



CHIN EDUCATION SERVICES (AMAZON) CO., LTD.
AMAZON PRIVATE SCHOOLS

JOB PRESCRIPTION AND DESCRIPTION

The draft version.



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MANAGING DIRECTOR

Job Description

POSITION SUMMARY:

Plan, direct and co-ordinate the operations of Amazon Private Schools.

Plan and maintain systems and procedures for operating efficiency.

Develop and execute recruiting strategies in support of organizational staffing objectives.

Effectively manage staff for optimum performance, productivity, profitability and employee satisfaction.

Responsible for ensuring a product or service meets the established standards of quality including reliability, employability and performance.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Establish realistic short and long-term goals and objectives.
2. Delegate tasks appropriately to employees.
3. Organize and allocate the right resources for task achievement.
4. Schedule and co-ordinate activities for maximum efficiency.
5. Effectively work with diverse staff members.
6. Empower staff members to achieve outcomes.
7. Monitor progress towards desired objectives.
8. Handle obstacles and challenges to goal achievement.
9. Motivate staff towards goal attainment.
10. Build constructive relationships with staff and team members.
11. Plan, recruit, place and develop staff.
12. Develop and implement policies, practices and procedures for improvement.
13. Plan and implement change effectively.
14. Utilize technology to effectively support the management function.
15. Supervise direct reporting staff according to overall company policy.
16. Apply strategic planning to determine company, department or unit objectives.
17. Monitor staff performance including performance reviews.
18. Evaluate current business processes and systems.
19. Plan and implement procedures and systems to maximize operating efficiency.
20. Establish and maintain controls.
21. Formulate department/unit policies and practices.
22. Co-ordinate financial and budget activities for maximum operational efficiency.
23. Facilitate the preparation and analysis of reports.
24. Review performance data (financial, sales and activity reports) to monitor and measure productivity, goal progress and activity levels.
25. Develop and implement human resources policies and procedures.
26. Administer compensation and benefits.
27. Implement and monitor performance management system.
28. Handle employee complaints, grievances and disputes.
29. Administer employee discipline processes.
30. Review and update employee rules and regulations.
31. Maintain the human resource information system and employee database.
32. Coordinate employee safety, welfare and wellness.
33. Maintain knowledge of legal requirements and government reporting regulations affecting HR functions.
34. Ascertain recruitment requirements by evaluating organizational development plans.
35. Develop effective recruiting plans and strategies.
36. Review and clarify job specifications, competencies and skills required.
37. Brief and debrief candidates before and after interviews.
38. Verify references, conduct background checks and facilitate pre-employment testing.
39. Extend offers of employment within company procedures.
40. Ensure regulatory aspects of the full cycle recruitment process is compliant with Union and state legislation.
41. Draft, interpret and implement and evaluate adequacy of quality assurance policies and procedures.
42. Devise sampling procedures and directions for recording and reporting quality data.
43. Investigate customer complaints and non-conformance issues.

44. Monitor risk management activities.
45. Responsible for document management systems.
46. Assure ongoing compliance with quality and industry regulatory requirements.
47. Develop and implement customer service policies and procedures.
48. Define and communicate customer service standards.
49. Oversee the achievement and maintenance of agreed customer service levels and standards.
50. Ensure the necessary resources and tools are available for quality customer service delivery.
51. Identify and implement strategies to improve quality of service, productivity and profitability.
52. Ensure budget requirements are met.

CAMPUS PRINCIPALS

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under the direction of, and reporting to the Board of School or the designee, the School Principal shall be responsible for all aspects of the management and operation of the school. The Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. Through the Principal's leadership, all staff will recognize that the sole purpose of the school's existence is the students and the focus of all decisions should be predicated on that precept. The Principal operates within the framework of School policies adopted by the Board of School, the legal requirements as stipulated in the *Law of Private Education* and the rules and regulations of the State/Union Department of Education.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. General
 - a. Implements the appropriate actions delineated for the school as part of the Company's long range goals and curriculum design and delivery.
 - b. Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
 - c. Promotes with all students the valuing of every staff member's right to be treated with dignity and respect.
 - d. Responsible for all school employee evaluations; includes valid and constructive suggestions for improvement of instruction and follows through with those suggestions.
 - e. Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities which include but are not limited to:
 - Student Activities
 - Field Trips
 - Performing Arts
 - Assemblies
 - School Publications
 - Student Fund Raising
 - f. Maintains ongoing communication with faculty and staff to develop solidarity and support for the school and Company's long-range goals as well as day-to-day operations.
2. Curriculum
 - a. Ensures high quality curriculum design and delivery.
 - b. Helps to develop, implement and evaluate all curriculum and matters related to the instructional program.
 - c. Coordinates curriculum development with instructional staff and parents.
 - d. Provides for an ongoing process of assessing student needs.
 - e. Participates with staff and other principals to plan and design appropriate staff development.
 - f. Demonstrates leadership and support of the educational and administrative philosophies of the Company.
3. Community Relations:
 - a. Serves on the appropriate committees and organizations to assure the interests of the school are properly represented.

- b. Establishes and maintains effective working relationships with students, parents, community members, outside agency personnel and other interested school stakeholders.
- c. Serves as school and Company representative to the home and school club and where it is appropriate.

4. Finance:

- a. Maintains the accuracy and integrity of the school budget.
- b. Assures proper use and distribution of monies generated through block grant, categorical programs, special projects, and grant funds.
- c. Secures additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- d. Facilitates an understanding of the school budget with staff and community.

5. Personnel:

- a. Promotes positive staff morale and commitment.
- b. Acknowledges accomplishments of colleagues and subordinates.
- c. Respects and maintains professional confidences.
- d. Uses appropriate professional channels for communicating personal/professional concerns.
- e. Demonstrates collegial and organizational loyalties.
- f. Confer with management to identify recruiting needs

6. Professional Obligations:

- a. Strives to improve management and administration skills and abilities.
- b. Keeps aware of educational/personnel trends and developments and employs such information in the school program.
- c. Maintains professional association memberships and represents the school/Company on professional committees.
- d. Works closely and cooperatively as a member of the Company management team.

7. Authority and Functions:

Provides direction and makes assignments for the school staff including certificated and classified personnel.

8. Chain of Command:

Reports directly to the Board of Schools, or designee, annually regarding the progress of the school in achieving yearly goals, including comparisons to baseline data as approved by the Board of School.

9. Education:

- a. Holds Bachelor's or Master's or a Doctorate from an accredited university or a relevant university.
- b. Has successful experience or high quality preparation in curriculum design, e.g., developing curriculum, articulating curriculum, and coordinating curriculum within the school.
- c. Has successful experience or high quality preparation in overseeing the delivery of curriculum, e.g., high quality instruction coordination of curriculum within and across grade levels.
- d. Has successful experience or high quality preparation in use of feedback data in the improvement of the design and delivery of curriculum and education programs.
- e. Has successful experience dealing with students' behavior and conduct, specifically in the area of conflict resolution.

10. License or Certification:

Holds or is eligible for a clear Administrative Services credential issued by the State/Union Commission on Teacher Credentialing.

11. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

SCHOOL VICE PRINCIPALS

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under the direction of, and reporting to the School Principal, the School Assistant Principal assists in the management and operation of the school. The School Assistant Principal assists in maintaining a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. The School Assistant Principal operates within the framework of School policies adopted by the Board of School, the legal requirements as stipulated in the *Law of Private Education* and the rules and regulations of the Union/State Department of Education.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. General
 - a. Acts for the Principal in his/her absence and by his/her designation.
 - b. Assists the Principal and staff in implementing appropriate actions delineated for the school as part of the Company long range goals and curricula design and delivery.
 - c. Assists in the planning, coordination and supervision for the schools co-curricular and extracurricular activities.
 - d. Provides for assessing student needs in order to make appropriate program decisions.
2. Curriculum
 - a. Provides leadership in helping develop, implement, evaluate and revise the instructional program and assists staff members in curricular and instructional techniques.
 - b. Demonstrates leadership and support of the educational/administrative philosophies of the school and Company.
 - c. Assists in coordinating curricular development with staff and parents.
 - d. Ability to assist teachers in providing optimal learning opportunities for the atypical student.
3. Community Relations
 - a. Works with parents and community in the development, implementation and evaluation of the school program through a Parent-Teacher Association, School Advisory Committee or other parent/community groups as appropriate.
 - b. Serves as a liaison with local school community and participates in community affairs.
4. Finance
 - a. Assists Principal in the development and management of the school budget.
 - b. Facilitates as directed an understanding of the budgetary process with staff and community.
5. Maintenance and Operations
 - a. Reports to Maintenance and Operations any need for maintenance of buildings, equipment and grounds.
 - b. Supervises custodial staff assigned to the school.
 - c. Responsible for the scheduling and use of facilities by outside agencies or groups.
6. Professional Management
 - a. Supervises and evaluates classified employees assigned to the school and assists as required in the evaluation of others.
 - b. Helps promote and maintain a professional attitude among staff.
 - c. Assists in determining staff schedules and assignments.
 - d. Administers School policies and assists in adherence to bargaining units contract provisions.
7. Student Welfare and Attendance
 - a. Diligently and prudently implements School discipline policies.
 - b. Responsible for monitoring student attendance.
 - c. Provides appropriate campus supervision and monitors climate that encourages orderly conduct by students.
 - d. Assists in developing/maintaining a positive school climate that encourages orderly conduct by students.

8. Student Activities
 - a. Promotes a feeling of unity and spirit among the student body.
 - b. Provides extra-curricular student activities appropriate to a K-12 school.
 - c. Provides leadership/direction to student government, student council activities.

9. Chain of Command
Reports directly to the School Principal.

10. Education
 - a. Has a minimum of 5 years' successful teaching experience at the elementary level/K-12 Education.
 - b. Preference given for a Master's degree from an accredited and relevant university.
 - c. Successful experience dealing with student's behavior and conduct, specifically in the area of conflict resolution.

11. License or Certification
Holds or is eligible for a clear Administrative Services credential issued by the State/Union Commission on Teacher Credentialing.

12. Employment Standards
Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

MAIN TEACHERS

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

- 1) Adapt standard teaching methods to meet different student needs and interests
- 2) Apply appropriate disciplinary measures where necessary
- 3) Assign and grade class work, homework, tests and assignments
- 4) Collaborate with other staff members to promote the general health of the school
- 5) Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- 6) Create a positive and appropriate classroom environment that is conducive to learning
- 7) Develop and implement a suitable classroom management system.
- 8) Develop schemes of work and lesson plans
- 9) Encourage and monitor the progress of individual students
- 10) Encourage cooperative social behavior through games and activities
- 11) Ensure equipment and facilities are clean and safe
- 12) Establish and communicate clear objectives for all learning activities
- 13) Instruct and monitor students in the use of learning materials and equipment
- 14) Instruct children on personal hygiene practices and self-care
- 15) Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- 16) Maintain accurate and complete records of students' progress and development
- 17) Maintain discipline in accordance with the rules and disciplinary systems of the school
- 18) Make referrals for assistance where necessary
- 19) Manage student behavior in the classroom by establishing and enforcing rules and procedures
- 20) Motivate pupils with enthusiastic, imaginative presentation
- 21) Observe and evaluate student's performance and development
- 22) Organize and take part in school events, outings and activities which may take place at weekends or in the evening
- 23) Participate in extra/co-curricular activities such as social activities, sporting activities, clubs and student organizations
- 24) Perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement
- 25) Perform required administrative duties including department and school meetings, parent meetings
- 26) Plan a program that helps each student achieve learning objectives and curriculum goals
- 27) Plan and order classroom equipment and supplies
- 28) Plan, prepare and deliver instructional activities that facilitate active learning experiences
- 29) Prepare classroom for class activities
- 30) Prepare lesson materials and resources
- 31) Prepare required reports on students and activities
- 32) Provide appropriate feedback on student work
- 33) Provide constructive feedback to parents, guardians and administration
- 34) Select and use instructional methods and materials appropriate to the students and learning activities
- 35) Update all necessary records accurately and completely as required by law, company policies and school regulations
- 36) Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner
- 37) Use relevant technology to support instruction
- 38) Utilize games, music, books, art, technology and other resources to teach basic skills and foster student development
- 39) Work with others to plan and coordinate work
- 40) Conforms to safety standards, as prescribed.
- 41) Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves complex educational and instructional tasks requiring substantial judgment and analytical ability and the coordination and supervision of a variety of student and classroom and school-wide activities.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work effectively with students, infants and toddlers.
2. Knowledge of Amazon policies, regulations, procedures, and ability to explain and apply them.
3. knowledge of current educational and instructional methodologies and techniques
4. knowledge of theories and practices of early child development
5. knowledge of State, local and Union regulations that apply to students and education
6. Knowledge of relevant technology
7. Ability to modify learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds.
8. Ability to objectively gather and report relevant information about students to assist in the planning process.
9. Ability to deal with unusual behavior and crisis situations.
10. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
11. Ability to work effectively with all types of students.
12. Ability to learn and apply school rules, regulations, and procedures.
13. Ability to interpret and apply oral and written instruction.
14. Ability to enforce safety rules, standards of courtesy and behavior expected of students.
15. Ability to perform several different tasks and determine priorities.
16. Ability to plan and organize work.
17. Ability to recognize and report hazards and apply safe work methods.
18. Possess physical and mental stamina commensurate with the responsibilities of the position.
19. Proficient in spelling, punctuation, grammar and other English language skills
20. Ability to communicate clearly and concisely, both orally and in writing.
21. Knowledge of operation of standard learning resources, aids and kits.
22. Knowledge of principles and practices of basic office management
23. Ability to take independent action, when required and handle unique problems.
24. Ability to maintain confidentiality of information.
25. Ability to promote public relations and to deal tactfully and diplomatically with people.
26. Ability to handle a number of tasks and assignments at one time.
27. Ability to cooperate with management, staff, students, parents, the community/public, and other agencies.
28. Ability to learn established procedures.
29. Ability to work flexible hours or shifts.
30. Ability to research and compile data for regular and special reports.
31. Ability to file and maintain records.
32. Ability to recognize and understand limits of authority.

POSITION REQUIREMENTS:

Education, Training, and Experience:

- Bachelor's degree or higher from an accredited institution

Licenses and Certificates:

Verified keyboarding/typing score of 45 words per minute net.

Preferred Qualifications:

1. Bachelor's degree in the relevant field an advantage
2. Previous teaching experience preferred
3. Certification or license as required by relevant State
4. Verified dictation score of 80 words per minute.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. Graduation Certificates or other equivalent.
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, various school and classroom supplies, etc.

Key Competencies

- Self-motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- High work standards
- Problem solving
- Decision making
- Organizing and planning
- Learning orientation
- Critical thinking
- Flexibility and adaptability
- Initiative
- Judgment
- Patience and stress tolerance
- Creativity
- Team member

SUBJECT TEACHERS

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, is responsible for teaching a professional/occupational education such as ICT, Music and Dance, Arts and Crafts, Physical Education, etc. to pupils; assists the staff of the school in the improvement and appreciation of those professional knowledge and skills; helps pupils grow in their enjoyment, appreciation, and performance of these subject areas through a variety of planned practical experiences which include classroom teaching, club activities, etc.; and performs other duties directly related to this job description.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

General:

- 1) Teaches skills in the subject area such as understanding, appreciation, explorations and practical application.
- 2) Plans/executes a balanced program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- 3) Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
- 4) Encourages students to develop individual professional skills to the greatest extent possible.
- 5) Utilizes repertoire of all types of related resources, including traditional and contemporary that are appropriate for the ages and skill levels of pupils.
- 6) Maintains care/responsibility for school-owned instruments and equipment to prevent loss or abuse.
- 7) Makes minor adjustments and requests repairs to instruments and equipment as required.
- 8) Evaluates each pupil's growth, performance, and understanding. Assesses each individual's contribution to the performance of the group.

Additional Related Duties/Responsibilities:

- 1) Selects appropriate books and instructional aids and supplies to enhance student learning and requisitions as necessary.
- 2) Cooperates with School Principal and staff in providing programs related to the subject for school assemblies, open house, parent meetings and seasonal programs.
- 3) Communicates with parents and school staff on individual student's progress.

DISTINGUISHING CHARACTERISTICS:

Involves the coordination and supervision of a variety of classroom and club activities related to the subject.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Ability to work effectively with students, infants and toddlers.
2. Knowledge of Amazon policies, regulations, procedures, and ability to explain and apply them.
3. Knowledge of human resources management practices and procedures
4. Knowledge of business and management principles
5. Computer skills and knowledge of office software packages
6. Proficient in spelling, punctuation, grammar and other English language skills
7. Ability to communicate clearly and concisely, both orally and in writing.
8. Knowledge of operation of standard learning resources, aids and kits.
9. Knowledge of principles and practices of basic office management
10. Ability to plan and organize work and set priorities.
11. Ability to interpret written and oral instructions and written regulations.
12. Ability to take independent action, when required and handle unique problems.
13. Ability to maintain confidentiality of information.
14. Ability to promote public relations and to deal tactfully and diplomatically with people.
15. Ability to work independently without immediate supervision and under pressure.
16. Ability to handle a number of tasks and assignments at one time.
17. Ability to cooperate with management, staff, students, parents, the community/public, and other agencies.
18. Ability to learn established procedures.

19. Ability to work flexible hours or shifts.
20. Ability to recognize and report hazards and apply safe work methods.
21. Possess physical and mental stamina commensurate with the responsibilities of the position.
22. Ability to research and compile data for regular and special reports.
23. Ability to file and maintain records.
24. Ability to recognize and understand limits of authority.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. Bachelor's degree or higher from an accredited institution
2. Holds an appropriate and relevant Certificate for the Subject

Licenses and Certificates:

None specified.

Preferred Qualifications:

1. A number of years administrative and supervisory experience
2. Relevant training or qualification
3. Verified dictation score of 80 words per minute.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent.
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, various teaching and learning aids, school and classroom supplies, etc.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

TEACHING ASSISTANTS

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, performs a variety of duties related to classroom instruction and activities.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

- 1) Assists professional in the instructional program by performing tasks such as; taking attendance, monitoring student work groups, correcting/collecting students' papers, maintaining work folders, distributing materials, scoring and recording grades, reading to students, drilling them in subject matter presented by the teacher to maintain or improve learning skills, collecting money and presenting instructional materials.
- 2) Assists professional in maintaining discipline and encouraging acceptable behavior.
- 3) May operate a variety of office machines.
- 4) May type and duplicate bulletins, instructional materials, schedules, correspondence, reports and a variety of classroom and school material.
- 5) May assist with the loading and unloading of buses to insure that students board the proper bus.
- 6) May assist students with personal care and sanitary needs.
- 7) May assist in feeding students by preparing, distributing, ordering and administering snacks and special lunches.
- 8) May assist and actively participate with club and other activities.
- 9) May contribute to reports on student progress, behavior and performance.
- 10) May assist students with daily assigned activities.
- 11) Conforms to safety standards as prescribed.
- 12) Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves performance of tasks directly associated with assisting the professional in assigned instructional activities, such as, but not limited to:

1. Regular classroom (in lieu of teacher)
2. Club activities

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work effectively with students, infants and toddlers.
2. Ability to assist teachers/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds.
3. Ability to objectively gather and report relevant information about students to assist in the planning process.
4. Ability to deal with unusual behavior and crisis situations.
5. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
6. Ability to learn and apply school rules, regulations and procedures.
7. Ability to interpret and apply oral and written instruction.
8. Ability to assist in enforcing safety rules, standards of courtesy and behavior expected of students.
9. Ability to maintain confidentiality.
10. Ability to perform several different tasks and determine priorities.
11. Ability to plan and organize work.
12. Ability to perform routine record keeping.
13. Ability to play easy to moderately difficult piano accompaniments.
14. Ability to work cooperatively with employees, students, parents/guardians, and the public.
15. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. Bachelor's degree or higher from an accredited institution.

Preferred Qualifications:

1. Experience working with children.
2. Fluent in Myanmar speaking and basic knowledge of English language
3. Verified typing score of 35 words per minute net.
4. Possess physical and mental stamina commensurate with the responsibilities of the position.
5. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the School.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent
2. College transcript(s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, various school and classroom supplies, etc.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

OFFICE SECRETARY

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, responsible for secretarial duties and other related office management assignments. Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
2. Co-ordinate office staff activities to ensure maximum efficiency
3. Organize orientation and training of new staff members
4. Coach, mentor and discipline office staff
5. Establish and monitor procedures for record keeping, electronic and hard copy filing system
6. Ensure security, integrity and confidentiality of data
7. Design and implement office policies and procedures to improve efficiency.
8. Implement procedural and policy changes to improve operational efficiency
9. Prepare operational reports and schedules to ensure efficiency
10. Monitor and maintain office supplies inventory
11. Review and approve office supply acquisitions
12. Handle customer inquiries and complaints
13. Manage internal staff relations
14. Prepare and manage correspondence, reports and documents
15. Organize and coordinate board items, meetings, conferences, travel arrangements and travel reimbursements.
16. Organize internal and external events
17. Supervises clerical personnel and student workers to ensure timely submission of reports, records, letters, and other materials.
18. Provides information to the public, teachers, students, and other employees regarding school activities, established policies, rules, and regulations.
19. May be responsible for requisitioning, ordering, and receipt of school supplies and equipment.
20. May receive and deposit funds, record financial transactions, audit, and balance the school fund account.
21. Responsible for confidential employee (personnel) files.
22. Responsible for assignment of preparation and maintenance of records of enrollment and attendance.
23. Responsible for files and records concerning rules and regulations, class schedules, cumulative records, transfers, registration, and address cards.
24. Compiles regular and special reports relating to attendance, child health and welfare, damage and theft, accidents, personnel, and parent teacher association (PTA) activities.
25. Arranges for the care of pupils who are ill and administers first aid, when necessary.
26. Maintains student information system database to compile, retrieve, and generate accountability records and reports
27. Assists and/or trains designated personnel in the proper use of equipment and software applications.
28. Determines work priorities and exercises judgment with respect to urgency, confidential status, and relative importance.
29. Operates a variety of office equipment and supplies (i.e., computer, printer, copy machine, fax machine, microfilm machine, etc.).
30. Screens and routes incoming and outgoing telephone calls and mail for appropriate action.
31. Assists in the preparation and review of departmental and school budgets and in the preparation of special program budgets.
32. Oversees office document review process, including editing for grammar and clarity.
33. Take and distribute minutes of meetings within established time frames
34. Display solid working knowledge of standard computer applications including MS Word, Excel, Outlook and Powerpoint
35. Handle queries and requests for information competently
36. Communicate clearly and professionally with internal and external customers

37. Work effectively as part of a team to achieve established outcomes
38. Conforms to safety standards, as prescribed.
39. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves complex clerical tasks requiring substantial judgment and analytical ability and the coordination and supervision of a variety of secretarial activities related to the operation of departments or schools and a thorough understanding of the needs and demands of a legal office.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Good knowledge of bookkeeping procedures and principles.
2. Knowledge of Amazon policies, regulations, procedures, and ability to explain and apply them.
3. Knowledge of secretarial procedures and practices.
4. Knowledge of accounting, data and administrative management practices and procedures
5. Knowledge of clerical practices and procedures
6. Knowledge of human resources management practices and procedures
7. Knowledge of business and management principles
8. Computer skills and knowledge of office software packages
9. Proficient in spelling, punctuation, grammar and other English language skills
10. Knowledge of operation of standard office equipment.
11. Knowledge of principles and practices of basic office management
12. Ability to plan and organize work and set priorities.
13. Ability to interpret written and oral instructions and written regulations.
14. Ability to take independent action, when required and handle unique problems.
15. Ability to maintain confidentiality of information.
16. Ability to promote public relations and to deal tactfully and diplomatically with people.
17. Ability to work independently without immediate supervision and under pressure.
18. Ability to handle a number of tasks and assignments at one time.
19. Knowledge of business machines, office equipment, and record keeping/accounting.
20. Ability to cooperate with management, staff, and the public.
21. Ability to learn established procedures.
22. Ability to work flexible hours or shifts.
23. Ability to recognize and report hazards and apply safe work methods.
24. Possess physical and mental stamina commensurate with the responsibilities of the position.
25. Ability to query and produce regular and special reports.
26. Ability to communicate clearly and concisely, both orally and in writing.
27. Ability to do editorial checking for spelling, punctuation, and grammar.
28. Ability to research and compile data for regular and special reports.
29. Ability to file and maintain records.
30. Ability to recognize and understand limits of authority.
31. Ability to work cooperatively with staff, students, parents, the community/public, and other agencies.

POSITION REQUIREMENTS:

Education, Training, and Experience:

3. Business degree or equivalent
4. High school diploma with a number of years administrative and supervisory experience
5. Relevant training or qualification
6. Required typing speed

Licenses and Certificates:

Verified keyboarding/typing score of 45 words per minute net.

Preferred Qualifications:

Three (3) years of secretarial/clerical experience involving public contact.
Verified dictation score of 80 words per minute.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. College degree or other equivalent.
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

Key Competencies

- Communication skills
- Problem analysis and assessment
- Judgment and problem solving
- Decision making
- Planning and organizing
- Work and time management
- Attention to detail and high level of accuracy
- Delegation of authority and responsibility
- Information gathering and monitoring
- Coaching skills
- Initiative
- Integrity
- Adaptability
- Teamwork and collaboration
- Customer-service orientation
- Stress tolerance

SENIOR ACCOUNTANT

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

Position Summary:

Under general direction and supervision, is responsible for applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

- 1) Compile and analyze financial information to prepare financial statements including monthly and annual accounts
- 2) Ensure financial records are maintained in compliance with accepted policies and procedures
- 3) Make certain all financial reporting deadlines are met
- 4) Prepare financial management reports
- 5) Ensure accurate and timely monthly, quarterly and year end close processes
- 6) Establish and monitor the implementation and maintenance of accounting control procedures
- 7) Resolve accounting discrepancies and irregularities
- 8) Monitor and support taxation requirements
- 9) Develop and maintain financial databases
- 10) Prepare for financial audit and coordinate the audit process
- 11) Oversee accurate and appropriate recording and analysis of revenues and expenses
- 12) Evaluate and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
- 13) Collect and analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- 14) Ensure compliance with relevant laws and regulations and integrity of financial data
- 15) Interpret financial statements and other accounting reports
- 16) Implement and monitor new accounting practices
- 17) Review and upgrade existing systems to improve efficiency
- 18) Work cooperatively with the team to achieve objectives
- 19) Collaborate with regulators and external auditors
- 20) Plan, forecast and administer the budget
- 21) Organize, co-ordinate and streamline workflow
- 22) Keep up to date with current issues and changes in industry regulations
- 23) Oversees the daily verification, posting, and timely payment of invoices; approves payments above defined limits.
- 24) Monitors source documents/computer generated reports for accounting activities and verifies accuracy and completeness of all processing actions.
- 25) Communicates with other schools/departments and vendors regarding Amazon policies and regulations, and accounting practices and procedures, in completing transactions.
- 26) Provides input for the evaluation of assigned staff.
- 27) Conforms to safety standards, as prescribed.
- 28) Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves establishing and monitoring accounting practices and procedures, supervising staff and performing accounting activities where necessary.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of generally accepted accounting practices and principles.
2. Knowledge of Amazon policies and regulations as related to accounts payable.
3. Knowledge of economic principles
4. Knowledge of auditing practices and principles
5. Knowledge of applicable laws, codes and regulations

6. Knowledge and experience of accounting computer applications
7. Knowledge of personnel practices, procedures, and techniques.
8. Knowledge of data processing activities as related to accounts payable.
9. Knowledge of accounts payable practices and procedures.
10. Ability to learn computer software applications and mainframe computer data entry procedures.
11. Ability to perform mathematical computations and statistical analyses.
12. Ability to use a 10-key adding machine/calculator by touch.
13. Ability to concentrate on detailed information and maintain accuracy.
14. Ability to research and analyze statistical data.
15. Ability to communicate clearly orally and in writing.
16. Ability to meet predetermined deadlines.
17. Ability to supervise, train, and evaluate assigned staff.
18. Ability to plan, organize, and prioritize work assignments.
19. Ability to keep information confidential and maintain an ethical attitude.
20. Ability to exercise judgment as to when to act independently and when to refer situations to a manager or administrator.
21. Ability to work flexible hours or shifts.
22. Ability to work cooperatively with staff, vendors, and the public.
23. Ability to recognize hazards and apply safe work methods.
24. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

- 1) Accounting degree or equivalent
- 2) Usually a minimum of 3 years experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice

Licenses and Certificates:

None Specified

Preferred Qualifications:

None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent
2. College transcript(s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

Key Competencies

- 1) Attention to detail and accuracy
- 2) Planning and organizing
- 3) Strategic thinking
- 4) Strong communication skills
- 5) Information and task monitoring
- 6) Problem identification and analysis
- 7) Judgment and problem-solving
- 8) Supervisory skills
- 9) Teamwork
- 10) Stress tolerance

TECHNICIAN

Job Description

Class Code:

Job Family: Information Systems

Classification: Support Staff

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction and supervision, operates a large-scale computer system and related equipment in a multiprocessing, teleprocessing environment.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Operates mainframe computer in a multi-concurrent task environment according to standard procedures and operational schedules.
2. Operates computer peripheral equipment to transfer data to and from computer and to convert data from one format to another.
3. Operates computer related equipment consisting of tape and disk storage units, high-speed line printers, multiple consoles, communications controllers, network controllers, optical mark reader, and laser printers.
4. Provides backup for MIS help desk.
5. Updates logs and records with data indicating run times, equipment failures, etc.
6. Responsible for timely, correct processing of production applications, and to determine within established guidelines, priority, and workflow of the shift.
7. Responsible for activation of network lines requested for on-line users.
8. Monitors the communication network to determine if each hardware component is functioning properly.
9. Analyzes program stoppages to determine whether problems are due to program error, hardware/software, human error, or environmental.
10. Contacts necessary users, support personnel, supervisors, managers, and vendors and provides corrective actions and schedules adjustments to ensure processing continuation.
11. Observes computer and peripheral equipment error indicators to detect a malfunction and to contact the appropriate repair service if problems cannot be cleared.
12. Makes minor repairs, adjustments, and performs preventive maintenance on equipment by cleaning, replacing paper, ink, film, development solutions, vacuuming, etc.
13. Monitors security and systems fail-safe mechanisms for computer hardware.
14. Performs required security procedures to include admittance to the system location, the tapes and/or discs, and the system files to prevent unauthorized access to information.
15. Plans, schedules, edits, and prioritizes input source documents and computer generated output to maintain accuracy of printed products.
16. Coordinates with users to identify requirements, develop production schedule, and printed products to meet user requirements.
17. Trains personnel in the use of the computer programs.
18. Recommends new and/or revised procedures and computer products.
19. Provides technical support to users related to client hardware and software.
20. Maintains competency in current operating systems, desktop computer hardware, and peripherals used in the School.
21. Troubleshoots and repairs or replaces client hardware including, but not limited to: desktop and laptop Windows or Macintosh computers.
22. Assists users with network security issues such as file system rights, account access, and password maintenance.
23. Maintains inventory control of parts required in repairs or replacement.
24. Performs field support at any Amazon school or facility.
25. Configures hardware and software to match environment.
26. Maintains competency with respect to network communications equipment.
27. Maintains competency in Transmission Control Protocol/Internet Protocol (TCP/IP) networking, including routing, bridging, switching, and wireless technologies and protocols.
28. Maintains competency with respect to network cabling materials and installation specifications and standards.
29. Participates in the development of equipment and operating systems software specifications for new network communications equipment and related technologies.
30. Supports all network server peripherals and supporting systems.
31. Works primarily on low risk/impact systems.

32. Conforms to safety standards as prescribed.
33. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves operating and monitoring multi-tasking mainframe computer, operating system, and related equipment.

Involves supervision, reviewing, editing, establishing priorities, operating, and monitoring computers and related equipment.

Involves working knowledge of Windows-based and Apple Macintosh computers including multimedia peripherals (i.e., interactive whiteboards, projectors, document cameras, etc.).

Involves general knowledge of network communications hardware and operating systems, performance of system administration tasks, and general troubleshooting activities.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of information systems operations.
2. Ability to operate computer and related equipment.
3. Ability to read and interpret complex material.
4. Knowledge of computer source documents and printed products.
5. Knowledge of various client imaging technologies for Macintosh Operating System (MAC OS) and Windows-based computers.
6. Knowledge of network printer configuration and support.
7. Knowledge of computer software packages (i.e., Microsoft Office, Adobe Acrobat, etc.).
8. Knowledge of networking concepts such as, directory and file rights, account creation, and network security.
9. Knowledge of communications and connections between computers, peripherals, and networks.
10. Knowledge of network communications systems.
11. Knowledge of Transmission Control Protocol/Internet Protocol (TCP/IP) networking technologies and troubleshooting.
12. Knowledge of desktop computer hardware and software operating systems.
13. Knowledge of network server systems and operations.
14. Knowledge of networked printer configuration and support.
15. Knowledge of cabling, termination, installation, troubleshooting, and repair to include CAT5 and CAT6 technologies.
16. Knowledge of fiber optic cabling, termination, installation, and repair to include single-mode and multi-mode.
17. Knowledge of the installation, configuration, troubleshooting, and repair of Uninterruptible Power Systems (UPS) supporting networking communications equipment.
18. Ability to work under pressure and meet deadlines.
19. Ability to work independently.
20. Ability to train employees in the use of Information Systems.
21. Ability to assist individuals in the use and interpretation of computer products.
22. Ability to maintain confidentiality of information.
23. Ability to determine and set priorities.
24. Ability to meet predetermined deadlines.
25. Ability to learn and to apply established procedures.
26. Ability to communicate both orally and in writing.
27. Ability to use hand tools and test equipment.
28. Ability to troubleshoot hardware and software problems.
29. Ability to discuss, understand, and explain technical problems with non-technical customers.
30. Ability to plan complex network communications activities.
31. Ability to read and interpret complex technical documentation.
32. Ability to work flexible hours and shifts.
33. Ability to safely move and relocate heavy objects.
34. Ability to work cooperatively with employees and vendors.
35. Ability to recognize and report hazards and apply safe work methods.
36. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent.
2. Three (3) years experience in a computer/data processing operation, operating and maintaining a large-scale IBM computer and related equipment.

Licenses and Certificates:
None Specified

Preferred Qualifications:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent.
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, consoles, modems, tape drives, control units, optical mark scanners, forms releasers, form bursters, electric staplers, copy machines, telephones, fax machines, laser printers, impact printers, drills, punch-down tools, digital multi-meters, laser communication devices, and data system and communications test equipment, hand and power tools used in the installation and repair of communication systems.

SCHOOL NURSE

Job Description

Class Code:

Job Family:

Classification: Support Staff

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, serves as a member of the educational team assisting in the promotion of individual, school, family and community health, focusing on the health needs of the School and relating to the overall educational goals; and to perform other duties as assigned.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

General:

1. Assists the administration and staff in development and implementation of a comprehensive student health program, and maintenance of a safe and healthful environment.
2. Disseminates health education information to teachers, parents and students, and provide direct classroom instruction when needed.
3. Assists in the development of health education curriculum.
4. Makes appropriate health appraisals of students referred and provide health counseling to students and their parents when necessary.
5. Provides vision, auditory and scoliosis screening of students in compliance with health screening mandates and conduct follow-up of all deficiencies by assisting parents in making plans for further examinations and correction.
6. Keeps accurate records of activities at assigned schools and assist in establishing and maintaining necessary student health records.
7. Records the results of health screenings and other significant health information in cumulative records.
8. Completes a health/development evaluation on those students referred to special education when specified in an assessment plan.
9. Serves as a member of the Individualized Education Plan team to report results of health/development evaluations and provide health related information.
10. Administer treatments and medications
11. Maintain complete and accurate patient records
12. Prepare patients and assist with patient examinations and therapies
13. Assist with diagnostic tests and interpret results
14. Check and maintain nursing supplies inventory
15. Renders basic first aid to ill and/or injured students and maintains accompanying records.
16. Contacts parents, paramedics, ambulance, and hospital in emergencies and maintains accompanying records.
17. Updates and maintains health and immunization records and performs other clerical tasks as assigned.
18. Orders first aid supplies.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

Additional Related Duties/Responsibilities:

1. Assists in the control and prevention of communicable disease by providing information to staff, students and parents about protective measures against communicable disease.
2. Establishes contact with appropriate members of the medical community as part of follow-up procedures of chronic and communicable disease cases.
3. Works with and acts as liaison to school health committees, county health officials and other agencies concerned with the health and welfare of students.
4. Provides emergency care for serious accidents and illnesses which occur at school.
5. When available, serves as a resource for school personnel in such cases as needed.

DISTINGUISHING CHARACTERISTICS:

Involves operating and monitoring the School clinic and instructing medical education to students.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of first aid, CPR/AED procedures, and Universal Precautions.
2. Ability to learn techniques and practices in administering medication to disabled students.
3. Ability to work with disabled students under trying conditions.
4. Ability to handle emergency situations without supervision and make sound health care decisions.
5. Ability to work with parents of disabled students using tact, patience, and diplomacy.
6. Ability to determine when to act independently and when to refer medical situations to a school nurse and site administrator.
7. Ability to identify and prioritize health-related incidents.
8. Ability to learn laws, rules, and regulations related to health activities.
9. Ability to maintain security of confidential information.
10. Ability to work cooperatively with employees, students, parents/guardians, and other personnel.
11. Ability to recognize and report hazards and apply safe work methods.
12. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. Associate degree, bachelor degree or diploma from an approved nursing program
2. Current licensure by the relevant state nursing board
3. Relevant experience

Licenses and Certificates:

None Specified

Preferred Qualifications:

None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, consoles, modems, tape drives, control units, optical mark scanners, forms releasers, form bursters, electric staplers, copy machines, telephones, fax machines, laser printers, impact printers, etc.

Key Nursing Competencies

1. Teamwork
2. Communication skills
3. Planning and organizing
4. Attention to detail
5. Adaptability
6. Problem-solving skills
7. Judgment and decision-making
8. Stress tolerance

LIBRARIAN

Job Description

Class Code:

Job Family:

Classification: Support Staff

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, performs a variety of duties related to the instructional program of the library. Provide professional research, reference and consultation services for the organization and users, to ensure efficient library operations and administration and to effectively maintain the library and its materials.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Establish and implement library policies and procedures
2. Prepare and administer the budget for the library
3. Allocate funds and monitor expenditure
4. Determine and implement cost-effective and accurate methods for information retrieval
5. Develop, organize and maintain library collections to meet the demands of specific user groups
6. Coordinate print and electronic subscription requests
7. Select, order and catalog relevant publications and multimedia
8. Carry out cataloging and classification of all library resources
9. Ensure a current and accurate inventory of library materials
10. Maintain records and prepare statistical and analytical reports
11. Assist users in the location of specific material and information
12. Guide users regarding internet resources
13. Train users in the discovery and management of information
14. Respond rapidly and reliably to information requests through the use of all appropriate resources
15. Conduct bibliographic searches to support user and organizational information needs
16. Conduct in-depth research using both online and print resources
17. Produce abstracts and reports using the research data collected
18. Stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors
19. Develop and maintain relationships with external bodies such as vendors and suppliers
20. Promote awareness of research resources, library services and learning opportunities
21. Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources
22. Inspects and verifies delivery and shipping documents.
23. Places property stamp, identification tag, and/or security system target identification on books and equipment.
24. Assists students in the use of library resources.
25. Provides assistance in locating materials and equipment.
26. Conforms to safety standards, as prescribed.
27. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves assisting in all clerical and instructional activities associated with the operation of a library.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. In-depth knowledge of library policies, procedures and practices
2. Knowledge of bibliographic management tools and technology
3. Knowledge of principles and practices of library materials acquisition
4. Knowledge of proper research methodology
5. Expertise in using online database services and virtual reference services
6. Proficient in standard office software applications
7. Knowledge of conservation and preservation techniques for library materials
8. Experience in budget development and management
9. Ability to interpret and apply oral or written instructions.
10. Ability to perform several tasks and determine priorities.

11. Ability to learn and apply established procedures.
12. Ability to perform routine record keeping.
13. Ability to operate a variety of standard school/office equipment and machines.
14. Ability to learn computer software utilized in the library.
15. Ability to meet predetermined deadlines.
16. Ability to plan and organize work.
17. Ability to work flexible hours or shifts.
18. Ability to work cooperatively with employees, students, and parents.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent.
2. One (1) year of clerical experience.
3. Verified typing/keyboarding score of 35 words per minute net.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Computer literate.
2. Master degree in Library Science or related degree preferred
3. 3 plus years relevant experience preferred

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent.
2. Verified typing score of 35 words per minute net, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets, and equipment, etc.

Key Competencies

- Data collection and analysis
- Organizational and planning skills
- Detail-orientated
- Strong communication skills - written and verbal
- Problem analysis and problem solving skills
- Decision-making
- Collaborative skills
- Adaptability and flexibility
- Customer service orientation

REGISTER

Job Description

Class Code:

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction and supervision, completes responsible registrar activities in middle schools and alternative secondary schools.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Implements Amazon Policies and Regulations and procedures regarding student records and student progress toward graduation.
2. Provides information to the public, teachers, and other employees regarding policies, regulations, school activities, and rules.
3. Plans, organizes, and implements the registration process with administration and sets priorities on work and works independently with minimal supervision.
4. Responsible for the enrollment and withdrawal of students.
5. Maintains accurate files and records related to registration and student records.
6. Responsible for accurate student enrollment accounting for apportionment funding.
7. Evaluates and transcribes out-of-school course history records to verify alignment of courses with Amazon curriculum and posts to current student data reporting system.
8. Follows Amazon Grade Reporting Calendar timeline to implement the registrar operational tasks; progress reporting process, grade reporting process, and transcript process.
9. Maintains student data reporting system database to compile, retrieve, and generate accountability records and reports including, but not limited to, class schedules, cumulative records, transfers, registration, grading, course history, attendance, health records, and student accounting data, drop-out, promotion/retention, and academic probation.
10. Certifies and issues official school transcripts, as requested.
11. Determines work priorities and exercises judgment with respect to urgency, confidential status, and relative importance.
12. Generates specialized reports using advanced queries.
13. Promotes public relations and deals tactfully and diplomatically with people.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves responsibility for complex registrar activities, requiring initiative, research, and analysis of permanent academic history of students going through school, which may involve supervisory duties. Registrar I positions are assigned to middle schools.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of and ability to access, use, edit, and maintain records and technology-based (i.e., mainframe) student data reporting systems.
2. Knowledge of word processing, database, spreadsheet, desktop publishing, and data communication software.
3. Ability to maintain confidentiality of data and knowledge of Family Educational Rights and Privacy Act (FERPA) requirements.
4. Ability to maintain confidentiality of information.
5. Ability to conduct audits to verify accuracy of enrollment.
6. Ability to review, evaluate, and interpret transcripts and related documents.
7. Ability to research, analyze, and perform mathematical computations.
8. Ability to compile, create/compose original reports, correspondence, and records.
9. Ability to interpret, explain, and apply written and oral instructions, policies, regulations, and procedures.
10. Ability to use computers and software applications related to assigned tasks.
11. Ability to develop, learn, and apply office procedures.
12. Ability to plan and organize work and work independently with minimal supervision.
13. Ability to meet predetermined deadlines and shift suddenly to new tasks as priorities change.

14. Ability to do editorial checking for spelling, punctuation, and grammar.
15. Ability to judge when to act independently and when to refer situations to supervisor.
16. Ability to cooperate and deal tactfully and diplomatically with administration, staff, and public.
17. Ability to recognize and report hazards and apply safe work methods.
18. Ability to coordinate multiple projects and meet predetermined deadlines.
19. Ability to work flexible hours or shifts.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent
2. Two (2) years clerical experience involving public contact and a verified keyboarding/typing score of 40 words per minute net; or, Four (4) years clerical experience involving public contact and a verified keyboarding/typing score.
3. Experience maintaining records and technology-based (i.e., mainframe) student data reporting systems.
4. Experience with word processing, database, spreadsheet, desktop publishing, or data communication software.

Licenses and Certificates:

None Specified

Preferred Qualifications:

None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent.
2. Verified keyboarding/typing score to match training and experience requirements.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

SCHOOL POLICE OFFICER

Job Description

Class Code:

Job Family: Police Services

Classification: School Police

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and supervision, maintains high visibility on school property to ensure a safe environment and to prevent and respond to crimes against students, personnel, and School property.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Responsible for maintaining high visibility on school campus in order to enforce regulations and procedures, insure the safety of students and personnel and safeguard School property.
2. Conducts preliminary and follow-up investigations; develops personal contacts and informants for investigative purposes.
3. Investigates crime and other school related incidents (i.e., burglary, theft, arson, malicious mischief, vandalism, and assault), and writes appropriate reports.
4. Interrogates, apprehends, cites, executes warrants, arrests, transports, books, and advises suspects of their civil rights.
5. Secures and impounds evidence for legal proceedings.
6. Testifies in court and at administrative hearings, as required.
7. Writes reports such as arrest, private property accident, incident crime, and issues citations.
8. Ensures and promotes positive communications between School staff, students, parents, and the community.
9. Responds to silent alarm calls and fire alarm calls to determine cause and takes appropriate action.
10. Calls emergency medical personnel when necessary.
11. Conforms to safety standards as prescribed.
12. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves on site or vehicle patrol of schools and other School property to ensure a safe learning environment.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Ability to learn, implement and enforce Union, state, and city laws, statues, ordinances and court decisions related to police activities and criminal investigations, principles, practices, and techniques.
2. Ability to operate emergency equipment, weapons, silent alarm monitors, burglary alarm equipment, and motor vehicles.
3. Ability to learn and apply principles of lead supervision, training and performance evaluation.
4. Ability to make crime prevention and safety education presentations.
5. Ability to work rapidly and accurately with names, codes and symbols, and to effectively use police radio.
6. Ability to prepare and maintain accurate written reports.
7. Ability to speak in a clear, understandable manner and comprehend various types of information (i.e., accounts of past events, directions, explanations, ideas, etc.).
8. Ability to talk effectively with persons of divergent cultural and educational backgrounds by projecting voice clearly.
9. Ability to maintain security of confidential materials.
10. Ability to apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (i.e., life and death) situations.
11. Ability to be sensitive to the feelings of others and resolve problems in ways that do not arouse antagonism.
12. Ability to interact and deal effectively with people from varying social and cultural backgrounds.
13. Ability to be courteous and respectful.
14. Ability to be able to calm emotional people and attempts to resolve conflicts through persuasion rather than force.
15. Ability to maintain composure and perform effectively in stressful situations; refrains from overreacting when subjected to physical or verbal abuse; exercise restraint and use the minimum amount of force necessary to handle a given situation.
16. Ability to assert self when necessary to exert control over others; maintain crowd control; keep the peace in disorderly civil situations.
17. Ability to evaluate alternative courses of action and select the most acceptable alternative.
18. Ability to make sound decisions in a timely manner, and size up a situation quickly and take appropriate action.

19. Ability to make independent, timely and good quality decisions; reasons out problems and relates them to what he/she was taught.
20. Ability to judge when to act independently and when to refer situations to supervisor.
21. Ability to work flexible hours and shifts.
22. Ability to recognize and report hazards, and apply safe work methods.
23. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent
2. Must be at least 21 years of age.
3. Experience working with children and youth.
4. Successful completion of Security Monitor training
5. Current and valid driving license plus a safe driving record
6. Knowledge of state laws and regulations
7. Working knowledge of security operations and safety practices
8. Working knowledge of enforcement policies and procedures
9. Working knowledge of safety equipment
10. No disqualifying criminal history

Licenses and Certifications:

None Specified.

EXAMINATIONS:

Must successfully complete by date of hire:

1. Physical capabilities examination.
2. Written examination.
3. Psychological examination.
4. Oral examination/interview.
5. Comprehensive medical examination.

Preferred Qualifications:

None Specified.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Chin State.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Extensive travel to and from School facilities and other agencies.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force to 20-50 lbs. occasionally, 10-25 lbs. frequently, up to 10 lbs. constantly. Negligible amount of force to walk, stand, push, pull, carry. Strength to subdue resistant persons, lift, drag, or carry persons or objects.

Physical Demands: Physical condition appropriate to run for extended periods of time after suspect, climb over fences, through windows, onto roofs, jump high obstacles, across spaces. Maintain effective audio-visual discrimination and perception needed for making observations, distinguishing objects at night, communicating with others in person, on radio or telephone, distinguishing voices in a crowd, reading and writing, operating assigned equipment such as weapons.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Department-issued weapon(s), School-issued vehicle, police radio, computers, etc.

Key Competency Requirements

- Detail-orientated and keen observation skills
- Good communication skills - verbal and written
- Integrity and moral fitness
- Reliability and dependability
- Able to react appropriately in emergency and high stress situations
- Able to anticipate, identify and solve problems
- Judgment and decision making skills
- Maintain a professional appearance and demeanor
- Flexible to work different schedules
- Meet physical requirements

ACCOUNTING CLERK

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and immediate supervision, responsible for the general accounting function including preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounting department.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

General Accounting Function

- 1) Prepare journal entries
- 2) Complete general ledger operations
- 3) Draw up financial statements (trial balance, income statement, balance sheet)
- 4) Prepare tax computations and returns
- 5) Assist in preparing budgets and forecasts
- 6) Monitor and resolve bank issues including fee anomalies and check differences
- 7) Account/bank reconciliations
- 8) Review and process expense reports
- 9) Assist with preparation and coordination of the audit process
- 10) Assist with implementing and maintaining internal financial controls and procedures
- 11) Accurately process sales using cash registers, scanners or equipment

General accounts receivable functions

- 1) Prepare and submit customer invoices
- 2) Code, post and receipt payments
- 3) Prepare and coordinate deposit activities
- 4) Perform all necessary account, bank and other reconciliations
- 5) Monitor customer accounts for non-payment and delayed payment

General accounts payable functions

- 1) Check, verify and process invoices
- 2) Prepare payments for signature
- 3) Sort, code and enter accounts payable data
- 4) Analyze discrepancies and unpaid invoices
- 5) Maintain vendor files

General Payroll functions

- 1) Collect, confirm and process timesheets and overtime
- 2) Verify taxes and other deductions
- 3) Prepare and distribute payroll checks
- 4) Track employee vacation and sick time

General Food Service Functions

1. Supervises the preparation of approved menus and recipes and the serving of hot lunches.
2. Supervises and maintains the cafeteria in a neat and sanitary condition.
3. Provides input for evaluation of assigned staff.
4. Maintains standards for efficient and sanitary food preparation and service.
5. Provides instruction and in service training in the care of equipment, portion control, serving of food, checking of supplies, and record keeping.
6. Orders necessary food and supplies for assigned locations.
7. Checks all items delivered against receipts or requisitions.
8. Counts, verifies, and may make deposits of school lunch monies.
9. Supervises monthly inventory of food and supplies.

10. Prepares control records, and daily and monthly report forms.
11. Prepares time cards for assigned employees and evaluates employees in work unit.
12. Collects and reviews free and reduced price meal applications.
13. Resolves food service complaints.
14. Requests and arranges for substitute worker as needed.

General support functions

- 1) Greet and acknowledge each customer
- 2) Assist customers where possible
- 3) Provide answers to product and payment-related queries
- 4) Refer customers to the right person to answer queries and deal with any problems
- 5) Update, verify and maintain accounting journals and ledgers and other financial records
- 6) Assist in month end reporting procedures
- 7) Find and use accounting data to resolve accounting problems and discrepancies
- 8) Track and audit petty cash
- 9) Assist with employee expense reports
- 10) Perform filing and general administrative tasks
- 11) Liaise with other departments/customers/vendors
- 12) Conforms to safety standards as prescribed.
- 13) Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves professional and technical accounting duties.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of professional accounting procedures and practices.
2. Knowledge of governmental accounting.
3. Knowledge of laws relating to accounting.
4. Knowledge of microcomputers and associated programming.
5. Ability to perform complex mathematical and statistical analyses.
6. Ability to take independent action when required.
7. Ability to be very accurate with details.
8. Ability to plan and organize work.
9. Ability to learn, develop, and apply procedures.
10. Ability to work under pressure and meet deadlines.
11. Ability to work well with other departments and government agencies.
12. Knowledge of finance principles
13. Knowledge of bookkeeping practices
14. Knowledge of financial reporting
15. Technical accounting skills
16. Previous experience of general accounting
17. Proficiency in relevant accounting software
18. Ability to recognize and report hazards and apply safe work methods.
19. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

- 1) Bachelor's degree or equivalent

Licenses and Certificates:

None Specified

Preferred Qualifications:

None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent.
2. College transcripts, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

Key Competencies

- Attention to detail and accuracy
- Planning and organizing
- Scheduling and monitoring
- Communication skills
- Problem analysis and problem-solving skills
- Initiative
- Team work
- Confidentiality

RECEPTIONIST

Job Description

Class Code:

Job Family: Broadcast/Communications

Classification: Support Staff

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction and immediate supervision, provide administrative, secretarial and clerical support requiring general knowledge of basic office systems and procedures, and responsible for providing clients and customers with program information, supporting students with registration process, and attending to visitors and dealing with inquiries on the phone and face to face.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Answers telephone inquiries from employees and the public, concerning departmental activities and operations; accepts, screens, and routes telephone calls; greets and directs visitors, as and when appropriate.
2. Researches and has knowledge of program schedules to answer viewer and member questions and refer callers and visitors to proper personnel or department.
3. Ensures knowledge of staff movements in and out.
4. Monitor visitor access and maintain security awareness
5. Provide general administrative and clerical support
6. Prepare correspondence and documents
7. Schedule appointments
8. Maintain appointment diary either manually or electronically
9. Organize conference and meeting room bookings
10. Co-ordinate meetings and organize catering
11. Control inventory relevant to reception area
12. Tidy and maintain the reception area
13. Process orders, forms, applications and requests
14. Record details of inquiries, comments and complaints
15. Record details of actions taken
16. Communicate and coordinate with internal departments
17. Receive, sort and distribute incoming mail
18. Monitor incoming emails and answer or forward as required
19. Update and maintain databases such as mailing lists, contact lists and client information
20. Retrieve information when requested
21. Update and maintain internal staff contact lists
22. Assist with event planning and implementation
23. Monitor and maintain office supplies
24. Ensure office equipment is properly maintained and serviced
25. Perform work related errands as requested such as going to the post office and bank
26. Keep office area clean and tidy
27. Uses computer and mainframe applications (i.e., word processing, inquiry, data input, etc.), to obtain and enter data and operates a variety of office equipment (i.e., computer, printer, copier, switchboard, fax machine, microfilm machine, etc.).
28. Types and proofreads a variety of documents, reports, and forms (i.e., correspondence, memoranda, tables, orders, or other information from rough draft and/or composes), as directed.
29. Researches and compiles information, verifies accuracy, maintains data for various departmental reports and databases.
30. Files correspondence, bulletins, reports, records, materials, and other documents according to appropriate departmental guidelines; may retrieve files upon request.
31. Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks and composes departmental reports, as requested.
32. Provides clerical support for the coordination and scheduling of conference rooms for external and internal meetings for groups and organizations.
33. May photocopy, sort, staple, and/or distribute documents, as requested.
34. May type labels, envelopes, and/or routine forms; may open, sort, date stamp, and distribute incoming/outgoing correspondence.
35. Maintains and updates computer system database to compile, store, and/or retrieve information to prepare various reports.

36. Sorts and keeps accurate logs on outgoing and incoming documents, mail and packages, and prepares envelopes for mass mailings, as directed.
37. Conforms to safety standards, as prescribed.
38. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Provides and performs a broad array of generalized administrative support functions, involving routine clerical duties, and requiring general knowledge of basic office systems and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of basic record keeping/accounting practices; ability to perform routine mathematical computations.
2. Knowledge of basic School work policies and guidelines; knowledge of departmental practices and procedures.
3. Ability to understand, explain, and apply written and oral instructions, practices and procedures.
4. Ability to clearly communicate information, verbally and in writing; knowledge of business English and spelling.
5. Ability to type.
6. Ability to prepare routine documents and compose business letters and memoranda.
7. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.).
8. Ability to perform routine typing and basic computer operations (i.e., data entry, word processing, records retrieval, etc.).
9. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files, ability to learn job specific computer software applications.
10. May require the ability to operate specialized communications or office equipment as specified by the assigned work area.
11. Ability to establish and maintain effective working relationships with School employees, students, parents, and the general public.
12. Ability to work without direct supervision to carry out assignments to completion; ability to meet predetermined deadlines.
13. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
14. Ability to work flexible hours or shifts as necessary for the efficient operation of the department.
15. Ability to do editorial checking for spelling, punctuation, and grammar.
16. Ability to recognize and report hazards and apply safe work methods.
17. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Business college training an advantage
2. Previous office experience may be requested but this can also be entry level position
3. Competent computer skills including MS Office or equivalent
4. Internet skills including use of e-mails, group messaging and data collection
5. Numeracy and literacy skills

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or equivalent.
2. Verified keyboarding/typing score of 40 words per minute net, if applicable.
3. College transcript(s), if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

Key Competencies

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Stress tolerance problem solving ability
- Accuracy
- Teamwork

COMPUTERIST

Job Description

Class Code:

Job Family:

Classification: Information System

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction and immediate supervision, perform data entry into a variety of database systems and generates, reads, and interprets data reports. Enter data from various source documents into the computer system for storage, processing and data management purposes.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Accurately and competently enters and verifies alphanumeric data from a variety of sources (including paper-based, electronic, and phone, etc.) into a computer database.
2. Accurately enters information into electronic forms.
3. Proofreads documents, files, and stored data to validate information.
4. Performs simple queries using basic filter to extract data and generate reports.
5. Maintains the confidentiality of records and information pertaining to students and personnel.
6. Performs the electronic filing of information by scanning and uploading documents to computer systems.
7. Maintains a high level of accuracy, while focusing on process efficiency, with an emphasis on attention to detail, high quality service, and productivity.
8. Follow established practices and standards for the input and presentation of information.
9. Communicates information effectively and provides customer service internally and externally via phone, email, and public counter.
10. Store completed documents in designated locations
11. Maintain logbooks or records of activities and tasks
12. Print information when required
13. Comply with data integrity and security policies
14. Maintain own office equipment and stationery supplies
15. Diagnoses printer problems and disassembles and repairs printers.
16. Conforms to safety standards, as prescribed.
17. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves utilizing relational database systems to enter and validate data.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Working Knowledge of Microsoft Office Suite products.
2. Ability to follow oral and written directions.
3. Ability to communicate both verbally and in writing.
4. Ability to maintain current knowledge of technology, new computer user applications, and data management systems.
5. Knowledge of correct spelling, grammar and punctuation
6. Knowledge of clerical and administrative procedures
7. Ability to establish and maintain cooperative working relationships with fellow employees and to work independently.
8. Ability to manage multiple assignments and meet predetermined deadlines.
9. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent
2. Data entry experience an advantage.
3. Verified typing/keyboarding score of 45 words per minute net.
4. Proficient in Microsoft Office Suite.

Licenses and Certificates:

None specified.

Preferred Qualifications:

Completion of Excel and/or Access coursework.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent.
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy preferred qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines, drills, punch-down tools, digital multi-meters, laser communication devices, and data system and communications test equipment, hand and power tools used in the installation and repair of communication systems.

CAMPUS POLICE

Job Description

Class Code:

Job Family:

Classification:

Terms of Employment:

STATUS:

POSITION SUMMARY:

Under general direction and immediate supervision, patrol and protect assigned property, promote and enforce safety and security and act as a visible deterrent against irregular activity.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Remains mobile and visible by patrolling school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus loading areas, and other campus locations in order to observe student behavior and prevent violations of school rules or unsafe activities.
2. Examines doors, windows, and gates to ensure security; uses School keys to open and close buildings and; monitors closed buildings for unauthorized persons and/or suspicious activities.
3. Maintains alertness for problems likely to disrupt the educational process or to be injurious to persons or property; corrects or reports school rule violations and conditions hazardous to the health and safety of pupils, the public, and the staff.
4. Approaches individuals entering school grounds, provides assistance, reports presence of unauthorized persons, and/or stops visitors on campus to ensure they are properly authorized.
5. Observes and monitors student behavior outside the classroom.
6. Intervenes appropriately in situations likely to result in disruption or injury and imposes appropriate consequences for student conduct in alignment with Company and school policy.
7. Maintains positive relationships and acts as a liaison with law enforcement, school and Company staff, students, parents, and community members.
8. Notifies administrators of bullying incidents, gang activities, and/or threats of harm to students on or near campus, and other issues that require immediate attention.
9. Assists in carrying out emergency response plans (i.e., fire drills, bomb threats, lock downs, etc.).
10. Refers students to administration in cases of flagrant or repeated violations of school policies and/or regulations and assists teachers when requested in dealing with disruptive students.
11. Operates a two-way radio to communicate with school office and other school security personnel.
12. Diffuses threatening situations/confrontations in a positive and constructive manner.
13. Administers Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), as necessary.
14. Observes, intervenes, and gathers information regarding inappropriate activities.
15. Prepares Student Incident Reports, referrals, and witness statements, as necessary.
16. Operates all functions of various security surveillance cameras.
17. Respond to alarms and requests for help
18. Monitor and prevent movement of prohibited items into and out of property
19. Inspect and test fire and security systems
20. Conforms to safety standards, as prescribed.
21. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves physically patrolling school campus and other areas, as assigned, to monitor student activities and report incidents to administrators and school police.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of safety rules and procedures to be observed by students and standards of courtesy and behavior expected of students.
2. Knowledge of interpersonal skills using tact, patience, flexibility, and customer service orientation.
3. Knowledge of and skill in performing building security and lock procedures, both opening and closing of school facilities.
4. Knowledge of adolescent development, behavior, and social influences.
5. Knowledge of the operation of a two-way radio and use established public security codes.
6. Knowledge of Amazon and community resources to assist students and families.

7. Knowledge of methods of investigation and property protection.
8. Knowledge of and ability to use conflict resolution strategies/skills.
9. Ability to perform and use CPR/AED and Universal Precautions, when necessary.
10. Ability to patrol and monitor school campus and other areas to maintain order and security, as assigned.
11. Ability to learn and apply relevant Company rules, policies, regulations, and school procedures.
12. Ability to perform duties with patience and tact and to exercise good judgment to maintain discipline and order within established guidelines.
13. Ability to communicate effectively both orally and in writing in a professional manner.
14. Ability to read hand-written and typed notes and memoranda.
15. Ability to follow established investigatory protocols and to prepare clear and concise incident reports and witness statements, as necessary.
16. Ability to successfully conduct security patrols without direct supervision.
17. Ability to interact effectively with persons of divergent cultural and educational backgrounds.
18. Ability to determine when to intervene in physical confrontations, when to defuse/de-escalate confrontations, and when to refer situations to an administrator or school police officer.
19. Ability to communicate and act effectively in a crisis situation.
20. Ability to handle multiple tasks under stressful situations.
21. Ability to work flexible hours and shifts.
22. Ability to build, establish, and maintain cooperative, effective, and positive working relationships with students, co-workers, parents, and the public/community.
23. Ability to recognize and report hazards and apply safe work methods.
24. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent
1. Be at least 18 years of age and 21 years of age for certain positions

Licenses and Certificates:

None specified.

Preferred Qualifications:

1. Professional work experience with children and youth.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

School campuses (classrooms, corridors, restrooms, cafeterias, playgrounds, locker rooms, gymnasiums, etc.).

WORK ENVIRONMENT:

Strength: Medium - exert force up to 50 lbs., occasionally.

Physical Demands: Strength to break-up fights between and among students. Standing for extended periods of time and walking for long periods of time. Running, crouching, and bending, climbing, balancing, stooping, kneeling, crawling, reaching, handling, and repetitive fine motor activities. Carrying objects weighing up to 50 lbs. Hearing normal voice-range frequencies. Hearing and speech to communicate on a two-way radio, in person, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions: Exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Mandatory uniform and two-way radio will be provided.

Key Competency Requirements

- Detail-orientated and keen observation skills
- Good communication skills - verbal and written
- Integrity and moral fitness
- Reliability and dependability
- Able to react appropriately in emergency and high stress situations
- Able to anticipate, identify and solve problems
- Judgment and decision making skills
- Maintain a professional appearance and demeanor
- Flexible to work different schedules
- Meet physical requirements

DRIVER Job Description

Code:

Job Family: Service/Transportation Workers

Classification:

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction and immediate supervision, drives a school bus to transport students to and from schools and on special trips.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Drives a school bus to transport pupils to and from schools and on special trips.
2. Takes direction from the Office regarding pick-up and delivery of students.
3. Maintains student order on bus and issues citations, as necessary.
4. Must have a charged cell phone and have readily available the Campus Director/Principal phone number as well as that of the school and the capability of calling emergency services if necessary.
5. Submits daily transportation reports and other necessary reports, as required.
6. Will contact the Campus Director/Principal should any event arise.
7. Checks mechanical condition, gas, oil, other fluids, and tires, and inspects safety equipment of assigned bus before leaving on route.
8. Conducts emergency evacuation drills for students on buses.
9. Checks bus passes periodically for eligibility and for after school activities.
10. Reports necessary vehicle repairs.
11. Conforms to safety standards, as prescribed.
12. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves transporting students on regularly scheduled routes and on special trips.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Ability to operate a variety of school cars.
2. Ability to read, comprehend, and apply laws, rules, and regulations pertaining to driving school vehicles.
3. Ability to read and interpret maps.
4. Ability to effectively communicate safety rules/procedures and what constitutes acceptable/unacceptable behavior to students.
5. Ability to complete records, as required.
6. Ability to operate a two-way radio.
7. Ability to work cooperatively with employees, students, parents, administrators, and the public.
8. Ability to recognize and report hazards and apply safe work methods.
9. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. Basic literacy
2. Three years of successful driving experience with a current Commercial Driver's License
3. Safe driving record.
4. Must be at least 21 years of age.

Licenses and Certificates:

None specified.

Preferred Qualifications:

None Specified

Conditions of Employment:

Applicants for/employees in this position are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or School regulations and procedures.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, if applicable.
2. Proof of age (21 years or older).
3. A valid Commercial Driver's License.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Majority of tasks and duties are performed outdoors and in confined work areas. Work areas involve being in and around large vehicles/buses. Frequent travel in parking lots, freeways, roadways, private streets, and private complexes, as needed.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

School-issued buses, electronic inspection device, first aid kit, body fluid kit, fire extinguisher, emergency triangles, tire iron, car seats, safety vests, wheelchairs, wheelchair lift, oxygen tanks, backpacks, securement straps, seatbelt, and/or two-way radios, etc.

KEEPER

Job Description

Class Code:

Job Family: Service/Operations Workers

Classification: Support Staff

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under immediate supervision, cleans assigned area or facilities of the School and maintains a clean, sanitary, comfortable and tidy environment.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Cleans and shampoos rugs and carpets.
2. Cleans floors by vacuuming, sweeping, mopping, polishing, or scrubbing.
3. Cleans, dusts, and polishes woodwork, furniture, glass, and other items.
4. Services soap dispensers, towel boxes, and similar containers; replaces paper and soap supplies.
5. Empties and cleans wastepaper baskets and other refuse containers.
6. Cleans chalkboards, trays, and erasers.
7. Moves and adjusts chairs, desks, tables, supplies, furniture, and equipment according to prescribed layout.
8. Strips, seals, and waxes floors.
9. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
10. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces, dirty school linens, clothes, curtain, etc.
11. Operates power sweepers, polishers, and other power equipment.
12. May be required to move, assemble or disassemble furniture, equipment, or other items, or to assist other crafts in an emergency, or as the need arises.
13. Dispose of trash in a sanitary manner
14. Make up tables and change linens as required
15. Tidy up rooms
16. Maintain all cleaning equipment and materials in a safe and sanitary working condition
17. Check and purchase groceries and household supplies to maintain adequate levels
18. Wash dishes and clean kitchen according to agreed hygiene standards
19. Clean appliances
20. Organize work schedule from the room status list, arrivals and departures
21. Restock room supplies such as drinking glasses, soaps, shampoos, writing supplies, mini bar
22. Check all appliances in rooms are in working order
23. Remove room service items
24. Report any maintenance issues or safety hazards
25. Observe and report damage of school property
26. Empties and sanitizes trash containers and other receptacles; lines all trash containers with plastic trash bags.
27. Sanitizes and cleans floors and walls, (i.e., sweeps, mops, washes and scrubs).
28. Sanitizes and maintains lavatories, (i.e., cleans toilets, sinks and fixtures; washes and scrubs walls); replaces paper supplies and soap in restrooms.
29. Utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions.
30. Keeps the campus clean and tidy.
31. Mows, trims, and edges lawn areas.
32. Weeds and grades flower beds and planters at school properties, including unimproved sites.
33. Plants or installs lawns, shrubs, and trees.
34. Conforms to safety standards, as prescribed.
35. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves cleaning an assigned area on a daily basis. Involves the maintenance of school properties and operation of various types of grounds equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Ability to understand written and oral instructions.
2. Ability to operate and maintain custodial equipment.
3. Ability to perform physically demanding work.
4. Ability to learn the appropriate use of cleaning products.
5. Knowledge of cleaning sensitive materials.
6. Ability to climb ladders for cleaning and changing of lights.
7. Ability to work flexible work schedules.
8. Ability to work cooperatively with employees, students, and the public.
9. Ability to recognize and report hazards and apply safe work methods.
10. Possess physical and mental stamina commensurate with the responsibilities of the position.
11. Ability to learn gardening skills.
12. Ability to learn to operate various pieces of grounds equipment.
13. Ability to safely move and relocate heavy objects and perform physically demanding work.
14. Ability to withstand heights and perform work safely.

POSITION REQUIREMENTS:

Education, Training, and Experience:

High school diploma or equivalent preferred

Licenses and Certificates:

None Specified

Preferred Qualifications:

Custodial experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Portable man-lift, truck mounted carpet extractor, various cleaning equipment (i.e., vacuum, buffer, etc.).

Rakes, shovels, picks, saws, pruners, sod cutters, sledge hammers, jackhammers, ladders, pole pruners, mowers (hand, riding, gang, and flail), blowers, edgers, various trucks and trailers, fertilizer spreaders, rototillers, hedge trimmers, weed eaters, small tractors, etc.

KITCHEN WORKER

Job Description

Class Code:

Job Family: Food Service

Classification: Support Staff

Terms of Employment:

STATUS: NON-EXEMPT

POSITION SUMMARY:

Under immediate supervision, operates the kitchen and prepares the food.

MAIN JOB TASKS AND RESPONSIBILITIES:

This list is not essentially exhaustive and may be supplemented.

1. Prepares approved menus and recipes and the serving of hot lunches.
2. Maintains the cafeteria in a neat and sanitary condition.
3. Conforms to standards for efficient and sanitary food preparation and service.
4. Retrieves and supplies food to the food packing line, and various food packing areas.
5. Places packaged food in coolers and/or freezers for storage; transfers food and kitchen supplies as directed.
6. Moves and adjusts tables, food racks, dollies and various support equipment; operates a pallet truck to transfer food and supplies.
7. Cleans, disinfects, and provides for the general upkeep of kitchen facilities, (i.e., food preparation surfaces, utensils and work area); kitchen equipment, machinery and appliances; dishes and cooking containers; drinking fountains and drains.
8. Assist in the care of equipment, portion control, serving of food, checking of supplies, and record keeping.
9. Assist in ordering of necessary food and supplies.
10. Assist in checking all items delivered against receipts or requisitions.
11. Assist in collecting and reviewing free and reduced price meal applications.
12. Requests and arranges for substitute worker as needed.
13. Conforms to safety standards as prescribed.
14. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves preparing food and snacks and a general cleaning. Involves the maintenance of food stock and kitchen and dining properties.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of food preparation, food service methods and equipment.
2. Ability to plan and organize work.
3. Ability to perform mathematical computations.
4. Ability to meet predetermined deadlines.
5. Ability to safely move and relocate heavy objects.
6. Ability to work cooperatively with employees, parents, and students.
7. Ability to recognize and report hazards and apply safe work methods.
8. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. Basic literacy

Licenses and Certificates:

None specified.

Preferred Qualifications:

1. Food Service Course from an accredited college, university, training or vocational school an advantage.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copy machines, etc.