety hazards. Takes appropriate action to mitigate hazards and notifies appropriate staff or emergency responders as necessary.
- Uses District tools, equipment, vehicles, and technology responsibly and in accordance with District policies and safety guidelines. Reports equipment damage, malfunctions, or unsafe conditions immediately.
- Prepares paperwork as directed. Compiles with District records retention and disposal policies.
- Familiar with buildings blueprints, drawings, plans, and maps associated with assigned facilities. Utilizes available documents to accurately plan, measure, and complete work assignments.
- Complete assigned work orders and tasks in a safe, clean, and timely manner.
- Assists in conducting routine inspection of facilities, buildings, equipment, and grounds to identify needs or deficiencies and supports corrective actions.
- Assists in performing general carpentry, electrical, glazing, masonry, mechanical (HVAC), painting, plastering, and plumbing duties. Assist in preparing equipment for inspections and shutdowns.
- Assists in maintaining flowerbeds, lawns, shrubs, trees, and other groundskeeper and landscaping elements. Applies fertilizer and seed as directed. Maintains pesticide logs as required. Anticipates weather conditions to avoid work delays.
- Assist with maintaining playgrounds, play areas, and play elements.
- Clears snow and ice from walkways and entrances. Assists with maintenance snow removal operations as directed.

- Performs custodial services including but not limited to: floor care, cleans furniture and fixtures, trash removal, moving furnishings, locker cleaning, replacing light bulbs, restroom sanitation and restocking, cleaning glass surfaces, sanitizing high touch areas, carpet care, and floor finishing.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	VEHICLE MAINTENANCE FOREMAN	File 702
Reports To:	Transportation Supervisor	
Job Objective:	Manages and performs vehicle maintenance and repair services. Note: Driving duties may be assigned. See the "bus driver" job description for additional information.	
Minimum Qualifications:	• Ability to deal with stressful traffic, weather conditions, and passenger distractions. • Available to work a non-traditional schedule and irregular hours when needed. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Holds/maintains a valid Ohio CDL with all required endorsements. Demonstrates a steadfast commitment to defensive driving practices. • Maintains a record free of criminal violations that prohibit public school employment. • Meets all maintenance personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10. • Satisfactory pre-employment and ongoing random drug/alcohol test results.	
Preferred Attributes:	Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Very Heavy strength: Exerting over 100 lbs occasionally, over 50 lbs frequently, or over 20 lbs constantly. Requires the ability to push and pull up to 300 lbs on wheels (e.g., shop equipment). Duties require communicating verbally, hearing (to diagnose mechanical defects) , far/near visual acuity, color vision (e.g., distinguishing wiring codes) , fine/gross manipulation, operating a motor vehicle (including trucks, tractors, and forklifts) , reaching at or below shoulder height and overhead, standing/walking, stooping, using a ladder or work platform, and working with hand/power tools.	
	¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Manages vehicle maintenance and repair services. Uses technical and physical skills to ensure all district vehicles operate properly. Manages emergency repair procedures.**

- Assists in the investigation of auto and bus accidents as needed.
- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
- Assumes responsibility for the housekeeping and safety of the garage building, equipment, and adjacent grounds, ensuring the facility is maintained in a neat, clean, and orderly manner.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Helps coordinate Ohio State Highway Patrol annual bus inspections.
- Identifies work priorities to focus on tasks that require immediate attention.
- Implements a preventive maintenance program.
- Inspects, services, and tests equipment. Identifies and documents irregularities/equipment abuse.
- Instructs assigned staff in equipment, materials, and methods for proficient job performance.
- Keeps equipment repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Performs skilled maintenance and repair on a wide variety of equipment beyond standard vehicles, including tractors, lawn and garden equipment, and other associated machinery.
- Monitors work provided by outside vendors to ensure compliance with district specifications.
- Performs equipment reliability assessments. Encourages drivers to report problems quickly.
- Performs routine maintenance services (e.g., adjusts/replaces belts, changes oil, lubricates fittings, maintains fluid levels, replaces filters, etc.) Repairs mechanical systems (e.g., air/hydraulic lines, brakes, electrical, engine, transmission, etc.) Installs bearings, bushings, gears, pistons, rods, valves, etc. Performs chassis and frame repairs. Replaces heaters, mirrors, radios, wipers, etc.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Responds promptly when vehicles become disabled on the road.
- Utilizes specialized skills, including extensive knowledge of welding, cutting torches, painting, and body work, to complete complex frame, chassis, and equipment repairs.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Instructs school bus drivers in the proper daily service and routine maintenance procedures for their assigned vehicles.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by Supervisor(s)**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	MECHANIC	File 703
Reports To:	Transportation Supervisor	
Job Objective:	Performs vehicle maintenance and repair services. Note: Driving duties may be assigned. See the "bus driver" job description for additional information.	
Minimum Qualifications:	• Ability to deal with stressful traffic, weather conditions, and passenger distractions. • Available to work a non-traditional schedule and irregular hours when needed. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Holds/maintains a valid Ohio CDL with all required endorsements. Demonstrates a steadfast commitment to defensive driving practices. • Maintains a record free of criminal violations that prohibit public school employment. • Meets all maintenance personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10. • Satisfactory pre-employment and ongoing random drug/alcohol test results.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Heavy strength to very heavy strength: Exerting 50 to over 100 lbs occasionally, over 50 lbs frequently, or over 20 lbs constantly. Requires the ability to push and pull up to 300 lbs on wheels (e.g., shop equipment). Duties require communicating verbally, hearing (to diagnose mechanical defects) , far/near visual acuity, color vision (e.g., distinguishing wiring codes) , fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking, stooping, crouching, using a ladder or work platform, and working with hand/power tools. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Uses technical and physical skills to inspect, repair, and maintain district vehicles.****Implements a preventive maintenance program. Effectively deals with emergency repairs.**

- Assumes responsibility for general housekeeping duties in and around the garage, ensuring the facility, tools, supplies, and records are maintained in a neat, clean, and orderly manner.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Helps coordinate Ohio State Highway Patrol annual bus inspections.
- Identifies work priorities to focus on tasks that require immediate attention.
- Inspects, services, and tests equipment. Identifies and documents irregularities/equipment abuse.
- Keeps equipment repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
- Monitors work provided by outside vendors to ensure compliance with district specifications.
- Performs skilled maintenance and repair on a wide variety of equipment beyond standard vehicles, including tractors, lawn mowers, snow equipment, and other ground equipment.
- Performs equipment reliability assessments. Encourages drivers to report problems quickly.
- Performs routine maintenance services (e.g., adjusts/replaces belts, changes oil, lubricates fittings, maintains fluid levels, replaces filters, etc.) Repairs mechanical systems (e.g., air/hydraulic lines, brakes, electrical, engine, transmission, etc.) Installs bearings, bushings, gears, pistons, rods, valves, etc. Performs chassis and frame repairs. Replaces heaters, mirrors, radios, wipers, etc.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Responds promptly when vehicles become disabled on the road.
- Tracks maintenance supply levels to ensure reliable transportation services.
- Utilizes specialized skills including welding, cutting torches, and body work to complete complex frame, chassis, and equipment repairs.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Assists in directing part-time mechanics, substitutes, or other transportation staff as necessary.
- Instructs school bus drivers in the proper daily service and routine maintenance procedures for their assigned vehicles.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by Supervisor(s)**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	BUS DRIVER	File 704
Reports To:	Transportation Supervisor	
Job Objective:	Provides authorized transportation services. Safely transport students in a caring and professional manner. Operate the school bus in accordance with the school board policy and state/federal regulations. Note: Safety is the top priority (even when delays disrupt the schedule). Perform safety checks on the bus. Maintain proper discipline on the bus by enforcing school board and State of Ohio rules and regulations. The driver and bus aide/monitor work as a team.	
Minimum Qualifications:	• Ability to deal with stressful traffic, weather conditions, and passenger distractions. • Available to work a non-traditional schedule and irregular hours when needed. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Holds/maintains a valid Ohio CDL with all required endorsements. Demonstrates a steadfast commitment to defensive driving practices. • Maintains a record free of criminal violations that prohibit public school employment. • Meets all school bus driver personnel qualifications and training program requirements described in the Ohio Administrative Code 3301-83-06 and 3301-83-10, and standards for school bus drivers established by the Ohio Department of Education (ODE), Ohio Revised Code (ORC), and the Board of Education. • Satisfactory pre-employment and ongoing random drug/alcohol test results.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Medium to heavy strength: Exerting 20–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly, operating the bus hood and door, and handling fluids Duties require communicating verbally, far/near visual acuity, color vision (to distinguish lights) , hearing (to listen for mechanical defects) , fine/gross manipulation, reacting quickly to traffic and weather conditions, reaching at or below shoulder height, frequent climbing of bus steps , standing, kneeling, crouching, and stooping. Activities involve long periods of sitting while operating a motor vehicle.	
	¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Provides dependable transportation services. Complies with all Ohio Pupil Transportation Operations and Safety Rules as found in Ohio Administrative Code 3301-83.**

- Assists as needed when aware of passengers with medical/health considerations.
- Assumes responsibility for ensuring the proper number of assigned car seats and restraints are available in the vehicle.
- Assumes responsibility for controlling student conduct. Reports concerns to administrators.
- Assumes responsibility for the interior and exterior cleanliness of the vehicle.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.)
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.) Reports traffic citations, accidents, or property damage to the supervisor.
- Conducts emergency evacuation drills that comply with state standards.
- Exercises responsible leadership and coordinates with the attending teacher(s) when operating vehicles for school field trips.
- Follows district field trip procedures. Remains available to passengers during trips as instructed.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.)
- Identifies work priorities to focus on tasks that require immediate attention.
- Immediately reports equipment concerns in writing.
- Immediately notifies the supervisor or dispatch in the case of mechanical failure or route lateness.
- Loads/unloads passengers at assigned stops. Operates the ramp or wheelchair lift as needed. Ensures riders are seated and mobility equipment is secured before the vehicle moves.
- Maintains established routes and time schedules. Transports only authorized passengers.
- Participates in the district's bus safety program as directed.
- Performs pre/post-trip safety inspections. Checks fire, first aid, and safety equipment.
- Prepares required reports and/or documentation, which may include, but is not limited to, accident reporting, student conduct/behavioral incidents, etc.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
- Promptly reports hazardous road conditions that may impede district services.
- Warms up the engine in cold weather conditions.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information, including sensitive health matters such as student medications.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Remains available and responsive in the event of an emergency school dismissal.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by supervisor(s).**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title: **BUS DRIVER TRAINER / ON THE BUS INSTRUCTOR** **File 705**

Reports To: Transportation Supervisor

Job Objective: Manages the delivery of a standardized bus driver training curriculum.

Minimum Qualifications:

- Ability to deal with stressful traffic, weather conditions, and passenger distractions.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Holds/maintains a valid Ohio CDL with all required endorsements. Demonstrates a steadfast commitment to defensive driving practices.
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets and maintains all On-the-bus Instructor (OBI) personnel qualifications and training program requirements described in the Ohio Administrative Code 3301-83-06 and 3301-83-10.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Medium to heavy strength: Exerting 20-100 lbs occasionally, 25-50 lbs frequently, or 10-20 lbs constantly (e.g., operating the bus hood and door, and handling fluids) . Duties require communicating verbally, far/near visual acuity, color vision (to distinguish lights) , hearing (to listen for mechanical defects) , fine/gross manipulation, reacting quickly to traffic and weather conditions, reaching at or below shoulder height, frequent climbing of bus steps , standing, kneeling, crouching, and stooping. Activities involve long periods of sitting while operating a motor vehicle.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Delivers bus/van driver training programs. Establishes/sustains a culture of high performance and accountability for training activities.**

- Aligns instructional strategies with the learning styles of adult participants.
- Certifies training activities meet all Ohio Pupil Transportation Operations and Safety Rules.
- Evaluates knowledge and driving skills of applicants. Ensures drivers are familiar with all types of district vehicles. Helps verify drivers are qualified and correctly licensed for assigned vehicles.
- Helps applicants obtain training packets and for the Commercial Driver's License (CDL) test.
- Instructs students in how to safely cope with emergencies associated with the operation of a school bus.
- Identifies work priorities to focus on tasks that require immediate attention.
- Implements bus safety programs. Conducts evacuation drills. Promotes defensive driving.
- Instructs drivers in methods to assist students with disabilities (e.g., mobility assistance, transferring, wheelchair lifts, safety equipment, evacuation procedures, etc.)
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains exhaustive knowledge of all parts and procedures required for pre-trip inspections, and explicitly teaches these legal requirements to trainees.
- Monitors driver compliance with all continuing education requirements.
- Prepares necessary operational reports, which may include route maps, schedules, pupil lists, and accident reports.
- Schedules classes for driver training and certification tests.
- Organizes events to recognize transportation staff achievements.
- Updates instructional materials as needed. Provides classroom and on-the-road training.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information, including sensitive health matters such as student medications.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Attends all trainings to maintain OBI status and keep up with new rules and regulations.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Maintains knowledge of basic first-aid procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Remains available and responsive in the event of an emergency school dismissal.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	BUS AIDE	File 706
Reports To:	Assigned administrator/supervisor	
Job Objective:	Assists students to support safe, efficient, and courteous transportation services. Note: Safety is the top priority (even when delays disrupt the schedule). The driver and bus aide work as a team.	
Minimum Qualifications:	- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) - Maintains a record free of criminal violations that prohibit public school employment. - Meets all bus aides personnel qualifications and training program requirements described in the Ohio Administrative Code 3301-83-06 and 3301-83-10.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Medium to heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–25 lbs constantly. Requires the ability to push and pull up to 300 lbs on wheels (e.g., handling wheelchairs). Duties require communicating verbally, hearing, far/near visual acuity, occasional color vision, fine/gross manipulation, reaching at or below shoulder height, standing, climbing, balancing, stooping, kneeling, and crouching. Activities involve long periods of sitting. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	
Essential Functions:	1. Monitors and assists students under the guidance of the bus/van driver. - Assists as needed when aware of passengers with medical/health considerations. - Assists with ensuring the proper number of assigned car seats and restraints are available in the vehicle. - Communicates rules to students (i.e., behavioral expectations and non-compliance consequences). - Ensures riders are safely seated and mobility equipment is fully secured using proper tie-downs, shoulder straps, car seats, and child harnesses. - Helps the driver clean up spills or other conditions that may contribute to an accident. - Identifies work priorities to focus on tasks that require immediate attention. - Keeps the bus driver and school personnel informed about behavior concerns. - Learns proper procedures to assist students during emergency bus evacuations. - Learns proper procedures to operate the wheelchair lift from both the inside and outside of the bus. - Loads/unloads passengers at assigned stops. Operates the ramp or wheelchair lift as needed. Ensures riders are seated and mobility equipment is secured before the vehicle moves. - Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded. - Uses positive behavioral interventions and supports to maintain discipline. - passenger loading/unloading. Ensures passengers are seated before the vehicle moves.	

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information, including sensitive health matters such as student medical records.
- Serves as a positive role model for students, demonstrating how to conduct themselves as responsible citizens.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Maintains knowledge of basic first-aid and CPR procedures.
- Remains available and responsive in the event of an emergency school dismissal.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by Supervisor(s)**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	VAN DRIVER	File 707
Reports To:	Transportation Supervisor	
Job Objective:	Provides authorized transportation services. Note: Safety is the top priority (even when delays disrupt the schedule). The driver and bus aide/monitor work as a team.	
Minimum Qualifications:	• A Commercial Drivers License (CDL) may be required as a condition of employment. • Ability to deal with stressful traffic, weather conditions, and passenger distractions. • Available to work a non-traditional schedule and irregular hours when needed. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices. • Maintains a record free of criminal violations that prohibit public school employment. • Meets all school bus driver personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10. • Satisfactory pre-employment and ongoing random drug/alcohol test results.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Medium to heavy strength: Exerting 20–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly. Requires the ability to push and pull up to 300 lbs on wheels (e.g. handling wheelchairs) Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reacting quickly to traffic and weather conditions, reaching at or below shoulder height, standing, and stooping. Activities involve long periods of sitting while operating a motor vehicle.	
	¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Provides dependable transportation services. Complies with all Ohio Pupil Transportation Operations and Safety Rules as found in Ohio Administrative Code 3301-83.**

- Assists as needed when aware of passengers with medical/health considerations.
- Assumes responsibility for ensuring the proper number of assigned car seats and restraints are available in the vehicle.
- Assumes responsibility for controlling student conduct. Reports concerns to administrators.
- Assumes responsibility for the interior and exterior cleanliness of the vehicle.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.)
- Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.) Reports traffic citations, accidents, or property damage to the supervisor.
- Conducts emergency evacuation drills that comply with state standards.
- Follows district field trip procedures. Remains available to passengers during trips as instructed.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.)
- Identifies work priorities to focus on tasks that require immediate attention.
- Immediately reports equipment concerns in writing.
- Loads/unloads passengers at assigned stops. Operates the ramp or wheelchair lift as needed. Ensures riders are seated and mobility equipment is secured before the vehicle moves.
- Maintains established routes and time schedules. Transports only authorized passengers.
- Participates in the district's bus safety program as directed.
- Performs pre/post-trip safety inspections. Checks fire, first aid, and safety equipment.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
- Promptly reports hazardous road conditions that may impede district services.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Remains available and responsive in the event of an emergency school dismissal.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- null

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	COURIER	FILE 708
Reports To:	Assigned administrator/supervisor	
Job Objective:	Delivers mail, supplies, and equipment. Performs ancillary duties as assigned.	
Minimum Qualifications:	• A Commercial Drivers License (CDL) may be required as a condition of employment. • Ability to deal with stressful traffic, weather conditions, and other distractions. • Available to work a non-traditional schedule and irregular hours when needed. • Basic computer proficiency or commitment to promptly acquire job-related technology skills. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • High school diploma or GED. Job-specific skills verified by training and relevant work experience. • Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices. • Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Heavy strength (lifting up to approximately 65 lbs. and pushing/pulling up to 300 lbs. on wheels) Duties require balancing , communicating verbally , crouching , far/near visual acuity , fine/gross manipulation (including frequent repetitive hand motion) , kneeling , operating a motor vehicle , reaching/stretching with hands and arms , sitting , standing/walking , stooping , and using a traditional keyboard. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Provides dependable delivery services.**

- Assumes responsibility for the interior and exterior cleanliness of the vehicle.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.) Reports traffic citations, accidents, or property damage to the supervisor.
- Follows specific directions in completing details for special mailings at the U.S. Post Office (e.g., registered mail, bulk mail)
- Handles secure and sensitive deliveries, including transporting money deposits to banks, delivering legal documents, and moving materials directly between Board members and administrators.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.)
- Identifies work priorities to focus on tasks that require immediate attention.
- Immediately reports equipment concerns in writing.
- Loads items for efficient routing/delivery. Follows established check-in procedures at each delivery site. Reports packages/materials damaged in transit.
- Maintains established routes and time schedules. Transports only authorized passengers.
- Performs pre/post-trip safety inspections. Checks fire, first aid, and safety equipment.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
- Promptly reports hazardous road conditions that may impede district services.
- Respects the educational environment. Avoids disrupting building activities.
- Safely loads, transports, and unloads a wide variety of district materials, including daily/weekly cafeteria commodities, computers and audio-visual equipment, public library materials, and books/manuals.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information, including highly sensitive documents such as personnel evaluations, Individualized Education Programs (IEPs), and medical information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by Supervisor(s)

- Assists with catering needs and delivering handouts at the Education Center, and helps clean and preserve designated spaces and equipment within the buildings.
- Serves as a positive role model for students, demonstrating how to conduct themselves as responsible citizens.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	HEAD COOK	File 801
Reports To:	Assigned administrator/supervisor	
Job Objective:	Manages the preparation of food in compliance with nutrition, health, and safety regulations.	
Minimum Qualifications:	• Available to work a non-traditional schedule and irregular hours when needed. • Demonstrated leadership abilities and a willingness to take on challenging tasks. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Maintains a record free of criminal violations that prohibit public school employment. • Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees. ServSafe(R) Certification is required.	
Preferred Attributes:	Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly. Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height and overhead frequently, standing/walking constantly, stooping/bending/kneeling/crouching occasionally. Frequent requirement to push and pull various food and supplies up to a maximum of 200 lbs on wheels (this is in our current job description).	
	¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Coordinates food preparation activities. Upholds all federal school nutrition standards.**

- Follows BBHCSD procedures for safety and security for students and staff.
- Complies with USDA child nutrition guidelines. Follows state and federal policies and guidelines for the School Breakfast Program and National School Lunch Program.
- Ensures compliance with all health and food safety regulations (e.g., hazard analysis critical control point principles and standard operating procedures).
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Attends to the needs of students with dietary restrictions. Provides alternate menu item(s) as needed.
- Follows published menus. Orders food and supplies according to cycle menu and prepares meals according to standardized recipes to maintain quality control.
- Manages the setup of the serving lines and attractive presentation of food. Replenishes food to maintain an orderly flow of customers.
- Assists in serving meals when necessary.
- Identifies work priorities to focus on tasks that require immediate attention. Instructs assigned staff in equipment, materials, and methods for proficient job performance.
- Actively supervises assigned personnel. Cultivates staff leadership skills.
- Operates the cash register and/or point-of-sale (POS) system. Ensures money is exchanged correctly. Prepares daily deposit for cash/checks received. Reports discrepancies to Food Service Supervisor.
- Stocks items in food service vending machines, as applicable.
- Completes daily production records for breakfast and lunch.
- Maintains effective document and records management systems. Prepares timely files. Complies with district records retention and disposal policies.
- Ensures leftover food and supplies are stored properly.
- Receives deliveries. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.
- Operates all other kitchen equipment as directed and oversees the sanitization of equipment according to cleaning schedules.
- Documents inventory of food and supplies at the end of the school year.
- Assists with the planning, ordering, preparation, and cleaning of special functions, as applicable.
- Able to operate office computer and phone for communication, ordering, and other various job related tasks.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and confidentiality of sensitive information, particularly as it relates to free and reduced-price meal eligibility and other related areas.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Interacts in a positive, diplomatic matter with staff, students, families, and community members.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION**

Title:	COOK I	File 802
Reports To:	Assigned administrator/supervisor	
Job Objective:	Prepares food in compliance with nutrition, health, and safety regulations.	
Minimum Qualifications:	• Available to work a non-traditional schedule and irregular hours when needed. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Maintains a record free of criminal violations that prohibit public school employment. • Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees.	
Preferred Attributes:	Approachable, conscientious, and self-assured.	
Physical Demand Level¹:	Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly. Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height and overhead frequently, standing/walking constantly, stooping/bending/kneeling/crouching occasionally. Frequent requirement to push and pull various food and supplies up to a maximum of 200 lbs on wheels (this is in our current job description). ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Prepares/serves food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.**

- Follows BBHCSD procedures for safety and security for students and staff.
- Complies with USDA child nutrition guidelines. Follows state and federal policies and guidelines for the School Breakfast Program and National School Lunch Program.
- Complies with all health and food safety regulations (e.g., hazard analysis critical control point principles and standard operating procedures).
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Attends to the needs of students with dietary restrictions. Provides alternate menu item(s) as needed.
- Follows published menus. Prepares meals according to standardized recipes to maintain quality control.
- Assists with the setup of the serving lines and attractive presentation of food. Replenishes food to maintain an orderly flow of customers.
- Assists in serving meals when necessary.
- Operates the cash register and/or point-of-sale (POS) system. Ensures money is exchanged correctly. Prepares a daily record of money received. Reports discrepancies to Head Cook.
- Helps with the receipt of deliveries. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
- Ensures leftover food and supplies are stored properly.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.
- Operates all other kitchen equipment as directed. Assists with the sanitization of equipment according to cleaning schedules.
- Stocks items in food service vending machines, as applicable.
- Works closely with the Head Cook to assist in ordering food and supplies.
- Acts as Head Cook in her/his absence. Able to perform all essential functions.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and confidentiality of sensitive information, particularly as it relates to free and reduced-price meal eligibility and other related areas.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Interacts in a positive, diplomatic matter with staff, students, families, and community members.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title:** **FOOD SERVICE WORKER****File 803****Reports To:** Assigned administrator/supervisor**Job Objective:** Prepares and serves meals. Performs additional food service duties as directed.

- Minimum Qualifications:**
- Available to work a non-traditional schedule and irregular hours when needed.
 - Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
 - Maintains a record free of criminal violations that prohibit public school employment.
 - Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees.
 - This needs to added as its own section after preferred attributes Physical demand level Medium strength: Exerting 20–50 lbs occasionally, 10–25 lbs frequently, or up to 10 lbs constantly. Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height and overhead frequently, standing/walking constantly, stooping/bending/kneeling/crouching occasionally. Frequent requirement to push and pull various food and supplies up to a maximum of 200 lbs on wheels (this is in our current job description).

Preferred Attributes: Approachable, conscientious, and self-assured.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Prepares/serves food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.**

- Follows BBHCSD procedures for safety and security for students and staff.
- Complies with USDA child nutrition guidelines. Follows state and federal policies and guidelines for the School Breakfast Program and National School Lunch Program.
- Complies with all health and food safety regulations (e.g., hazard analysis critical control point principles and standard operating procedures).
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Attends to the needs of students with dietary restrictions. Provides alternate menu item(s) as needed.
- Assists with the setup of serving lines and attractive presentation of food. Replenishes food to maintain an orderly flow of customers.
- Serves meals according to published menus and standardized recipes.
- Operates the cash register and/or point-of-sale (POS) system. Ensures money is exchanged correctly. Prepares a daily record of money received. Reports discrepancies to Head Cook.
- Helps with the receipt of deliveries. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
- Ensures leftover food and supplies are stored properly.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.
- Operates all other kitchen equipment as directed. Assists with the sanitization of equipment according to cleaning schedule.
- Stocks items in food service vending machines, as applicable.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and confidentiality of sensitive information, particularly as it relates to free and reduced-price meal eligibility and other related areas.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Interacts in a positive, diplomatic matter with staff, students, families, and community members.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

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