

**NOTICE OF SPECIAL BOARD MEETING MEETING OF THE BOARD OF TRUSTEES
MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331
RUPERT, MINIDOKA COUNTY, IDAHO**

NOTICE IS HEREBY GIVEN that an **Special Meeting** of the Board of Trustees of the Minidoka County Joint School District is posted for **Wednesday, November 2, 2022 at 5:00 PM** at the **District Service Center**
310 10th Street
Rupert, ID 83350 at which meeting the following business will be conducted:

CALL TO ORDER & ROLL CALL:

Bonnie Heins, Chair	Dr. Kenneth Cox, Superintendent
Rick Stimpson, Vice Chair	Kerri Tibbitts, Board Clerk
Russ Suchan, Trustee	Reed Cotten, School Counsel
Jeff Gibson, Trustee	
Mary Andersen, Trustee	

1. CALL TO ORDER & ROLL CALL (5:00)
2. EXECUTIVE SESSION: Idaho Code 74-206 (1) (a) personnel; (f) legal counsel
3. DISCUSSION
 - A. FFA Stipend
 - B. Job Descriptions
4. BUSINESS
 - A. Approval of FFA Stipend
5. ADJOURNMENT

2
3

#boldsubject#

** Robert's Rules of Order will govern all meetings

*** Any person needing special accommodations to participate in the above-noticed meeting should contact the Minidoka County School District one (1) day prior to the meeting at 310 10th St., Rupert, Id. (208) 436-4727

Good afternoon,

Please consider adjusting the Activity Stipend for our Minico Ag/FFA advisors. Each advisor assumes different responsibilities throughout the school year, as well as the summer. You currently have that breakdown with explanations.

Our program at Minico high school has grown in numbers and participants. We now have 4 advisors that work directly with our students and FFA members. Please adjust this on the spreadsheet as well.

We would like them to be placed on the Tier 2 Schedule.

Sophie Cowgil 0-2 years=\$3,006

Layton Bohlman 0-2 years=\$3,006

Rick Stimpson 0-2 years=\$3,006 ** Rick will move over a lane next year with 3 years of experience.

Jessica Stapelman 6-10 year=\$3, 890

The team has agreed to have their stipend paid in one sum either in May or June(whatever works best for the business office and paperwork). They will assume lane changes and adjustments beginning in the new fiscal year-July.

Thank you for meeting with us and supporting our growing programs.

Kimberley M. Kidd
Principal
Minico High School
208-436-4721 ext. 3100

Everyday counts! Be #SpartanStrong



POSITION TITLE: Board Clerk/Superintendent's Secretary
Pay Grade: IX

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The principal function of the Board Clerk/Superintendent's Secretary Classification is to perform journey level secretarial and advanced administrative support work for the Board of Trustees and Superintendent of Schools. At this level, there is a cross-over between general clerical work in support of general office functions to more complex and less routine work of a secretarial nature. The principal duties of this class are performed in a general office environment.

Acceptable Qualifications:

- High school diploma or GED equivalency required and advanced business training preferred;
- Three years' secretarial experience preferred;
- Notary Public certification required.

Knowledge of:

- Idaho Code and District policies regarding public meetings and elections;
- Customer service procedures, techniques, and objectives;
- Current office practices and procedures;
- Accounting, cash handling, and record keeping practices and procedures;
- Principles and procedures of financial record keeping and reporting;
- English grammar, spelling, and punctuation.

Ability to:

- Learn District programs, policies, procedures and processes sufficiently to convey related information to the public and other District staff;
- Operate standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- File and maintain complex Department records;
- Prepare accurate and grammatically correct written reports, meet state and/or federally mandated deadlines and prepare and maintain required records, logs, reports, and documentation;
- Establish and maintain effective working relationships with other District employees, supervisory personnel, state and local elected officials and the public;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain office, District, and individual confidentiality.

Reports to: Superintendent

Essential Duties and Responsibilities (may vary by assignment):

- Prepares meeting agendas, takes and transcribes minutes, reports or other information;
- Compiles data and information to prepare complex documents, statistical, graphic and other reports;
- Prepares memos, letters, reports and other documents on behalf of and directed to the School Board and Superintendent;
- Ensures school elections are conducted according to Idaho Code;
- Prepares and directs publishing of Board and levy legal notices and brochures concerning School District business;

- Coordinates with the DDRC chairperson expulsion hearings and ensures information is shared with the committee
- Posts notice of public meetings;
- Performs secretarial/administrative assistant duties for Superintendent;
- Conveys data and/or responses to staff, the public, other departments and District employees;
- Maintains District Online Policy Manual;
- Maintains files, data and other information and conducts basic research and analysis on special projects;
- Maintains departmental records, plans, manuals and standard operating procedures;
- Coordinates and schedules various meetings or programs related to School Board and District functions and arranges for physical requirements;
- Makes School Board travel arrangements;
- Plans and organizes annual Retirement Banquet;
- Plans and organizes annual Teacher/Employee of the Year banquet;
- Maintains Open Enrollment requests;
- Maintains complete confidentiality, within guidelines, of all District information;
- Responds to requests for information;
- Assists general receptionist, general office and clerical support, including answering telephone and in-person inquiries, routing calls to appropriate staff, distributing mail, and maintaining office supplies;
- Performs all work duties and activities in accordance with District policies, procedures and safety practices.

Other Related Duties:

- Performs other duties as assigned.

Essential Physical Abilities

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

While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; prepare and review documents and process them in a prescribed order and organize documents and materials; operate a keyboard or type, handle materials, and operate standard office equipment; lift or move objects that weigh up to 30 lbs; and to work in an office environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

All classified employees of the Minidoka County School District #331, including employees in this position, are “at will” employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board: July 16, 2007

Revised: July 18, 2008;

Minidoka County Joint School District #331

Class Title: Business Manager/Board Treasurer

FLSA Designation: Salaried

Class Primary Summary: The principal function of an employee in this class is to prepare, administer and maintain the District's budget, accounting system, and financial books and records, including maintaining an audit trail of all fund accounting, collecting fees, processing invoices and bills, preparing monthly payments and generating regular state, federal and other reports. The Business Manager sets up grant budgets and prepares weekly student attendance and enrollment reports; serves as the District Treasurer and Fiscal Agent for the District; prepares financial reports for the Board and other groups. The Business Manager must possess strong accounting and computer skills and be able to effectively supervise and direct the work of assigned District Office staff. The work is performed under the supervision of the District Superintendent although considerable latitude is granted for independent judgment. The principal duties of this class are performed in a general office environment.

Acceptable Qualifications:

- Minimum of college coursework in accounting and/or finance; Associates or Bachelors Degree preferred;
- Minimum of two years experience in governmental "fund" accounting and budgeting;
- Certified Business Manager desired;
- Accounting, bookkeeping, cash handling, and record keeping practices and procedures; financial audit processes and procedures;
- Working knowledge of basic office procedures, operation of office equipment and machines and related software, particularly spreadsheet application programs, database and word processing;
- Supervisory and management experience, planning, directing and evaluating the work of diverse job groups; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Business Manager;
- Alternatives to the above qualifications may be recommended by the Superintendent and approved by the Board.

Reports to: Superintendent

Essential Duties and Responsibilities (may vary by assignment):

- Prepares, develops, publishes and distributes the District budget as approved by the superintendent and the Board; compiles projections for staffing and funding allocations; prepares and submits the annual budget and amended budget to the Department of Education; reviews all budgets for documentation and revisions; prepares regular and special reports for Superintendent and the Board.
- Sets up and maintains accounting system, setting up funds and accounts in accordance with state and federal requirements; maintains security and setup users.
- Reviews all grants; sets up appropriate revenue and expenditure budgets as designated; maintains files and prepares required reports.
- Trains designated personnel to use the District financial system to access budget accounts and create budget reports.
- Serves as District Treasurer and Fiscal Officer for all financial matters.
- Prepares notices, coordinates, and oversees all bids and surplus sales.
- Prepares and assists in presentation of District financial information for workshops, public information, administration meetings, and Board meetings.
- Prepares and assists for passage of school bonds and supplemental levy elections.
- Prepares tax levies to certify to the county commissioners per Idaho Code 63-803.

- Prepares for audit of all financial accounts and records annually by an independent, certified public accountant selected by the Board.
- Reconciles monthly general ledger with associated bank accounts.
- Maintains files for property deeds, titles, etc., for property and vehicles owned by the District.
- Coordinates the annual renewal of the District property and liability insurance policy.
- Submits and files all insurance and tort claims on behalf of the district.
- Reviews school activity fund reports submitted monthly by the schools.
- Collects sales tax monthly from schools and Food Service.
- Tracks, collects and invoices for accounts receivable for the District.
- Assists in writing policy for approval by the Board on matters related to financial business.
- Supervises and evaluates assigned District Office staff.
- Maintains positive working relationships with all District staff, the public and vendors. Serves as consultant to building principals and secretaries in financial matters.
- Assists the superintendent substantially and effectively in the task of providing leadership and effectiveness in all areas of fiscal management and functions.
- Adheres to school district policy and follows chain of command.

Other Related Duties:

- Works with Superintendent and the Board of Trustees in updating the policy manual.
- Facilitate and develop policy within the assigned areas of responsibility.
- Attends Board meetings, as requested, and prepares such reports for the Board as the Superintendent may request.
- Acts ethically and confidentially in all aspects of employment.
- Performs other duties as assigned.

Essential Physical Abilities

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**POSITION TITLE: Director of School Improvement (Certificated)
Federal Programs**

Qualifications:

1. Idaho Administration Certificate
2. Five Years of Experience in Education
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to: Superintendent

Supervises: Federal Programs Office Personnel (Migrant/EL Specialists, Federal Programs Secretary, McKinney Vento Liaison, JDC Staff, Federal Programs Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Administers the district's program and/or plans to meet NCLB LSEA and AYP accountability requirements;
2. Administers the district Title I Federal program and all related components;
3. Completes state applications and districts evaluations for Title I DFP;
4. Submits program application, evaluation and documentation for Title I to State Department of Education;
5. Supervises the federal emergency immigrant education program;
6. Assists in the implementation of parent and community involvement programs;
7. Analyzes and distributes state and federal mandated testing results;
8. Oversees Federal Program professional development throughout the district;
9. Trains staff on the interpretation of tests and assessment data;
10. Directs school improvement activities throughout the district;
11. Administers all Federal Programs and all related components
12. Completes state applications and district evaluations for Federal Programs
13. Submits program application, evaluation and documentation for the Consolidated State Application to State Department of Education
14. Supervises in the implementation of parent and community involvement programs
15. Coordinates and implements the administration of state mandated tests (ISAT, ACCESS)
16. Works with teachers to correlate all test data with curriculum and applies results to improve instruction
17. Instructs staff on the interpretation of test and assessment data as it relates to school improvement
18. Analyzes state and district test data for school staff, principals and the school board members
- 10.19. Coordinates with building principals on building level school improvement and professional development plans;
- 11.20. Keeps assessment data up-to-date on state and district website and database;
- 12.21. Oversees district teacher evaluation documentation and updates;
- 13.22. Performs other tasks and responsibilities as the Superintendent may assign.

Other Duties as assigned.

Acts ethically and confidentially in all aspects of employment

Approved by the Board: March 2015

Revised:

POSITION TITLE: Special Services Director (Certificated)

Qualifications:

1. Educational Specialist Degree or higher
2. Broad background in Special Education, ADA and 504 Services
3. Three years' successful administrative experience
4. Valid Certification as Director of Special Services
5. Such additions and alternatives to the above qualifications as the Superintendent or School Board may find appropriate and acceptable.

Reports to: Superintendent

Supervises: Special Services Personnel

PERFORMANCE RESPONSIBILITIES:

Director:

1. Establish and maintain services ~~for handicapped~~ students with disabilities;
2. Plan and administer the Special services Dept, in conjunction with the Superintendent
3. Plan and supervise record keeping systems and budget for program
4. Facilitate identification and purchase of equipment for program
5. Manage and supervise program's departmental administrative and clerical operations
6. ~~Conduct r~~Regular meetings with professional staff and other interested parties
7. Monitor and evaluate existing programs for operational effectiveness and make changes or recommendations for improvement
8. Determine the need for new programs and services
9. Recruit, select and place Special Services personnel. Assist building principals, when requested, with selection of Special Education teachers and aides
10. Assign personnel in the homebound tutoring program
11. Develop in-service training programs for Special Education personnel
12. Prepare all financial and program reports required by the State Department of Education
13. Participate in special consultations and case conferences
14. Provide instructional consultation for IEP development and team meetings
15. Act as a liaison between the district and consulting contract medical specialists; ~~including psychiatrists and psychologists~~
16. Arrange for alternative education programs for students who cannot be served adequately in local districts. Coordinate departmental operations with other agencies
17. Maintain liaison with community mental health clinics, parent/patron groups, special schools and other resources offering therapeutic services
18. Interpret the Special Services Program to school personnel and the community at large; problem solving and conflict resolution with staff and parents/patrons
19. Represent the district and the programs in a positive manner regarding customer service and public relations
20. Assist in the development of special programs for students
21. Implement policy for the district's Special Services to ensure ADA and 504 compliances
22. ~~Develop~~ Monitored annually a program of assessment through research and evaluation projects
23. Keep abreast of developments in the field and act as a resource for Special Services staff and other personnel

24. Check voicemail daily (or make arrangements to have voicemail checked when not on duty), and respond to voicemail messages
25. Act as purchasing agent for Special Services
26. Assume responsibility for own professional growth and development
27. Know and follow school district policy and chain of command
28. Manage and supervise Medicaid billing and assure compliance with Medicaid protocols

Other duties as assigned:

Approved by the Board: June 6, 2004

Revised:

POSITION TITLE: Director of Student Achievement (Certificated)

Qualifications:

1. Idaho Administrative Certificate;
2. Five (5) years of experience in education;
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable

Supervises: IT Director, District Technology Integration Coach

Reports to: Superintendent

PERFORMANCE RESPONSIBILITIES: (Responsibilities may be delegated, but such delegation does not relieve the responsibility.)

1. Provides teachers with technology skills and strategies for teaching in the classroom;
2. Conducts -weekly staff development training on current technology teaching strategies and skills when applicable;
3. Oversees technology integration; curriculum ~~and assessment coordination~~;
4. Coordinates and implements the administration of state mandated tests;
5. Works with teachers to correlate all test data with curriculum and applies results to improve instruction (IRI);
6. Instructs staff on the interpretation of test and assessment data (IRI);
7. Analyzes state and district test data for school staff, principals and the school board members (IRI);
8. Keeps assessment data up-to-date on the district website and in the state and district's database;
9. Designs and implements feedback from staff, parent, student and community members regarding curriculum and instruction;
- ~~10. Organizes and implements end-of-course assessments in all academic classrooms;~~
- ~~11.~~ 10. Reports to the superintendent and local school committees on the curriculum and staff development needs of their schools;
- ~~12.~~ 11. Directs and coordinates the selection of instructional materials;
- ~~13.~~ 12. Coordinates the district's mentor teacher program;
- ~~14.~~ 13. Monitors and coordinates the implementation of software curriculum that the district purchases;
- ~~15.~~ 14. Coordinates and directs standard based report cards including rubrics for each grade level;
15. Performs other tasks and assumes other responsibilities as the Superintendent may assign.
16. Oversees Professional Development throughout the District
- ~~16.~~ 17. Organize and schedule Classified Voice committee
- ~~17.~~ 18. Gifted and Talented Coordinator

Other duties as assigned.

~~Acts ethically and confidentially in all aspects of employment.~~

~~TERMS OF EMPLOYMENT:~~

~~Certified Employee~~

~~As per written:~~

~~Certified: _____~~

~~✓ ✓ ~~STANDARD ADMINISTRATIVE CONTRACT~~~~

~~Duties and responsibilities as outlined in the Job Description, Board Policy, Administrative Procedures, and Negotiated Agreement.~~

~~_____ ✓ ~~SUPPLEMENTAL CONTRACT~~~~

~~Duties and responsibilities as outlined in (separate) Job Description, Board Policy, Administrative Procedures.~~

~~_____~~

~~EVALUATION:~~

~~Performance of this position will be evaluated continuously and annually by the designated administrator.~~

Employee Signature _____ Date

Administrator Signature _____ Date
(Direct Supervisor)

~~Approved by the Board of Education: 6/2004~~ June 2004
Revised:

POSITION TITLE Food Service Supervisor

FLSA

Designation: Salaried

Class Primary Summary: The principal function of the Food Service Supervisor classification is to perform supervisory, management, and administrative duties over the Food Services Department to provide meals to District students and staff conforming with District, state, federal, and other applicable nutritional and health standards. The principal duties of this class are performed in a general office environment.

Acceptable Qualifications:

- ~~High school diploma or GED equivalency; Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.~~
- ~~Food service management experience preferred;~~
- Accounting/advanced bookkeeping experience preferred;
- ~~BA in Nutrition preferred.~~

Knowledge of:

- Operation of the Food Service/Nutrition Department;
- Federal, State, District, and other applicable nutritional, health, safety, sanitation, and food preparation procedures, standards, regulations, and codes;
- Budget preparation and administration techniques and policies;
- Community relations techniques and objectives;
- Cooking, ordering and scheduling functions;
- Current office practices and procedures;
- Accounting, bookkeeping, cash handling, deposit, and record keeping practices and procedures;
- Principles and procedures of financial record keeping and reporting;
- English grammar, spelling, and punctuation.

Ability to:

- Administer a school district food service/nutrition program, including personnel, menus, equipment, facilities, and budget;
- Supervise, train and evaluate food service employees;
- Operate standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Analyze financial and stock inventory data, reconcile accounts, and prepare reports;
- File and maintain complex Department records;
- Prepare accurate and grammatically correct written reports, meet state and/or federally mandated deadlines and prepare and maintain required records, logs, reports, and documentation;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain office, school, and individual confidentiality.

Reports to: Superintendent or Designee

Essential Duties and Responsibilities (may vary by assignment):

- Develops and administers the District food service program, including personnel, facilities, and equipment, ensuring the nutritional requirements of the District are fulfilled;
- Ensures compliance with federal, state, District, and other applicable school nutrition, health, and financial regulations, requirements, standards, and codes;
- Supervises, trains, and evaluates department employees;
- Administers disciplinary actions and policies;
- Develops and administers the District food service budget;
- Administers safety, health, and job training programs;
- ~~Administers maintenance~~ Supervise the maintenance, repair, ~~and~~ inspections, operations ~~and of Food~~ programs district-wide;
- Administers centralized menu and food preparation programs;
- Recommends equipment purchase, additional personnel, and other strategies to meet future food service needs based on growth projections;
- Administers Department purchases within budget limitations and District policy;
- Prepares, maintains, and submits in a timely manner all reports, records, logs, and documents to ensure compliance with nutritional, health, and regulatory agency requirements;
- Stays current on changes and developments in school nutrition and food service, including regulatory changes;
- Responds to inquiries, complaints, and suggestions from parents, students, teachers, administrators, staff, the public, and other interested and affected persons;
- Attends approved training and workshops.

Other Related Duties:

- May be required to fill in as Cook/Cashier;
- Performs other duties as assigned.

Essential Physical Abilities

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While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; prepare and review documents and process them in a prescribed order and organize documents and materials; operate a keyboard or type, handle materials, and operate standard office equipment; operate a motor vehicle; lift or move objects that weigh up to ~~3050~~ lbs.; and to work in a warehouse and kitchen environment. Jobs in this class require performing repetitive hand movements in gripping, fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

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Approved by the Board: July 16, 2007

Revised:

Minidoka County Joint School District #331

Class Title: Human Resources, Personnel and Salary

Pay Grade: IX

FLSA Designation: Non-exempt (covered)

Class Primary Summary: The Human Resources, Personnel and Salary Specialist, develops and implements human resource programs in the areas of recruitment, compensation, classification, training and development, employee relations, employment reports, and employee records. This position performs all duties in accordance with District personnel policies and procedures and federal and state regulations. The principal duties of this class are performed in a general office environment.

Acceptable Qualifications:

- High School or GED equivalent required, Bachelor's Degree and advanced business training preferred;
- Four years personnel or human resources experience preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the position.

Knowledge of:

- Principles, practices, and objectives of public personnel management;
- Principles and practices of recruitment, compensation, training, and development;
- Federal, state, local, and other applicable regulations, practices, and policies, including, but not limited to, EEO/Affirmative Action, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act, and Age Discrimination in Employment Act;
- Federal, state, and other applicable financial codes, laws, and regulations as applied to school district personnel and salary funding;
- Current office practices and procedures;
- English grammar and punctuation.

Ability to:

- Operate standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Interpret and apply federal, state and local policies, procedures, laws, and regulations;
- Gather facts, analyze, and report research findings in a clear, complete, and logical form;
- Conduct studies utilizing statistical and spreadsheet software programs;
- Work independently and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and according to quality control standards;
- Maintain complete confidentiality, within guidelines, of all payroll records and reports;
- Mathematically calculate compensation and budget information;
- Learn and explain regulatory compliance issues related to the District's function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Prepare accurate and grammatically correct written reports and prepare and maintain required records, logs, reports, and documentation;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Establish and maintain effective working relationships with other District employees, supervisory personnel, vendors, and the public.

Reports to: District Superintendent

Essential Duties and Responsibilities (may vary by assignment):

- Develops and maintains District data base and records on personnel including, but not limited to, compensation, payroll dates, salary schedules, budget, employee data, and related information;
- Advises and consults with District management on budget development and implementation, ensuring personnel expenditures are within budget limitations;

- Interprets and makes decisions in accordance with personnel rules and departmental policies and procedures;
- Performs and assists District management with a variety of personnel actions, including hiring, transfers, recommendations, termination, discipline, evaluations, grievances and appeals;
- Develops and maintains demographics for Idaho System of Educational Excellence;
- Provides and maintains accurate and current records of all matters regarding employment including but not limited to contracts, leaves of absence, tenure, retirement, and advancement;
- Establishes and maintains a system for all District employee contracts and personnel records;
- Provides information to employees and retirees regarding benefits, leaves, termination, and other situations;
- Maintains and monitors certification records on employees;
- Prepares and ensures employee contracts and schedules are issued in a timely manner;
- Reviews state and federal legislation, court decisions, administrative rulings, and related matters to determine if human resource practices and policies are in compliance with applicable laws;
- Monitors and evaluates the effectiveness of personnel procedures, policies, and programs and recommends and implements changes as needed;
- Maintains complete confidentiality, within guidelines, of all personnel records and reports;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about payroll and benefits, and provides referrals to other departments or staff as needed;
- Performs all work duties and activities in accordance with District policies, procedures and safety practice;

Other Related Duties:

- Performs other duties as assigned.

Essential Physical Abilities

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While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; prepare and review documents and process them in a prescribed order and organize documents and materials; operate a keyboard or type, handle materials, and operate standard office equipment; lift or move objects that weigh up to 30 lbs; and to work in an office environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

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Approved by the Board: July 16, 2007

Revised:

POSITION TITLE: IT Director

FLSA Designation: Salaried

Class Primary Summary: The IT Director directs, plans, and manages internal operations. Directs and coordinates information systems and telecommunication services to schools and departments. Provides highly technical and responsible staff assistance, promotes and organizes technical strategies, manages special projects, serves as department head in the absence of the IT Supervisor, and performs all other related duties.

Acceptable Qualifications:

- Associate's Degree, Bachelor's Degree or equivalent experience
- Five Years information systems experience preferred
- SQL ~~and web design experience~~, Oracle or other database experience
- Valid Idaho driver's license
- Manager Experience

Knowledge of:

- Implementation, operation, management, and maintenance of computer information systems, networks, systems design, hardware, and software to support the operations of a K-12 school district
- ~~Implementation, operation, management, and maintenance of telecommunications systems;~~ Student Information Systems experience
- Computer installation, repair, maintenance, and troubleshooting skills
- Employee recruitment, supervisory, training, and evaluation methods and techniques
- Budget implementation and management principles and procedures
- District operations and support functions
- District computer and network interface and security requirements
- Principles and practices of data security management
- Programming language and available software packages relevant to District operations
- Installation, maintenance and repair of operating systems, networks and programs on personal computers
- District policy and procedures for equipment use and operation
- District bidding and purchasing regulations and procedures
- Customer service principles

Ability to:

- Interpret and apply complex technical information
- Plan and implement large computer related projects
- Prepare technical reports
- Analyze computer systems, identify problems and develop logical conclusions and effective solutions
- Develop and recommend cost effective technical system improvements
- Identify causes of system failures and malfunctions
- Install computer operating programs
- Communicate clearly and concisely, orally and in writing
- Prepare accurate and grammatically correct written reports
- Operate and demonstrate proficiency with computers (~~servers, desktops, notebooks, and palmtops~~), data networking systems, communications equipment, communication networks and organizations

- Operate application delivery software, and various specialized application software
- Communicate and work effectively with users, district administrators, vendors and consultants
- Meet project schedules and timelines
- Respond to user requests in a courteous and effective manner
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Maintain confidentiality
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the position.

Reports to: Superintendent or Designee

Essential Duties and Responsibilities (may vary by assignment):

- Participates in forecasting trends and long-term planning for the district;
- Evaluates new technology and recommends changes and upgrades;
- ~~Recommends new or revised standards, procedures and policies related to technology; and uses specialized techniques in the analysis of collected data;~~
- Develops, organizes, supervises and assesses training programs on new and revised systems, procedures and applications; and responds to user needs;
- Analyzes, researches, organizes and supervises technology related projects as assigned;
- Identifies needs and purchases computer; hardware and software-telecommunications, and print shop and copy-related equipment and software;
- Monitors the Technology Department's annual budget;
- Writes and administers grants;
- Assists in the development of policies and procedures on purchasing, operating, and security of the District operating systems;
- Provides technical advice, support and training to other District departments and employees;
- Assists in the development of policies and procedures on purchasing, operating and security of the District's operating systems;
- ~~Coordinates with District staff to meet end-user needs;~~
- Supervises and evaluated the IT department
- Represents the District to vendors, outside contractors, and consultants, including contract negotiation and administration;
- Reviews specifications and bids for system additions and upgrades;
- Provides assistance to users requiring uploads and downloads for specific reports;
- ~~Provides in-service training on computer systems and applications;~~
- Troubleshoots hardware and software problems for administration and computer labs;
- Performs all work duties and activities in accordance with District policies, procedures and safety practices-
- Manage and maintain, upgrade student information system
- Prepare reports (E-rate, Board Reports)

Other Related Duties:

- On call to respond to emergency situations;
- Performs other duties as assigned.

Essential Physical Abilities

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

While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; comprehend written work instructions, view computer screens for extended periods of time, prepare and review documents, comprehend wiring diagrams, blueprints, and technical documents and organize documents and materials; perform repetitive motions, to operate a computer and office equipment, operate a motor vehicle, and to operate a variety of power and hand tools and to make adjustments to equipment; lift or move objects that weigh up to 50 lbs. regularly and occasionally lift/move objects up to 100 lbs.; and to work in an office environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Related job tasks may require climbing, stooping, kneeling, crouching, working on ladders, reaching, pushing, pulling, lifting, fingering, and grasping, and working in small or confined spaces.

All classified employees of the Minidoka County School District #331, including employees in this position, are “at will” employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board: November 16, 2009

Revised:

Minidoka County Joint School District #331

Class Title: Transportation: Supervisor

FLSA Designation: Salaried

Class Primary Summary: The Transportation Supervisor classification performs supervisory, management, and administrative duties over the Transportation Department to provide safe, timely, and efficient transportation to meet the instructional and extracurricular needs of the District. The principal duties of this class are performed in an office environment, including field work.

Acceptable Qualifications:

- High school diploma or GED equivalency;
- Five years management experience, transportation supervisory experience preferred;
- Valid Idaho driver's license with Class B CDL passenger and school bus endorsements;
- Clean driving record;
- CPR and First Aid certification.

Knowledge of:

- School bus and transportation system operations, including scheduling, route establishment and revision, driver scheduling, and equipment capabilities and maintenance requirements;
- Budget administration techniques and policies;
- Employee supervision, training, and evaluation techniques;
- District geography, including streets, school locations, and boundaries;
- District emergency dispatch procedures;
- District transportation policies and procedures;
- Federal, state, District, and other applicable laws, regulations, requirements, and standards.

Ability to:

- Pass and maintain a Department of Transportation (DOT) physical examination;
- Administer a student transportation program, including personnel, equipment, facilities, and budget, and provide safe, timely, and efficient transportation of students to school and extracurricular activities;
- Perform and manage multiple tasks and projects simultaneously;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Prepare and present oral and written reports and maintain performance and activity records, logs, compliance documents, and develop and maintain information files and databases;
- Operate a motor vehicle, specifically a school bus;
- Operate a personal computer and job-related software;
- Operate a two-way radio;
- Establish and maintain effective working relationships with employees, supervisors, teachers, administrators, and the general public.

Reports to: Superintendent or Designee

Essential Duties and Responsibilities (may vary by assignment):

- Develops and implements the District transportation program, including personnel, facilities, and equipment, ensuring the instructional and extracurricular transportation requirements of the District are filled;
- Ensures compliance with Federal, State, District, and other applicable school transportation codes, regulations, requirements, and standards;
- Supervises, trains, and evaluates department employees and administers disciplinary actions and policies;

- Administers the District transportation budget;
- Administers safety and job training programs;
- Administers maintenance, repair, and inspection operations, employees, and programs;
- Reviews, recommends, and monitors bus routes, schedules, stops, passenger loads, and operations, including changes and additions;
- Reviews and approves special school transportation requests;
- Administers the computerized routing system, including keeping a current database of students, routes, schedules, stops, and related information;
- Recommends equipment purchases, additional personnel, and other strategies to meet future transportation needs based on growth projections;
- Administers department purchases within budget limitations and District policy;
- Investigates, evaluates, and documents accidents involving District buses, including action recommendations;
- Prepares, maintains, and submits in a timely manner all reports, records, logs, and documents to ensure compliance with insurance and regulatory agency requirements;
- Advises Superintendent on road and weather conditions for school closure and emergency situations;
- Stays current on changes and developments in school transportation, including regulatory changes;
- Administers a public and community information program providing information on bus routes, schedules, stops, and related information, including providing timely notice of changes to employees and patrons;
- Responds to inquiries, complaints, and suggestions from parents, students, teachers, administrators, drivers, supervisors, the public, and other interested and affected persons.

Other Related Duties:

- May perform duties of a school bus driver as needed;
- Performs other duties as assigned.

Essential Physical Abilities

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

While performing the duties of this job, the employee is required to communicate effectively on the telephone, by two-way radio, and in person; comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize documents and materials, comprehend maps, routes, and schedules and drive safely in inclement weather conditions and heavy traffic; prepare and review documents and process them in a prescribed order and organize documents and materials; operate a keyboard or type, handle materials, and operate standard office equipment; lift or move objects that weigh up to 30 lbs.; and to work in a classroom environment and to operate a school bus. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

All classified employees of the Minidoka County School District #331, including employees in this position, are “at will” employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education: July 16, 2007

Revised: _____

Class Title**POSITION TITLE:** Maintenance Supervisor ——— **FLSA Designation:** Salaried

Class Primary Summary: The Maintenance Supervisor classification supervises maintenance functions and employees to ensure the safe physical operation of District schools, administrative buildings, grounds, and related facilities. Duties include budgeting, personnel management, scheduling, and planning and estimating material and equipment needs. The position supervises the **Maintenance**, grounds-keeping, and secretarial positions **in the maintenance department**. The duties include supervising and performing maintenance, construction, and repair duties on HVAC, plumbing, mechanical, alarm, and other systems. The principal duties of this class are performed in an office and school building environment.

Acceptable Qualifications:

- High school diploma or GED equivalency;
- Degree in construction management, or a related field is preferred;
- Minimum five (5) years experience in a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Valid Idaho driver's license.

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Methods, materials, tools, techniques, and standard practices of school building maintenance, construction, and remodel;
- Construction, mechanical, health and safety, environmental, access, and other applicable federal, state, District, county, and municipal codes, regulations, and requirements;
- Federal (OSHA) regulations and District policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Ability to:

- Perform building and facility inspections;
- Prepare, implement, and administer an annual budget;
- Administer construction and remodel projects for completion and compliance with building, safety and health, environmental, access, and other applicable codes;
- Prepare and maintain written reports, work orders and maintenance records;
- Prepare and maintain required records, files, reports, logs, and documentation;
- Prepare bid and building project specifications;
- Read and interpret technical manuals, blueprints, and diagrams;
- Troubleshoot and repair **minor** electrical, plumbing, mechanical, HVAC, alarm, and related operating systems;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate heavy equipment;
- Operate power equipment;
- Operate hand tools;
- Operate a motor vehicle.

Reports to: Superintendent or Designee

Essential Duties and Responsibilities (may vary by assignment):

- Administers and supervises employees in the maintenance and physical operations of schools, administrative buildings, grounds, playing and recreation fields, warehouse and supply facilities, and related facilities;
- Ensures the safe operation of facilities and compliance with federal, state, county, municipal, and other applicable codes and regulations;

- Supervises, trains, and evaluates employees performing maintenance, repair, and related support functions;
- Determines whether projects will be done by in-house staff or be contracted out;
- Sets long-range and short-range maintenance schedules for buildings and grounds;
- Sets priorities and organizes resources including personnel, equipment, materials, and funding, to accomplish maintenance schedules;
- Administers new and remodel construction projects for timely completion and compliance with applicable building and construction codes;
- Prepares and administers capital outlay, maintenance, and support budgets and monitors expenditures for compliance;
- Administers District compliance with life, health, environmental, safety, access, and related codes, regulations, and requirements;
- Prepares capital outlay, construction, remodel, and related bid packages;
- Performs frequent safety, maintenance, and compliance inspections of schools, buildings, grounds, and related facilities;
- Responds to and resolves requests for maintenance and other services by building principals, administrators, the public, and other interested and affected persons;
- Assists with maintenance, repair, and installation work on HVAC, electrical, plumbing, mechanical, alarm, and structural systems;
- Performs all work duties and activities in accordance with District policies, procedures, and safety practices.

Other Related Duties:

- On call to respond to emergency situations;
- Performs snow removal duties, as needed;
- Performs other duties as assigned.

Essential Physical Abilities

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

While performing the duties of this job, the employee is required to understand verbal instructions, discern warning and safety alarms such as vehicle backup alarms; and communicate with others; comprehend written work instructions; work orders, blueprints and diagrams, technical documents, dials and gauges, and to move through unfamiliar buildings and rooms; operate a motor vehicle and to operate a variety of power and hand tools and to make adjustments to equipment; lift or move objects up to 50 pounds regularly and 100 pounds occasionally; work in areas with only artificial light, to work within a tightly enclosed areas; and work in a building maintenance environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements; standing, moving and walking eight or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, reaching, and using a ladder.

All classified employees of the Minidoka County School District #331, including employees in this position, are “at will” employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board: July 16, 2007

Revised:

POSITION TITLE: Custodial Supervisor

Pay Grade: VIII

Class Primary Summary: The Custodial Supervisor classification supervises and evaluates head custodial staff. The essential functions of the job includes assigning and supervising activities, updating and evaluating work and/or safety standards, and maintaining work schedules. Conducts daily inspection of work sites, storage areas and equipment to ensure consistent quality standards are met. Coordinates and conducts on-going training, orientation and feedback to staff to ensure workload is handled efficiently and effectively. Work schedule may vary depending on school building(s) needs. The principal duties of this class are performed in a school building environment.

Acceptable Qualifications:

- High school diploma or GED equivalency;
- Minimum three (3) years' experience in a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Valid Idaho driver's license.

Knowledge of:

- Basic supervisory principles and practices;
- Methods, materials, tools, techniques, and standard practices of school building maintenance;
- Safe work methods and safety precautions related to the work;
- Employee policies and procedures;

Ability to:

- Provide work and safety instruction to staff;
- Perform building and facility inspections;
- Operate and use tools and equipment;
- Maintain cleaning equipment and machinery;
- Plan, direct, assign, schedule and evaluate staff;
- Communicate effectively with the public and other employees.

Reports to: Maintenance Supervisor, also takes direction and suggestions from the building principals to maintain a team approach.

Essential Duties and Responsibilities (may vary by assignment):

- Administers and supervises head custodians in the maintenance and physical operations of schools, administrative buildings, grounds, playing and recreation fields, warehouse and supply facilities, and related facilities;
- Assists head custodians to ensure the safe operation of facilities and compliance with federal, state, county, municipal, and other applicable codes and regulations;
- Supervises, trains, and evaluates employees performing maintenance, repair, and related support functions;
- Sets long-range and short-range maintenance schedules for buildings and grounds;
- Sets priorities and organizes resources including personnel, equipment, materials, to accomplish maintenance schedules;
- Performs frequent safety, maintenance, and compliance inspections of schools, buildings, grounds, and related facilities;
- Responds to and resolves requests for maintenance and other services by building principals, administrators, the public, and other interested and affected persons;
- Confers with administrators and staff regarding custodial activities or problems;
- Participates in the hiring of custodial staff;
- Performs all work duties and activities in accordance with District policies, procedures, and safety practices.

Other Related Duties:

- On call to respond to emergency situations;
- Performs snow removal duties, as needed;
- Performs other duties as assigned.

Essential Physical Abilities

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

While performing the duties of this job, the employee is required to understand verbal instructions, discern warning and safety alarms such as vehicle backup alarms; and communicate with others; comprehend written work instructions; work orders, blueprints and diagrams, technical documents, dials and gauges, and to move through unfamiliar buildings and rooms; operate a motor vehicle and to operate a variety of power and hand tools and to make adjustments to equipment; lift or move objects up to 50 pounds regularly and 100 pounds occasionally; work in areas with only artificial light, to work within a tightly enclosed areas; and work in a building maintenance environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements; standing, moving and walking eight or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, reaching, and using a ladder.

All classified employees of the Minidoka County School District #331, including employees in this position, are “at will” employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board: September 9, 2016

Revised: