

SCHOOL BOARD OF MONROE COUNTY

# BARGAINING UNIT JOB DESCRIPTIONS



*BUILDING BRIDGES  
TO SUCCESS*

**Reviewed and Updated**

**February 2009**

# MONROE COUNTY SCHOOLS

## Job Description

### LEAD CUSTODIAN

---

**DEPARTMENT:** Custodial

**POSITION GOAL:**

To provide high standards of custodial services to the County Schools.

**ESSENTIAL JOB FUNCTIONS:**

Supplies school buildings with cleaning supplies and equipment from Custodial Supervisor.  
Assists in the preparations for and recovery from emergency situations.  
Performs functions found in the Custodian's Job Description.  
Assists in training custodial personnel as required.  
Procures custodial supplies as needed.  
Procures shipments of monthly orders as needed.  
Reports equipment misuse.  
Monitors and supports safe working practices, including compliance with Occupation Safety and Health Act (OSHA) requirements.  
Assists custodians with notice of injury reports.  
Supervises other assigned Custodians, coordinates assigned areas and daily tasks.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Two (2) years experience in custodial work.  
Valid Florida Driver License.  
Knowledge of chemicals and cleaning materials and procedures for their use.  
Knowledge of custodial equipment and ability to make minor repairs.  
Expected to maintain through continuing education and safety training current knowledge and certifications related to the job description.  
Ability to calculate and maintain a correct inventory of chemicals and supplies.  
Ability to coordinate custodial tasks effectively.  
\*Ability to read, write and communicate in English.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Heavy Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Balancing, Kneeling, Crouching

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Custodial Supervisor  
**SUPERVISES:** Custodians

# MONROE COUNTY SCHOOLS

## Job Description

### CUSTODIAN

---

**DEPARTMENT:** Custodial

**POSITION GOAL:**

To care for the maintenance, sanitation, cleanliness, and safety of the school plant and grounds

**ESSENTIAL JOB FUNCTIONS:**

Checks for and reports vandalism or graffiti.  
Restocks supplies in all restrooms, notifies lead custodians of supply shortages.  
Inspects and cleans the grounds as specified by the Principal, or supervisor.  
Secures designated buildings, as assigned.  
Informs lead custodians of repairs requiring work orders.  
Cleans up after accidents or illnesses.  
Replaces light bulbs and tubes as needed up to 12 foot ceilings.  
Maintains cleanliness of air conditioner return air grilles, and vents.  
Cares for all campus floors and carpets in an efficient manner.  
Reports all injuries to office manager and lead custodian.  
Assist with delivery of supplies by the Lead Custodian.  
Performs minor repair services.  
Participates in training and activities.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Experience in custodial work or equivalent.  
Ability to use custodial equipment and cleaning chemicals.  
Knowledge of basic mechanical and technical applications as related to specific job functions.  
\*Ability to communicate effectively both orally and in writing.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Heavy Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Electrical Sources, Water, Shut Off

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Lead Custodian or Custodial Supervisor  
**SUPERVISES:** No supervisory duties

# SCHOOL BOARD OF MONROE COUNTY

## JOB DESCRIPTION

### SCHOOL PSYCHOLOGIST

**QUALIFICATIONS:**

- (1) Educational Specialist Degree in school psychology from an accredited educational institution.
- (2) Certified as a school psychologist by the State of Florida.
- (3) Two years of public school experience desired.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to administer, score and interpret various evaluation instruments. Ability to work effectively with parents, students, staff and other agencies in providing placement and other services appropriate for exceptional students. Demonstrated ability to communicate technical and complex information clearly to others both in written and oral form. Ability to gain and maintain a working knowledge of the various programs and services for exceptional students.

**REPORTS TO:**

Exceptional Student Education Director

**JOB GOAL**

To diagnose students with disabilities accurately and to participate in the appropriate placement of students. To provide assistance to teachers, counselors, principals and parents in providing services to students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Administer, score and interpret intelligence, aptitude achievement and other psychological tests, both for initial placement and follow-up procedures.
- (2) Utilize testing equipment.
- \* (3) Submit a written evaluation of test results and interpretations clearly and concisely.
- \* (4) Make written and oral recommendations to both school personnel and parents for appropriate services and treatments.
- (5) Provide psychometric services and placement recommendations for Exceptional Education Programs.
- \* (6) Ascertain possible causes and solutions of students' psychological problems through the use of tests, interviews, conferences and review of other relevant information.
- (7) Hold counseling sessions with parents of students and students who have been identified as habitual truants, potential dropouts, underachievers and behavior problems.
- \* (8) Act as a resource person to students, parents and school.
- (9) Serve as a liaison between schools and appropriate agencies which can provide services to students in need of additional assistance.

- \* (10) Provide in-service training for school personnel relating to behavior modification techniques, educational psychology, psychometrics, counseling and the exceptional child.
- (11) Travel between schools
- \* (12) Use effective positive interpersonal communications skills.
- (13) Coordinate the work of one or more child study teams.
- (14) Assist in the preparation of the annual county plan.
- (15) Participate in placement hearings.
- (16) Maintain current knowledge of research in the evaluation, treatment and programs for exceptional students.
- \* (17) Maintain required record confidentiality procedures.
- (18) Ensure that all relevant information is considered in the placement process.
- (19) Perform other incidental tasks and services consistent with the job goal of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.

**TERMS OF EMPLOYMENT:**

10 months  
7.5 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*\*Essential Performance Responsibilities*

**SCHOOL BOARD OF MONROE COUNTY**  
**JOB DESCRIPTION SUPPLEMENT**

**SCHOOL PSYCHOLOGIST**

**I. MACHINES, TOOLS, EQUIPMENT:**

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.

Personal vehicle, telephone, tape recorder, timer, calculator, computer/printer, relevant evaluation equipment.

**II. PHYSICAL REQUIREMENTS:** Describes physical conditions of this position.

- A. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- X B. Light Work: Exerting up to 20 pounds of force occasionally an/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
- C. Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**III. PHYSICAL ACTIVITY:** Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

**Percentage**

- 70 A. Sitting: Resting with the body supported by the buttocks or thighs.
- 40 B. Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 30 C. Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 15 D. Climbing: Ascending and descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms
- E. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
- 10 F. Bending: Lowering the body forward from the waist.
- 10 G. Stooping: Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

10	H.	Kneeling: Bending legs at knee to come to a rest on knee or knees.
20	I.	Crouching: Bending the body downward and forward by bending leg and spine.
	J.	Crawling: Moving about on hands and knees or hands and feet.
20	K.	Twisting: Moving body from the waist using a turning motion.
70	L.	Reaching: Extending hand(s) and arm(s) in any direction.
10	M.	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force.
10	N.	Pulling: Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to <u>20</u> pounds of force.
40	O.	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to <u>20</u> pounds of force.
20	P.	Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
70	Q.	Grasping: Applying pressure to an object with the fingers and palm.
	R.	Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
10	S.	Repetitive Motions: Substantial and continuous movements of the wrists, hands and/or fingers.
80	T.	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
100	U.	Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
100	V.	Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

*Note: Will total more than 100 percent as several activities may be performed at one time.*

**IV. WORKING CONDITIONS:** Conditions the worker will be subject to in this position.

- A. Outdoors: The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
- B. Indoors: The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
- X C. Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.
- D. Cold: The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
- E. Heat: The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
- F. Noise: The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. Vibration: The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
- H. Hazards: The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
- X I. Atmospheric Conditions: The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin: fumes, odors, mists, gases or poor ventilation.
- J. Oils: The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- K. Respirator: The worker is required to wear a respirator.
- L. None: The worker is not substantially exposed to adverse environmental conditions (such as a typical office or administrative work).
- M. Other:

# MONROE COUNTY SCHOOLS

## Job Description

### BEHAVIORAL SPECIALIST

---

#### POSITION GOAL:

To assist in the prevention of disruptive and at risk behavior of students, by facilitating behavioral services to families directly in the home and to educational staff in the classroom.

#### ESSENTIAL JOB FUNCTIONS:

Orients and trains staff at school; and families at their home in behavioral techniques.

Orients practicum students or interns.

Provides regular observation and feedback to educational staff and families.

Acts as a resource person to staff and families at various locations in behavioral areas as needed.

Evaluates appropriateness of referrals.

Attends case conferences to assist with the coordination of services.

Participates in the planning and implementation of research projects and training seminars.

Meets regularly with supervisor, other pertinent staff and families for the exchange of information, program planning and monitoring.

Functions as liaison of various agencies regarding services being provided.

Serve on area committees that deal with children's issues, especially concerning the areas of child abuse and neglect, at risk behaviors, and severe emotional disturbances.

Follows accepted rules and regulations set by the State of Florida concerning legal requirements pertaining to working with children.

Performs other related duties as may be assigned by supervisor.

#### MINIMUM QUALIFICATIONS:

- \*Masters Degree or at least 5 years experience in Exceptional Education or Clinical Services (Behaviorally, i. e. SED/EH, related)
- \*Three years prior district level/supervisory experience working with children, educational staff, and families in a educational/clinical setting
- \*Certification/License in Emotionally Handicapped (education) or Clinical license
- \*Ability to visibly and audibly monitor behavior is required.
- \*Ability to physically restrain and control disruptive behavior, in accordance with Monroe County guidelines is required
- \*Ability to read and interpret detailed clinical and academic records
- \*The position requires a variety of work hours. This may include days, evenings, and/or weekends.
- \*Ability to effectively communicate with children, families and educational staff in order to facilitate a decrease in inappropriate behaviors within the home, the community, and the school.
- \*Ability to organize and present seminars/trainings to families and professionals concerning behavioral techniques in order to assist with the decrease in disruptive and at risk behaviors.
- \*Ability to maintain a professional attitude and respect toward children, families, and others with whom he/she comes in contact.
- \*Possess knowledge of, and observe requirements as pertain to confidentiality.

**Physical Requirements:** Moderate -Heavy (Safe Physical Management)

---

Behavioral Specialist

Page 2

**Physical Activities:** Flexibility, Bending, Stretching, Exerting Force, Lifting (up to 20 lbs.), Stooping, Reaching, Kneeling, Grasping, Talking, Hearing Acuity,

Visual Acuity

**Working Conditions:** Indoors/Outdoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

**TERMS OF EMPLOYMENT:**

10 months  
7.5 hours per day

**REPORTS TO:** Director of Exceptional Student Education  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### MAINTENANCE STOREKEEPER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To provide and maintains security, storage and issuance of all parts, materials, equipment and supplies to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Maintains and catalogs district plans, specifications and contract documentation data electronic or physical.  
Accurately performs inventory counting, auditing and reporting functions.  
Identifies and maintain district capital assets through asset tracking systems provided by district.  
Accurately and promptly documents labor hours and materials expended on assigned tasks.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Operates standard office equipment including computers, printers, scanners, fax machines.  
Maintains accountability and inventory for assigned tools and equipment.  
Secures Bid and Pricing on materials and equipment on an as needed basis.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Florida Class "D" CDL License required by the end of the probationary period.  
Knowledge of technology as related to specific job functions.  
Knowledge of building and repair methods.  
Knowledge of all trades.  
Knowledge of school operations.  
Ability to read and comprehend construction drawings.  
Ability to perform the essential physical job functions/responsibilities of the position.  
Skill in the use of tools and equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** Support personnel assigned

# MONROE COUNTY SCHOOLS

## Job Description

### LEAD ELECTRICIAN

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

Lead work in ensuring electrical power distribution and lighting systems and equipment operate and are maintained in a safe manner as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Leads work in installing, maintaining and repairing wiring, conduit, fixtures, switch gear, motor starters, wiring devices, and lighting ballast.  
Instructs crew and ensures the proper completion of work is performed.  
Installs and/or modifies electrical service panels.  
Performs conduit bending, above and below ground conduit installations.  
Maintains current knowledge of motor controls, devices, relays, etc.  
Accurately and promptly document labor hours and materials expended on assigned tasks  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Assists in estimating and planning maintenance and construction of electrical projects.  
Assists in the design and specifications of electrical power and lighting systems and equipment, and verifying work performed under purchase order contracts.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years of verifiable electrical experience or Journeyman's License.  
Florida class "D" driver's license required upon start date.  
Knowledge of technology as related to electrical maintenance and repair functions.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Ability to read and comprehend construction drawings, schedules and risers.  
Ability to perform the essential physical job functions/responsibilities of this position.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### **ELECTRICIAN**

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure electrical power distribution and lighting systems and equipment operate and are maintained in a safe manner as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Installs, maintains and repairs wiring, conduit, fixtures, switch gear, motor starters, wiring devices, and lighting ballast. Performs preventative maintenance on services, switchgear, panels, over-current protection, conductors and grounded systems.  
Builds, alters, repairs, modifies and installs high and low voltage systems.  
Installs and/or modifies electrical service panels.  
Performs conduit bending, above and below ground conduit installations.  
Maintains current knowledge of motor controls, devices, relays, etc.  
Accurately and promptly document labor hours and materials expended on assigned tasks  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years of verifiable electrical experience or Journeyman's License, preferred.  
Florida class "D" driver's license required by the end of the probationary period.  
Knowledge of technology as related to electrical maintenance and repair functions.  
Knowledge of single phase and three phase systems up to 600 volts.  
Knowledge of national electrical codes.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Ability to read and comprehend construction drawings, schedules and risers.  
Ability to perform the essential physical job functions/responsibilities of this position.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### **LEAD MECHANIC, AIR CONDITIONING AND REFRIGERATION**

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure the District's ventilation and air conditioning systems are operated and maintained in a manner that ensures efficient performance and serves as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Leads other journeymen and helpers in operating, maintaining, installing and repairing air conditioning, ventilation, exhaust and refrigeration equipment, including compressors, motors, coils, valves, refrigerant lines, controls, chillers and heating components. .  
Performs scheduled preventative maintenance on HVAC equipment.  
Operates and diagnoses discrepancies with computer based control systems; establishing program schedules, archived data, system run parameters and emergency system restarts.  
Installs, maintains and repairs air distribution systems and components.  
Searches out and reads technical manuals to accurately troubleshoot and repair equipment and control systems.  
Assists in estimating and planning maintenance and construction projects.  
Familiarizes the District staff in the proper routine operation of user controlled HVAC equipment and controls.  
Keeps current regarding new rules and regulations applicable to HVAC servicing and refrigerants.  
Instructs crew and ensures the proper completion of work performed.  
Accurately and promptly documents labor hours and materials expended on assigned tasks.  
Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years verifiable ventilation and air conditioning mechanical experience or Air Conditioning and Refrigeration License.  
Florida Class "D" driver's license required upon start date.  
EPA certification for universal CFC and refrigerant recovery.  
Knowledge of technology as related to air conditioning and refrigeration job functions.  
Knowledge of HVAC control systems, direct expansion refrigerant systems, chilled water cooling plants and systems.  
Ability to read, comprehend and interpret mechanical and control drawings, schematics and technical specifications.  
Ability to perform the essential physical job functions/responsibilities of this position.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### **MECHANIC, AIR CONDITIONING AND REFRIGERATION**

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure the District's ventilation and air conditioning systems are operated and maintained in a manner that ensures efficient performance and serves as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Operates, maintains, installs and repairs air conditioning, ventilation, exhaust and refrigeration equipment, including compressors, motors, coils, valves, refrigerant lines, controls, chillers and heating components. .  
Performs scheduled preventative maintenance on HVAC equipment.  
Operates and diagnoses discrepancies with computer based control systems; establishing program schedules, archived data, system run parameters and emergency system restarts.  
Installs, maintains and repairs air distribution systems and components.  
Searches out and reads technical manuals to accurately troubleshoot and repair equipment and control systems.  
Assists in estimating and planning maintenance and construction projects.  
Familiarizes the District staff in the proper routine operation of user controlled HVAC equipment and controls.  
Keeps current regarding new rules and regulations applicable to HVAC servicing and refrigerants.  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Accurately and promptly documents labor hours and materials expended on assigned tasks.  
Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Identifies,, troubleshoots, and maintains acceptable indoor air quality conditions.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years verifiable ventilation and air conditioning mechanical experience accompanied or Air Conditioning and Refrigeration License, preferred.  
Florida Class "D" driver's license required by the end of probationary period.  
EPA Certification Type II required by end of the probationary period.  
Knowledge of technology as related to air conditioning and refrigeration job functions.  
Knowledge of HVAC control systems, direct expansion refrigerant systems, chilled water cooling plants and systems.  
Ability to read, comprehend and interpret mechanical and control drawings, schematics and technical specifications.  
Ability to perform the essential physical job functions/responsibilities of this position.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### LEAD PAINTER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

Lead work in ensuring interior and exterior surface finishes throughout the District are repaired and maintained in a manner as District needs demand and providing a high level of appearance.

**ESSENTIAL JOB FUNCTIONS:**

Supervises other painters and painter helpers as directed.  
Prepares and cleans surfaces to be painted, including patching and caulking.  
Cleans surface by chemical washing, abrasion, or wire brushing when required..  
Paints interior and exterior surfaces.  
Paints furniture and playground equipment.  
Instructs crew and ensures the proper preparation and application of coatings is performed.  
Operates and maintains surface cleaning and coating application equipment.  
Safely operates and works from ladders, scaffolding, platforms and personnel lifts.  
Assists in the specification of surface coatings on new projects.  
Assists in estimating and planning maintenance and construction painting projects.  
Accurately and promptly documents labor hours and materials expended on assigned tasks  
Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years verifiable painting and interior/exterior coating application experience.  
Florida Class "D" License required upon start date.  
Journeyman Card/License preferred.  
Knowledge of technology as related to painting and resurfacing functions.  
Ability to perform the essential physical job functions/responsibilities of this position.  
Ability to read and comprehend construction drawings, finish schedules and material specifications.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Ability to lead other effectively.  
Skill in the use of tools and equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** Painters, Helpers

# MONROE COUNTY SCHOOLS

## Job Description

### PAINTER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure interior and exterior surface finishes throughout the District are repaired and maintained in a manner as District needs demand and providing a high level of appearance.

**ESSENTIAL JOB FUNCTIONS:**

Prepares and cleans surfaces to be painted, including patching and caulking.  
Cleans surface by chemical washing, abrasion, or wire brushing when required..  
Paints interior and exterior surfaces.  
Paints furniture and playground equipment.  
Operates and maintains surface cleaning and coating application equipment.  
Safely operates and works from ladders, scaffolding, platforms and personnel lifts.  
Assists in estimating and planning maintenance and construction painting projects.  
Accurately and promptly documents labor hours and materials expended on assigned tasks  
Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years verifiable painting and interior/exterior coating application experience.  
Florida Class "D" License required by end of probationary period.  
Journeyman Card/License preferred.  
Knowledge of technology as related to painting functions.  
Ability to perform the essential physical job functions/responsibilities of this position.  
Ability to read and comprehend construction drawings, finish schedules and material specifications.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Skill in the use of tools and equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** Support personnel assigned

# MONROE COUNTY SCHOOLS

## *Job Description*

### **A/V ELECTRONIC MECHANIC**

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure electrical power distribution and lighting systems and equipment operate and are maintained in a safe manner as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Performs safety inspections independently and in coordination with the State Fire Marshal's Office to verify compliance with State and Life Safety Codes.  
Installs, maintains and repairs wiring, conduit for fire alarm systems, intercoms, electronic kitchen equipment, sound, and master clock systems.  
Installs and/or modifies fire alarm, intercom, master clock panels or consoles.  
Performs conduit bending, above and below ground conduit installations.  
Maintains current knowledge of controls, devices, relays, including electro-mechanical and electronic devices and systems.  
Installs, maintains and repairs time clocks, televisions, VCR's, and other electro-mechanical and electronic devices.  
Accurately and promptly document labor hours and materials expended on assigned tasks  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years of verifiable electrical experience or Journeyman's License, preferred.  
Florida class "D" driver's license required by the end of the probationary period.  
Knowledge of technology as related to electronic, and electro-mechanical installation, maintenance and repair functions.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Ability to read and comprehend construction drawings, schedules and risers.  
Ability to perform the essential physical job functions/responsibilities of this position.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### LOCKSMITH

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure the District's locks and devices in buildings and on sites are maintained and repaired in a manner as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Installs, maintains, and repairs all lock types and devices including electronic and electro-mechanical.  
Maintains master and sub-key systems including re-keys and cut new keys.  
Diagnoses and repairs inoperative locks.  
Re-keys locks and cuts new keys.  
Repairs door closures, hardware and windows.  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Accurately and promptly documents labor hours and materials expended on assigned tasks  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Assists in the design and specification of locking systems and hardware and verifying the performance of work completed under purchase order contracts.  
Maintains accountability and inventory for assigned tools and equipment.  
Performs essential job functions found in the carpenters job description.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years verifiable experience in locksmith trade or Journeyman's License, preferred.  
Class "D" driver's license required by the end of the probationary period.  
Knowledge of technology as related to locksmith job functions  
Ability to read and comprehend mechanical, technical and diagram drawings.  
Ability to physically perform the responsibilities listed below.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

# PLUMBER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure the District's piping systems and devices in buildings and on sites are maintained and repaired in a manner as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Installs, maintains, and repairs all types of plumbing fittings, fixtures and systems equipment including portable water, drainage, waste and vent, waste water treatment and irrigation systems.  
Installs, maintains, repairs, food service equipment.  
Repairs chilled and condenser water piping and devices.  
Installs, maintains, repairs back flow prevention systems.  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Assists in estimating and planning maintenance and construction plumbing projects.  
Accurately and promptly documents labor hours and materials expended on assigned tasks  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Safely operates and works from ladders, scaffolding, platforms and personnel lifts  
Assists in the design and specification of plumbing systems and fixtures and verifying the performance of work completed under purchase order contracts.  
Maintains accountability and inventory for assigned tools and equipment.  
Cleans all sewer and waste line stoppages.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years verifiable experience in plumbing trade or Journeyman's License.  
Class "D" driver's license required upon start date.  
Knowledge of technology as related to plumbing job functions  
Ability to read and comprehend mechanical and plumbing drawings and details.  
Ability to physically perform the responsibilities listed below.  
Ability to obtain and keep current certifications in back flow prevention, LPGAS, Low Pressure Steam.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### CARPENTER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To ensure the District's facilities are maintained in a manner that ensures efficient performance and serves as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Performs structural and finish repairs on buildings and construct miscellaneous carpentry items.  
Installs and maintains aluminum, metal and wood doors, windows and frames.  
Installs equipment in windows or walls.  
Performs glazing in doors and window frames.  
Assists in the installation and maintenance of millwork, roofing systems and floor coverings.  
Operates and installs architectural hardware devices.  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Assists in estimating and planning maintenance and construction projects.  
Accurately and promptly document labor hours and materials expended on assigned tasks  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Installs and maintains drywall, masonry, wood, and ceramic wall systems.  
Installs and maintains acoustic, plaster and stucco ceiling systems.  
Builds, alters, repairs, modifies, and installs facilities, plant furniture, fixtures, and equipment, including but not limited to playground equipment, fences of all types and bleachers; steel and reinforced concrete structures.  
Installs woodwork, layouts, cuts shapes and fits miscellaneous assemblies using hand tools and wood working equipment.  
Demonstrates high proficiency in the use of common hand tools and power tools including transit, planer, jointer, shaper, sander, router, power saw, wood lathe, motorized machinery.  
Maintains accountability and inventory for assigned tools and equipment.  
Monitors contractor/vendor performance for work completed under purchase orders.  
Assists in the preparation for and recovery from emergency situations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years verifiable experience in carpentry trade or Journeyman License preferred.  
Class "D" driver's license required by the end of probationary period.  
Knowledge of technology as related to carpentry job functions.  
Knowledge and adherence to life safety codes, standard trade codes, state requirements for educational facilities and common trade practices.  
Ability to maintain through continuing education/training current knowledge and certifications related to job.  
Ability to communicate both orally and in writing.  
Ability to read and comprehend construction drawings and details and other specifications related to the job.  
Ability to perform the essential physical job functions/responsibilities of this position.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### CABINETMAKER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To provide cabinet and millwright repair and maintenance services to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Constructs and repairs laminate and wood casework, cabinets, shelving and various types of furniture.  
Instructs others in skills of cabinetmaking.  
Applies finish coats of paints, laminates, veneer or finishes to cabinets.  
Accurately and promptly documents labor hours and materials expended on assigned tasks.  
Safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Assists in the design of millwork requirements on projects and verifying the performance of work completed under purchase order contracts.  
Assists in estimating and planning maintenance and construction millwork projects.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Maintains accountability and inventory for assigned tools and equipment.  
Performs essential job functions found in the Carpenter's Job Description.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years verifiable experience as a millwright in finish carpentry and cabinetmaking accompanied or journeyman license preferred.  
Florida class "D" driver's license required by the end of the probationary period.  
Knowledge of technology as related to cabinetmaking job functions.  
Ability to read and comprehend construction millwork drawings and details.  
Ability to perform the essential physical job functions/responsibilities of this position.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

# LEAD MECHANIC

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To provide general repair and maintenance services to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Trains assigned personnel in the safe use of tools, equipment and chemicals.  
Leads crew and performs general maintenance and repair work on the District physical plant involving air conditioning and refrigeration, carpentry, electrical, plumbing, masonry, architectural hardware, irrigation and other building trades.  
Performs and document routine preventative maintenance on equipment and systems.  
Assists in planning and estimating maintenance and repair projects.  
Safely operates and works from ladders, scaffolding, platforms and personnel lifts.  
Accurately and promptly documents labor hours and materials expended on assigned tasks.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Instructs crew and ensures the proper completion of work performed.  
Assists in the design of technical facilities requirements on projects and verifying the performance of work completed under purchase order contracts.  
Estimates and plans maintenance and construction projects.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years of verifiable combined basic experience in carpentry, electrical, plumbing, masonry and other building maintenance trades with three (3) years supervisory experience.  
Class "D" CDL license and a valid Florida Drivers license required.  
Journeyman Card/License preferred.  
Knowledge of technology as related to specific job functions.  
Knowledge of building and repair methods.  
Knowledge of all trades.  
Knowledge of school operations.  
Ability to perform work in all trades (air conditioning, masonry, plumbing, carpentry, etc.).  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Ability to read and comprehend construction drawings.  
Ability to perform the essential physical job functions/responsibilities of the position.  
Skill in the use of tools and equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director

**SUPERVISES:** Support personnel assigned

# MONROE COUNTY SCHOOLS

## *Job Description*

### GENERAL MECHANIC

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To provide general repair and maintenance services to ensure District facilities are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Performs general maintenance and repair work on the District physical plant involving carpentry, electrical, plumbing, masonry, architectural hardware, irrigation and other building trades.  
Performs and document routine preventative maintenance on equipment and systems.  
Assists in planning and estimating maintenance and repair projects.  
Safely operates and works from ladders, scaffolding, platforms and personnel lifts.  
Accurately and promptly documents labor hours and materials expended on assigned tasks.  
Identifies and reports repair needs and safety discrepancies when observed at facilities.  
Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.  
Assists in the design of technical facilities requirements on projects and verifying the performance of work completed under purchase order contracts.  
Assists in estimating and planning maintenance and construction projects.  
Maintains accountability and inventory for assigned tools and equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Three (3) years of verifiable combined basic experience in carpentry, electrical, plumbing, masonry and other building maintenance trades.  
CDL License required.  
Journeyman Card/License preferred.  
Knowledge of technology as related to specific job functions.  
Knowledge of building and repair methods.  
Knowledge of all trades.  
Knowledge of school operations.  
Ability to perform work in all trades (air conditioning, masonry, plumbing, carpentry, etc.).  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Ability to read and comprehend construction drawings.  
Ability to perform the essential physical job functions/responsibilities of the position.  
Skill in the use of tools and equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director

**SUPERVISES:** Support personnel assigned

# MONROE COUNTY SCHOOLS

## *Job Description*

### MECHANIC HELPER/MAINTENANCE

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To assist in maintaining and repairing facilities in an efficient manner as District needs demand with minimal service

**ESSENTIAL JOB FUNCTIONS:**

Assists with any area of the Division in which employee is assigned.  
Operates tools and equipment of the assigned trade in a safe and proper manner.  
Performs routine, minor repairs and maintenance tasks under assigned mechanic's direction and guidance.  
Performs assistance work under assigned Mechanic's direction and guidance.  
Assists in performing labor related tasks in support of the assigned trade as directed by assigned mechanic.  
Obtains tools and materials on assigned tasks.  
Performs routine preventative maintenance tasks in assigned trade.  
Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.  
Safely operates and works from ladders, scaffolding, platforms and personnel lifts.

**(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)**

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
One (1) year of verifiable general maintenance experience.  
Ability to physically perform the responsibilities listed below.  
Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.  
Knowledge of technology as related to specific job functions.

**(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)**

**ADA REQUIREMENTS:**

Physical Requirements: Very Heavy Work

Physical Activity: Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

Working Conditions: Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

**(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)**

**REPORTS TO:** Assistant Director  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### GROUNDSKEEPER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To assist the Department in the maintenance of the District's sites, grounds and physical plant as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Maintains athletic fields and other ground areas including fertilizing and pest control and stripes fields in preparation for athletic events.

Moves furniture, equipment and materials.

Assists with any area of the Division in which employee is assigned.

Performs heavy lifting, carrying, throwing, and digging.

Performs grounds maintenance tasks under assigned Foreman's direction and guidance.

Safely and effectively operates various types of mowing and edging equipment, hand and ground tools, carts, motor vehicles and trailers.

Cleans and performs field servicing and repairs on equipment and tools.

Assists in performing tree trimming, landscaping, and sod installation.

Assists in performing labor related tasks in support of the assigned trade as directed by assigned mechanic.

Obtains tools and materials on assigned tasks.

Safely operates and works from ladders, scaffolding, platforms and personnel lifts.

Picks up trash and insures area in clean of any debris.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent, preferred.

Class "D" Driver's License required by the end of the probationary period.

Ability to physically perform the responsibilities listed below.

Ability to safely operation and work from ladders, scaffolding, platforms and personnel lifts.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### GROUNDSKEEPER/MECHANIC HELPER

---

**DEPARTMENT:** Maintenance

**POSITION GOAL:**

To assist the Department in the maintenance of the District's sites, grounds and physical plant as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Maintains athletic fields and other ground areas including fertilizing and pest control and stripes fields in preparation for athletic events.

Moves furniture, equipment and materials.

Assists with any area of the Division in which employee is assigned.

Performs heavy lifting, carrying, throwing, and digging.

Performs grounds maintenance tasks under assigned Foreman's direction and guidance.

Safely and effectively operates various types of mowing and edging equipment, hand and ground tools, carts, motor vehicles and trailers.

Cleans and performs field servicing and repairs on equipment and tools.

Assists in performing tree trimming, landscaping, and sod installation.

Assists in performing labor related tasks in support of the assigned trade as directed by assigned mechanic.

Obtains tools and materials on assigned tasks.

Safely operates and works from ladders, scaffolding, platforms and personnel lifts.

Picks up trash and insures area in clean of any debris.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent, preferred.

Class "D" Driver's License required by the end of the probationary period.

Ability to physically perform the responsibilities listed below.

Ability to safely operation and work from ladders, scaffolding, platforms and personnel lifts.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Assistant Director/Grounds Crew Foreman

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## SCHOOL FOOD SERVICE ASSISTANT

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To assist in cafeteria functions such as food preparation, serving, cleaning, etc. as directed.

**ESSENTIAL JOB FUNCTIONS:**

Helps prepare food items for specified schools.  
Helps serve food to students.  
Washes dishes and cleans food service area.  
Maintains an effective working relationship with coworkers.  
Maintains high standards of work habits, sanitation and safety.  
Understands and follows oral and written directions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Ability to follow written and verbal instructions.  
Ability to lift and carry heavy (45 pounds and above) loads.  
Knowledge of standard health standards and regulations as they apply to food preparation and service.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium to Heavy Work

**Physical Activity:** Standing, Driving, Bending, Carrying, Stooping, Crouching, Twisting, Reaching, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors, Heat, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### COOK

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To assist in maintaining a food service program at school level by performing cooking and preparing foods in an efficient and effective manner to meet the nutritional needs and program standards of students and staff in accordance with Federal, State and Local regulations.

**ESSENTIAL JOB FUNCTIONS:**

Plans, prepares, and cooks food items for school meals.  
Cleans cooking and other cafeteria areas.  
Deals courteously with the public.  
Maintains an effective working relationship with managers and other employees.  
Maintains high standards of work habits, sanitation and safety.  
Maintains records and reports as required by manager.  
Understands, follows, and gives oral and written directions.  
Accesses, inputs and retrieves information and data from a computer.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED preferred.  
One (1) year experience in Food Service.  
Knowledge of computers and food processing machinery as related to specific job functions.  
Knowledge of health standards involving food preparations and services.  
Knowledge of institutional food preparation and procedures and techniques.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Standing, Bending, Stooping, Crouching, Twisting, Reaching, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors, Cold, Heat, Noise, Hazards

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### **BAKER**

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To assist in maintaining a food service program at school level by performing baking functions in an efficient and effective manner to meet the nutritional needs and program standards of students and staff in accordance with Federal, State and Local regulations.

**ESSENTIAL JOB FUNCTIONS:**

Plans, prepares, and bakes food items for school meals.  
Cleans baking and other cafeteria areas.  
Deals courteously with the public.  
Maintains an effective working relationship with managers and other employees.  
Maintains high standards of work habits, sanitation and safety.  
Maintains records and reports as required by manager.  
Understands, follows, and gives oral and written directions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED preferred.  
One (1) year experience in Food Service.  
Knowledge of computer and food processing machinery as related to specific job functions.  
Knowledge of institutional baking policies and procedures and techniques.  
Knowledge of health standards involving food preparations and services.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Standing, Bending, Stooping, Crouching, Twisting, Reaching, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors, Cold, Heat, Noise, Hazards

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### **CASHIER**

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To assist in maintaining a food service program at school level by performing cashiering functions in an efficient and effective manner to meet the nutritional needs and program standards of students and staff in accordance with Federal, State and Local regulations.

**ESSENTIAL JOB FUNCTIONS:**

Performs cashiering duties in collecting monies for school meals.  
Assists others in the department as directed by the manager in the overall preparation and service  
Deals courteously with the public.  
Maintains an effective working relationship with managers and other employees.  
Assists in the preparation of food items for school meals when not performing cashier duties.  
Maintains high standards of work habits, sanitation and safety.  
Maintains records and reports as required by manager.  
Understands, follows, and gives oral and written directions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED preferred.  
One (1) year related experience.  
Skill in the use of the computer and the cash register as related to specific job functions.  
Knowledge of handling cash and making change.  
Ability to deal effectively with the public.  
Ability to accurately compute receipts and meals served.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Standing, Bending, Stooping, Crouching, Twisting, Reaching, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors, Cold, Heat, Noise, Hazards

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### SCHOOL FOOD SERVICE DRIVER

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To assist other cafeteria workers in the preparation and serving of food and deliver to various locations.

**ESSENTIAL JOB FUNCTIONS:**

Helps prepare food items for specified schools.  
Loads, drives and delivers food to various school locations.  
Helps serve food to students.  
Washes dishes and cleans food service area.  
Maintains an effective working relationship with coworkers.  
Maintains high standards of work habits, sanitation and safety.  
Understands and follows oral and written directions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Ability to follow written and verbal instructions.  
Ability to operate a motor vehicle.  
Ability to lift and carry heavy (45 pounds and above) loads.  
Knowledge of standard health standards and regulations as they apply to food preparation and service.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium to Heavy Work

**Physical Activity:** Standing, Driving, Bending, Carrying, Stooping, Crouching, Twisting, Reaching, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors, Heat, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### SCHOOL FOOD SERVICE SUBSTITUTE

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To assist other cafeteria workers in the preparation and serving of food to students.

**ESSENTIAL JOB FUNCTIONS:**

Helps prepare food items for specified schools.  
Helps serve food to students.  
Washes dishes and cleans food service area.  
Maintains an effective working relationship with coworkers.  
Maintains high standards of work habits, sanitation and safety.  
Understands and follows oral and written directions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Ability to follow written and verbal instructions.  
Ability to lift and carry heavy (45 pounds and above) loads.  
Knowledge of standard health standards and regulations as they apply to food preparation and service.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium to Heavy Work

**Physical Activity:** Standing, Driving, Bending, Carrying, Stooping, Crouching, Twisting, Reaching, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors, Heat, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### DELIVERY CLERK

---

**DEPARTMENT:** Food Service/Purchasing

**POSITION GOAL:**

To perform various delivery and stores functions in support of warehouse operations.

**ESSENTIAL JOB FUNCTIONS:**

Carries out the daily operations of the mail room, including the shipping of mail and the receiving and distributing supplies and equipment.

Answers and routes phone calls to and from district offices.

Operates material handling equipment as necessary, including forklifts and pallet jacks, in a safe manner.

Meters, collects, and distributes mail.

Assists in the property control functions.

Delivers pay checks, test, etc.

Serves as a backup to the Warehouse Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.

Valid Commercial Driver License A with Air Brakes preferred

Computer literate, including familiarity with data bases, spreadsheets and word processing.

Knowledge of warehousing and distributing procedures

Knowledge of administrative principles and practices of office management

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service Manager

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### WAREHOUSE MANAGER

---

**DEPARTMENT:** Property Control

**POSITION GOAL:**

To carry out the day to day operation of the warehouse and distribution system.

**ESSENTIAL JOB FUNCTIONS:**

Receives and delivers mail, supplies, commodities and equipment.  
Performs property control functions such as tags, transports and stores property.  
Takes annual physical property inventory as assigned.  
Establishes surplus property for sale.  
Distributes mail to various locations.  
Transports, stores and disposes of Districts records in accordance with the public record laws.  
Maintains various records and inventories.  
Accesses, inputs and retrieves information and data from a computer.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
One (1) year experience in warehousing.  
Valid Commercial Driver License A with Air Brakes preferred.  
Computer literacy, including familiarity with data bases, spreadsheets and word processing.  
Knowledge of warehousing and distributing procedures.  
Knowledge of varied delivery systems.  
Knowledge of quality systems as related to warehousing and distribution.  
Knowledge of administrative principles and practices of office management.  
Ability to understand laws and policies as they pertain to warehousing and distribution.  
Ability to work harmoniously as part of a team.  
Ability to work flexible hours to respond to district needs.  
Ability to understand and follow written and oral communication.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Food Service/Purchasing Office Manager  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### PERMANENT SUBSTITUTE

---

**DEPARTMENT:** Administration

**POSITION GOAL:**

To assist teachers with completing instructional and professional duties

**ESSENTIAL JOB FUNCTIONS:**

Instructs students in the teachers absence.  
Assists teachers with non-instructional responsibilities.  
Supervises students at lunch, study time, and in other assigned areas.  
Assists teachers with instructional tasks.  
Checks students' work when subjective evaluation is not needed.  
Assists with the supervision of student during field trips, as assigned by the Principal and/or Designee.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Bilingual ability may be required per advertised vacancy specifications.  
Computer data entry experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal and/or Designee  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### SERVICE MANAGER

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

Responsible for the supervision of all mechanics' scheduled workloads, monitoring progress and work completion for maintenance of all school buses, trucks, equipment, and automobiles for .

**ESSENTIAL JOB FUNCTIONS:**

Inspects school buses on a regularly scheduled basis to ensure that they are in a safe and proper operating condition.  
Assists garage mechanics with troubleshooting maintenance problems on transportation equipment.  
Instructs mechanics regarding procedures and methods of vehicle maintenance.  
Prepares work orders, assign work to mechanics, and review for completeness after work has been accomplished.  
Provides input to the Director of Transportation regarding qualifications of Mechanic applicants.  
Coordinates the efforts of the service writers and of the garage office personnel.  
Provides input to the Director of Transportation regarding the garage operation on an on-going basis.  
Provides coaching and training for mechanics.  
Assists with the purchasing and product evaluations of equipment and parts.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years of prior experience in vehicle maintenance.  
Valid Commercial Driver's License and verification of an acceptable driving record through the State Department of Motor Vehicles.  
Must submit to Drug and/or Alcohol testing when required by School Board, State, and/or Federal policy.  
Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.  
Maintains familiarity with all aspects of vehicle maintenance, and troubleshoot all school bus systems with speed and accuracy.  
Knowledge of all aspects of vehicle maintenance and troubleshooting problems.  
Ability to communicate effectively both orally and in writing.  
Ability to supervise others effectively.  
Ability to perform work found in the Mechanic's *Job Description*.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Director  
**SUPERVISES:** Designed Transportation personnel

# MONROE COUNTY SCHOOLS

## Job Description

### PARTS MANAGER/TRANSPORTATION

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To maintain adequate supplies and parts for the repair and maintenance of vehicles

**ESSENTIAL JOB FUNCTIONS:**

Responsible for receiving, issuing, and warehousing vehicle parts.  
Works with vendors to obtain the best price and quality for merchandise purchased.  
Initiates purchase order requisitions and submit to the supervisor for approval.  
Processes work orders for the repair and maintenance of vehicles and the cost of labor, repairs, etc.  
Coordinates with garage management to evaluate vehicle maintenance items and ensure parts are available to service vehicles.  
Maintains adequate inventory levels, write specifications to purchase parts, and evaluate new products.  
Analyzes inventory levels and set reorder points to optimize warehousing space.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
One (1) year of experience in vehicle maintenance and parts supplies or transportation.  
Knowledge of vehicle parts required for the repair of large vehicles.  
Knowledge of computer applications as related to inventory, orders, and records maintenance.  
Ability to maintain storeroom and inventory.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Hazards, Atmospheric Conditions, Oils

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Service Manager  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### LEAD MECHANIC

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

Responsible for the supervision of all mechanics' scheduled workloads, monitoring progress and work completion for maintenance of all school buses, trucks, equipment, and automobiles for .

**ESSENTIAL JOB FUNCTIONS:**

Coordinates inspections of school buses on a regularly scheduled basis to ensure that they are in a safe and proper operating condition.  
Assists garage mechanics with troubleshooting maintenance problems on transportation equipment.  
Instructs mechanics regarding procedures and methods of vehicle maintenance.  
Prepares work orders, assign work to mechanics, and review for completeness after work has been accomplished.  
Provides input to the Director of Transportation regarding qualifications of Mechanic applicants.  
Coordinates the efforts of the service writers and of the garage office personnel.  
Provides input to the Director of Transportation regarding the garage operation on an on-going basis.  
Provides on-going coaching, and training for mechanics.  
Assists with the purchasing and product evaluations of equipment and parts.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Five (5) years of prior experience in vehicle maintenance.  
Valid Commercial Driver's License and verification of an acceptable driving record through the State Department of Motor Vehicles.  
Must submit to Drug and/or Alcohol testing when required by School Board, State, and/or Federal policy.  
Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.  
Maintains familiarity with all aspects of vehicle maintenance, and troubleshoot all school bus systems with speed and accuracy.  
Knowledge of all aspects of vehicle maintenance and troubleshooting problems.  
Ability to communicate effectively both orally and in writing.  
Ability to supervise others effectively.  
Ability to perform work found in the Mechanic's Job Description.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Director/Service Manager

**SUPERVISES:** Designated Transportation personnel

# MONROE COUNTY SCHOOLS

## Job Description

### MECHANIC

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To perform skilled mechanic work in the maintenance and repair of school buses and other vehicular equipment.

**ESSENTIAL JOB FUNCTIONS:**

Performs all repairs relating to school buses, trucks, and other vehicular equipment including brakes, electrical, diesel fuel systems, engines, etc.

Operates tools and equipment of the mechanic's trade.

Performs preventative maintenance tasks on buses and other equipment.

Keeps shop area clean. Maintains tools and equipment.

Performs repair of bus breakdowns in the field.

Operates, repairs and services trucks and fuel station.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.

Two (2) years of related mechanic experience.

Valid CDL license required.

ASE Certified preferred.

Knowledge of construction, assembly, adjustment and maintenance of a wide variety of automotive, truck and equipment.

Knowledge of all types of shop tools.

Ability to follow directions and have a mechanical aptitude.

Ability to repair diesel motors and pumps.

Ability to diagnose the defects of worn or broken parts on engines.

Ability to perform tune-ups; electrical, brake, air conditioning, cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.

Skill in applying methods and techniques in the use of automotive or diesel repairs.

Ability to safely operate and work from ladders, pits, platforms and automotive lifts.

Knowledge of technology as related to mechanic job functions.

Must submit to drug and/or alcohol testing when required by the School Board, State and/or Federal Polices, regulations and/or laws.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Dusty Conditions, Oils, Fumes, Gasoline, Solvents

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Service Manager

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### MECHANIC/BUS INSPECTOR

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To be responsible for the proper inspection of all transportation equipment owned by Monroe County Schools.

**ESSENTIAL JOB FUNCTIONS:**

Schedules and inspect school buses on a regularly scheduled basis to ensure that they are in safe and proper operating conditions.  
Assists garage mechanics with troubleshooting maintenance problems on transportation equipment.  
Instructs mechanics regarding procedures and methods of vehicle maintenance.  
Maintains familiarity with all aspects of vehicle maintenance, and troubleshoot all school bus systems with speed and accuracy.  
Performs repairs and other maintenance duties indicated by inspections.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Two (2) years of prior experience in vehicle maintenance and one (1) year experience in the inspection of vehicles.  
Valid Commercial Driver's License (CDL) and verification of an acceptable driving record through the State Department of Motor Vehicles.  
Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.  
Knowledge of all types of shop tools.  
Ability to follow directions and have a mechanical aptitude.  
Ability to repair diesel motors and pumps.  
Ability to diagnose the defects of worn or broken parts on engines.  
Ability to perform tune-ups; electrical, brake, air conditioning, cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.  
Skill in applying methods and techniques in the use of diesel repairs.  
Must submit to Drug and/or Alcohol Testing when required by School Board, State, and/or Federal policy.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Services Manager  
**SUPERVISES:** Helpers as assigned

# MONROE COUNTY SCHOOLS

## MECHANIC HELPER

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To assist in maintaining and repairing buses and other equipment in an efficient manner as District needs demand with minimal service disruption.

**ESSENTIAL JOB FUNCTIONS:**

Assists with any area of the Transportation Garage in which employee is assigned.  
Operates tools and equipment of the assigned trade in a safe and proper manner.  
Performs routine, minor repairs and maintenance tasks under assigned mechanic's direction and guidance.  
Performs assistance work under assigned Mechanic's direction and guidance.  
Assists in performing labor related tasks in support of the assigned trade as directed by the mechanic.  
Obtains tools and materials on assigned tasks.  
Performs routine preventative maintenance tasks on vehicles and other equipment.  
Identifies and reports to Supervisor repair needs and safety discrepancies when observed.  
Repairs upholstery on bus seats.  
Replaces belts, battery, hoses, etc. as directed.  
Steam cleans vehicle engines.  
Maintains work area in a clean manner.  
Moves buses and equipment as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
One (1) year of general mechanic helper maintenance experience.  
CDL license required.  
Ability to physically perform the responsibilities listed above.  
Ability to safely operate and work from ladders, pits, platforms and automotive lifts.  
Knowledge of technology as related to mechanic job functions.  
Must submit to drug and/or alcohol testing when required by the School Board, State and/or Federal Polices, regulations and/or laws.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Very Heavy Work

**Physical Activity:** Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Dusty Conditions, Oils, Fumes, Gasoline, Solvents

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Service Manager  
**SUPERVISES:** No supervisory duties

## MONROE COUNTY SCHOOLS

# SUPERVISOR/BUS DRIVER

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To supervise the day-to-day operations of student transportation services in the assigned area and to transport students to and from designated stops.

**ESSENTIAL JOB FUNCTIONS:**

Coordinates and assign work schedules for bus operators, bus attendants and substitute bus operators.  
Monitors student transportation radio transmissions for information regarding current operations.  
Assures timely response to school based concerns.  
Assures clear and timely communication with parents, guardians and the community.  
Provides in-field supervision during incidents and emergencies.  
Coordinates assignment of field study trips in accordance with bargaining unit guidelines.  
Assists in the development and direction of a functional periodic safety program and inspect all area buses to ensure cleanliness.  
Communicates effectively and positively with school administrators and citizens.  
Observes and makes recommendations for changes in area routes as needed.  
Implements rapid response techniques for emergency situations.  
Monitors student bus routes and stops and make recommendations to assure safe location and conditions.  
Ensures compliance with all pertinent laws, rules, regulations, and policies governing transportation services.  
Performs work found in the Bus Driver *Job Description*.  
Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Three (3) years of experience as a Bus Driver.  
Possession of a valid CDL Class "B" License with passenger endorsement.  
Must submit to drug and/or alcohol testing when required by School Board, State, and/or Federal Policies, regulations, and/or laws.  
Knowledge of County geographical area assigned.  
Good map reading skills.  
Ability to understand public school transportation routing requirements.  
Knowledge of specialized computer routing software applications.  
Strong written and verbal skills and ability to communicate with diverse individuals.  
Demonstrated ability in planning, organization, task completion and decision making.  
Ability to communicate with school-based and district staff on professional, technical and general areas of student transportation services.  
Ability to function as a member of a leadership team.  
Ability to effectively supervise and give direction in a fair and equitable manner.  
Ability to work harmoniously and cooperatively with both professional staff and school community.  
Other required skill can be found in the Bus Driver *Job Description*.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Director  
**SUPERVISES:** Support staff as assigned

# MONROE COUNTY SCHOOLS

## *Job Description*

### **BUS DRIVER**

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To transport students to and from designated stops while maintaining a safe environment and in accordance with the policies of and the State Department of Education guidelines.

**ESSENTIAL JOB FUNCTIONS:**

Exercises maximum regard for the safety and welfare of all transported students while operating a school bus.  
Works closely with Transportation Department and the school principals regarding hazards encountered on bus routes.  
Informs Transportation Department regarding any suggested changes in route schedules or bus loads.  
Assists other school bus drivers with their routes in cases of emergencies.  
Obeys all traffic laws.  
Completes and submits all required reports and information in accordance with the existing policy.  
Addresses and assists with student discipline problems, aided by the school administration and Transportation Department.  
Facilitates a feeling of safety and security to transported students.  
Manages students in a positive and effective way.  
Attends assigned workshops and training programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Successful completion of the Bus Driver Training Course offered by the County Public School Transportation Department.  
Valid Florida Commercial Driver's License Class B with Passenger Endorsement and verification of an acceptable driving record through the State Department of Motor Vehicles.  
Must submit to drug and/or alcohol testing when required by School Board, State and/or Federal Policies, regulations and/or laws.  
Ability to meet the Florida Department of Education's Physical Examination for School Bus Driver (Form ESE 479).  
Knowledge of equipment and technology as related to specific job functions.  
Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Supervisor/Director of Transportation

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

*Job Description*

**PERMANENT SUB BUS DRIVER**

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To transport students to and from designated stops while maintaining a safe environment and in accordance with the policies of and the State Department of Education guidelines.

**ESSENTIAL JOB FUNCTIONS:**

Exercises maximum regard for the safety and welfare of all transported students while operating a school bus.  
Works closely with Transportation Department and the school principals regarding hazards encountered on bus routes.  
Informs Transportation Department regarding any suggested changes in route schedules or bus loads.  
Assists other school bus drivers with their routes in cases of emergencies.  
Obeys all traffic laws.  
Completes and submits all required reports and information in accordance with the existing policy.  
Addresses and assists with student discipline problems, aided by the school administration and Transportation Department.  
Facilitates a feeling of safety and security to transported students.  
Manages students in a positive and effective way.  
Attends assigned workshops and training programs.  
Drives whatever route assigned per day.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Successful completion of the Bus Driver Training Course offered by the County Public School Transportation Department.  
Valid Florida Commercial Driver's License Class B with Passenger Endorsement and verification of an acceptable driving record through the State Department of Motor Vehicles.  
Must submit to drug and/or alcohol testing when required by School Board, State and/or Federal Policies, regulations and/or laws.  
Ability to meet the Florida Department of Education's Physical Examination for School Bus Driver (Form ESE 479).  
Knowledge of equipment and technology as related to specific job functions.  
Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Supervisor  
**SUPERVISES:** No supervisory duties

**MONROE COUNTY SCHOOLS**

*Job Description*

# TEMPORARY SUB BUS DRIVER

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To transport students to and from designated stops while maintaining a safe environment and in accordance with the policies of and the State Department of Education guidelines.

**ESSENTIAL JOB FUNCTIONS:**

Exercises maximum regard for the safety and welfare of all transported students while operating a school bus.  
Works closely with Transportation Department and the school principals regarding hazards encountered on bus routes.  
Informs Transportation Department regarding any suggested changes in route schedules or bus loads.  
Assists other school bus drivers with their routes in cases of emergencies.  
Obeys all traffic laws.  
Completes and submits all required reports and information in accordance with the existing policy.  
Addresses and assists with student discipline problems, aided by the school administration and Transportation Department.  
Facilitates a feeling of safety and security to transported students.  
Manages students in a positive and effective way.  
Attends assigned workshops and training programs.  
Will be available to drive route assigned when needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Successful completion of the Bus Driver Training Course offered by the County Public School Transportation Department.  
Valid Florida Commercial Driver's License Class B with Passenger Endorsement and verification of an acceptable driving record through the State Department of Motor Vehicles.  
Must submit to drug and/or alcohol testing when required by School Board, State and/or Federal Policies, regulations and/or laws.  
Ability to meet the Florida Department of Education's Physical Examination for School Bus Driver (Form ESE 479).  
Knowledge of equipment and technology as related to specific job functions.  
Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Supervisor  
**SUPERVISES:** No supervisory duties

## MONROE COUNTY SCHOOLS

*Job Description*

### BUS AIDE/SUB BUS AIDE

---

**DEPARTMENT:** Transportation

**POSITION GOAL:**

To assist the bus driver with maintaining safe and comfortable transportation for assigned students to and from designated stops.

**ESSENTIAL JOB FUNCTIONS:**

Work with the bus driver as a team to transport students to and from school safely.  
Assists the bus driver with following the student code of conduct for school bus safety.  
Assists the bus driver and parents with loading/unloading the students at the bus stop.  
Assists the bus driver and school personnel with loading/unloading the student on the school grounds.  
Enforce safety rules and provide firm direction to the students.  
Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator.  
Attend assigned workshops and training programs.  
Maintains discipline on the bus in accordance with recommendations of the administration.  
Ensure that all students are secured and when appropriate, secure restraining devices, i.e., seatbelts, harnesses and toddler seats.  
When transporting wheelchairs, work with the bus driver as a team to properly fasten all wheelchair hookups.  
Position self on the bus in a location which allows observation and assistance to all students at all times.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent preferred.  
Experience working with children.  
Ability to recognize individual student capabilities and exceptions while maintaining order on the bus and while administering to students' individual needs, as required.  
Physical ability to secure a wheelchair, use a wheelchair lift, and/or secure a harness on a student, if required.  
Knowledge of equipment as related to specific job functions.  
Knowledge of all aspects of the assigned bus route.  
Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Noise, Vibration

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Transportation Supervisor  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## *Job Description*

### TEACHER

---

**DEPARTMENT:** School Site Administration

**POSITION GOAL:**

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

**ESSENTIAL JOB FUNCTIONS:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required. 10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.

Teacher - continued

16. Strives to maintain and improve professional competence.

17. Attends staff meetings and serves on staff committees as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Teacher certification or the ability to acquire teacher certification issued by the State of Florida.  
Bachelor's Degree.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor (ESE, Physical Education and PreK teachers only).

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Bending, Stooping, Kneeling, Crouching, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** School Principal and/or Designee  
**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### TEACHER LEADER

---

**DEPARTMENT:** School

**POSITION GOAL:**

To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates all activities of the teaching team
2. Assumes responsibility for the continual improvement of the quality of instruction of the team.
3. Serves as adviser and counselor to all student teachers assigned to the team.
4. Oversees and coordinates the clerical work of the team.
5. Assists with the master schedule and any individual teacher scheduling problems.
6. Assumes responsibility for the development and implementation of resource files for the team,
7. Coordinates interdisciplinary, units of study with the teaching team.
8. Coordinates the creation and development of special curriculum materials.
9. Plans an individualized approach to the learning problems of students served by the team.
10. Encourages team members in the use of new methods and materials.
11. Offers in-service workshops that are deemed useful by the teachers of the team.
12. Meets periodically with other team leaders to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.
13. Attends pertinent conferences and conventions.
14. Meets and confers with parents as necessary.
15. Assists members of the team in evaluation of all students.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

Teacher Leader – continued

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree, Master's Degree preferred.  
Teacher certification issued by the State of Florida.  
5 years teaching experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal and/or Designee

**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### AIP CURRICULUM RESOURCE TEACHER

---

**DEPARTMENT:** School

**POSITION GOAL:**

This successful experienced teacher who maintains an established positive rapport with his/her colleagues will take a leadership role in promoting supplemental intensive instruction for students who meet district criteria for Academic Improvement Plans in Reading and / or Math by actively supporting classroom teachers and by coordinating intensive academic instruction programs.

**ESSENTIAL JOB FUNCTIONS:**

- Collaborating with District Curriculum & Instruction Team
- Writing, implementing, monitoring and evaluating the academic improvement components of the school's Supplemental Academic Instruction (SAI) Plan.
- Facilitating the Academic Improvement Plan (AIP) process: identification, development of plan & strategies with teacher(s), monitoring, evaluating.
- Coordinating the Extended School Day Intensive Reading and Math Instruction.
- Coordinating alternative program strategies / placements for two-year retention students.
- Providing teacher support in planning, staff development, curriculum, data, technology and resources
- Spending time in classrooms in a teacher support capacity: demonstrating / modeling / mentoring / coaching
- Modeling for teachers by instructing students at least 51% of the instructional time.
- Supporting teachers in planning, data analysis, assessment, differentiated instruction and diagnostic-prescriptive teaching techniques.
- Conferencing with teachers, coaching teaching on successful, innovative, research-based strategies for classroom instruction, academic intervention, assessment and lesson planning
- Facilitating the review, evaluation and integration of curriculum and technology resources.
- Remaining current through study and discussion of professional literature and membership in professional organizations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Florida Teaching Certification required  
Math Certification / Language Arts or English Certification / Reading Certification or Endorsement preferred  
Bachelor's Degree required, Master's preferred, from an accredited college or university.  
Minimum of five (5) years successful teaching experience.  
Demonstrated Leadership within district and/or continuing education toward educational leadership certificate.  
AIP Curriculum Resource Teacher - continued

**MINIMUM QUALIFICATIONS - continued:**

Demonstrated qualities as reported by Principal or other supervisor:  
Knowledge of developmentally appropriate curriculum and practices.  
Knowledge of current educational research and methodology.  
Ability to work cooperatively with peers and subordinates in the curriculum or special program area.  
Good organizational skills and the ability to handle multiple projects.  
Effective interpersonal and communication skills with small groups.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors/Outdoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal and Program Specialist Student Support Services  
**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### CCAPS SCHOOL COUNSELOR

---

**DEPARTMENT:** Administration

**POSITION GOAL:**

To assist school personnel, parents, and students with relevant educational and personal/social goals and develop and implement effective programs for all students.

**ESSENTIAL JOB FUNCTIONS:**

Advertising and disseminating information about careers, college and technical school admissions, Armed Services, college testing (PSAT/SAT, ACT), scholarships and awards, etc., to students and parents/guardians.  
Becoming familiar with college admission requirements and documentation necessary to ensure successful placement of students.  
Coordinating College and Career Day programs.  
Assisting students with choices and career planning, financial aid, and post-secondary education information.  
Assisting each prospective graduating senior with researching, preparing, and using a written career plan.  
Assisting the School To Work coordinator with disseminating job exploration information.  
Maintaining accurate and up to date records of scholarships and award donors and recipients.  
Submit post-secondary associated forms such as applications for Gold Seal and Florida Academic or Merit Scholars to the District's Coordinator.  
Solicit community donations toward senior scholarships and coordinate community scholarship program.  
Serving as the liaison for the Armed forces recruiters.  
Developing and maintaining a network of college contacts with respect to admission and financial aid.  
Scheduling parent/guardian conferences on campus and be prepared to conduct home visitation in order to assist families in filling out financial aid forms correctly.  
Overseeing the documentation of data for student's community service hours.  
Conducting or scheduling financial aid workshops for parents/guardians and students.  
Attending appropriate professional development activities such as Regional Admissions workshops, SAT/ACT College workshops, etc., and any other event as desired by the principal.  
Assisting with the planning and execution of Class Night and Capping Ceremony for seniors.  
Other duties as assigned by the principal.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Associate Degree – Minimum, Bachelor's Degree – Preferred  
Knowledge of college and career options for students is desirable.  
Knowledge of scholarships and financial aid information is desirable.  
Knowledge of technological and computer applications as related to Counseling functions.

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Finger Dexterity, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal/Assistant Principal

**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## Job Description

### DATA COACH

---

**DEPARTMENT:** School

**POSITION GOAL:**

To provide for the management, interpretation, and analysis of school related data including, but not limited to, student standardized testing, student grades, school grading, NCLB-AYP, finance, school allocation, and scheduling.

**ESSENTIAL JOB FUNCTIONS:**

- Provide data management methodology with respect to the organization and dissemination of data.
- Provide data interpretation and analysis support to teachers, BLPT, support staff, and administrators at the school site.
- Provide support in student data analysis
- Provide professional development in data-driven decision-making.
- Provide support to the school's test coordinator in test administration preparation where necessary.
- Assist in the piloting and implementation of the district's data warehouse initiative.
- Develop procedures at the school site to insure the accuracy of data used to calculate school grades and NCLB-AYP status.
- Assist school administrators in the development of school budgetary and personnel allocation documents.
- Where necessary, assist school administrators in student scheduling.
- Work with Gradebook Managers to develop reports from the Pinnacle grading system.
- Where necessary, work prior to or after the school year.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)*

**MINIMUM QUALIFICATIONS:**

- Three (3) years of successful experience at the school site in either an instructional or instructional support position.
- Ability to work cooperatively with others.
- Good organizational skills and the ability to manage multiple projects.
- Effective interpersonal and communication skills with small groups.
- Working knowledge in the following areas:
  - Spreadsheet (example: Microsoft Excel)
  - Word Processing (example: Microsoft Word)
  - Presentations (example: Microsoft PowerPoint)
  - Database (example: Microsoft Access)
  - Basic Statistics
  - TERMS (student information system)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity.

**Working Conditions:** Indoors

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

**Reports To:** Principal and Director of Assessment and Accountability

**Supervises:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### DIAGNOSTICIAN

---

**DEPARTMENT:** Exceptional Student Education

**POSITION GOAL:**

To coordinate the process and procedures in the evaluation, eligibility, and placement of exceptional education students.

**ESSENTIAL JOB FUNCTIONS:**

Knowledge of federal, state and local regulations which govern services to exceptional students. Knowledge of current trends, best practices and research in exceptional student education. Knowledge of curriculum and instructional strategy. Ability to facilitate team decision making process.  
Good organizational, written and verbal communication skills.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Florida Certification in any area of Exceptional Student Education, Guidance & Counseling or School Psychology. A minimum of four years teaching experience in Exceptional Student Education, or two years teaching experience and two years as a school counselor or school psychologist.  
Masters degree in related field, highly preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Director of Exceptional Student Education

**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

*Job Description*

## DISTRICT RESOURCE TEACHER

---

**DEPARTMENT:** School

**POSITION GOAL:**

The District Resource Teacher's primary goal is to provide assistance and support to the district's teachers in subject areas. This assistance and support will center around five major areas:

1. Resource distribution and implementation.
2. Data collection, analysis, and review.
3. Curriculum development and curriculum monitoring.
4. Staff development support.
5. Teacher motivation.

**ESSENTIAL JOB FUNCTIONS:**

1. Ensure that teachers receive appropriate subject area resources provided by the district.
2. Participate in the choosing the teacher resources to ensure that they are aligned with the state and national standards and that the materials support the instructional process as planned by classroom teachers.
3. Ensure that materials are used appropriately and with fidelity to their intended use and grade level.
4. Analyze and review student achievement data in the specific subject area.
5. Prepare the subject area data so for use by classroom teachers to enhance and improve their teaching and their students learning.
6. Generate district-wide quarterly subject area assessments for each grade level to ensure that students are progressing through the subject area benchmarks as outlined in the curriculum.
7. Participate in the annual review and development of the subject area curriculum to ensure that it is aligned to the state and national standards, connected to district resources and assessments, and is relevant to the student needs in meeting the standards.
8. Ensure the curriculum is sequenced in such a way as to provide student learning of subject area content before the student is tested.
9. Provide professional development support to teachers of subject areas as determined by the individual teacher, school, or district survey.
10. Recognize high performing district teachers in subject areas through a reward and recognition program, thereby facilitating teacher motivation.

**MINIMUM QUALIFICATIONS:**

Master's Degree.

Certification in subject area.

Experience as a teacher leader within the district

Five (5) years teaching experience and presently a teacher in the district.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal at the school level  
District Curriculum/Subject Area Supervisor

**HOURS:** It is anticipated that approximately 466 hours in addition to the regular school work day will be required over the school year. The position is paid a supplement of \$7000.00.

# MONROE COUNTY SCHOOLS

## *Job Description*

### DJJ TRANSITION MANAGER

---

**DEPARTMENT:** Curriculum & Instruction

**POSITION GOAL:**

This counselor and case manager will function as a liaison between the Monroe County Schools and the Department of Juvenile Justice and other agencies that Monroe County School District youth may be involved with as they are transitioning to or from detention, commitment, drug detoxification and/or rehabilitation programs.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate educational transition for court ordered youth going to and coming from secure detention, residential commitment, drug detoxification and rehabilitation programs. Communicate appropriate student withdrawal codes to home schools in Monroe County.
- Coordinate services on an individual basis for youth involved in any aspect of the juvenile justice system, as needed. This includes conducting conferences with parents, school personnel, treatment teams and involved state and local agency personnel to evaluate extenuating circumstances affecting students involved with the juvenile justice system.
- Serve as school liaison with State Attorney's Office, Department of Juvenile Justice, Department of Children and Families, Monroe County Sheriff's Department, Florida Keys Children's Shelter, Community Mental Health, Teen Drug Court, and the Juvenile Court of Monroe County.
- Attend juvenile court proceedings in the Upper, Middle and Lower Keys, including teen drug court in the Lower and Middle Keys. Notify administrators at the home schools of students involved in court proceedings and the outcomes of the proceedings.
- Attend meetings prior to Lower Keys juvenile court at the State Attorney's Office to develop action plans on the cases on the docket.
- Maintain an active network with and a database of school-based contacts and Student Services Teams, Juvenile Justice case managers, parents, teachers, Exceptional Student Education teachers, and mental health agencies involved with the students.
- Attend staff meetings in the Lower Keys for The Family Services Planning Team, Juvenile Justice Case Review, IDDS (Intensive Delinquency Diversion Services) and CINS (Child in Need of Service).
- Participate in Student Services Team (truancy) staff meetings as appropriate.
- Attend detention hearings when possible.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university, social services field preferred  
Demonstrated communication, case management, record-keeping and computer skills  
Scheduling flexibility and dependable transportation to travel throughout district  
Demonstrated ability to work with middle and high school students

DJJ Transition Manager - continued

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors/Outdoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Program Specialist Student Support Services and Principal

**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### GUIDANCE COUNSELOR

---

**DEPARTMENT:** School

**POSITION GOAL:**

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

**ESSENTIAL JOB FUNCTIONS:**

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
4. Works to discover and develop special abilities of students.
5. Works to resolve students' educational handicaps.
6. Works to prevent students from dropping out of school.
7. Helps students evaluate career interests and choices.
8. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
9. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
10. Supervises the preparation and processing of college, scholarship, and employment: applications.
11. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited educational institution.  
Florida Certification in Guidance & Counseling.  
Previous classroom teaching experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** School Principal and/or Designee

**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### **MEDIA MANAGER**

---

**DEPARTMENT:** Administration

**POSITION GOAL:**

To organize, administer, and coordinate the District's library and its programs.

**ESSENTIAL JOB FUNCTIONS:**

Supervises and operates the programs of the school library.  
Establishes and maintains an accurate circulation system for media and equipment.  
Schedules the use of materials, and space of the library media center.  
Previews books, etc. that come as preview materials and determines what is needed.  
Performs various reading programs.  
Assists students and staff in the use of materials, equipment, and services.  
Provides instruction and assistance to faculty and students for the production of media.  
Processes new materials and prepares them for circulation.  
Assists staff and students with selection, development, and preparation of library/media materials.  
Maintains accurate inventories and indexes of the library media center's collection of materials and equipment.  
Explains the school library program and resources to the students.  
Repairs materials as needed.  
Performs the ordering, cataloging, processing, and maintenance of media and equipment for circulation.  
Shelves books and materials.  
Assists the Principal with the development of the library media center budget.  
Provides an environment conducive to inquiry, research, study, and personal use by students and staff.  
Prepares bulletin boards and other displays that are related to the curriculum.  
Implements requirements of state law, county policies, and school building procedures.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.  
Certification in Educational Media Specialist (Grades PK-12) preferred.  
Two (2) years as a teaching aide and one (1) year of library experience.  
Ability to assist faculty and students in using materials, resources, equipment, and library services.  
Knowledge of District policies and state and national legislation as related to school library media program.  
Proficiency in instructional applications of library science.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal  
**SUPERVISES:** No supervisory duties

# MONROE COUNTY SCHOOLS

## READING COACH

---

**DEPARTMENT:** School

**POSITION GOAL:**

To provide professional leadership in organizing and supervising literacy instruction in a supportive, professional manner, as well as effectively communicating scientifically based reading research strategies to all members of the building staff to develop and implement an instructional program that will effectively provide the best possible education for each student.

**ESSENTIAL JOB FUNCTIONS:**

- The reading coach will serve as a stable resource for professional development, progress monitoring, and student data analysis throughout a school to generate improvement in reading instruction and reading achievement.
- The reading coach will both support and provide initial and ongoing professional development to teachers in each of the major reading components, administration and interpretation of instructional assessments, and differentiated instruction.
- Reading coaches will model effective instructional strategies for teachers; facilitate study groups; train teachers in data analysis; coach and mentor colleagues and, in general, provide daily support to classroom teachers.
- They will work with teachers to ensure high-fidelity implementations of research-based reading program(s), Comprehensive Core Curriculum Reading Programs (CCRPs) and Supplemental Reading Programs (SRPs) at all grade levels as well as increase instructional density to meet the needs of all students in the reading classroom.
- Reading coaches will attend coach trainings as determined by the supporting grant and grant administrator, The Supervisor of Language Arts and Reading.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Proven knowledge of scientifically based reading research, special expertise in high quality reading instruction, and data management skills.

Bachelor's Degree with advanced coursework in reading is preferred.

Florida certification in Reading or be working towards endorsement or certification.

3 years Classroom Teaching experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Reading Coach - continued

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:**  
**SUPERVISES:**

Reading/Language Arts Supervisor and/or Designee Principal  
N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### SAFE AND DRUG FREE SITE-FACILITATORS

---

**DEPARTMENT:** School

**POSITION GOAL:**

To provide the coordination, leadership, and expertise needed to insure the safety, health, and well being of all students, staff, and facilities and to be a positive influence on each student.

**ESSENTIAL JOB FUNCTIONS:**

1. To aide District SDFS/Safe School Coordinator in the coordination of violence and ATOD prevention programs and activities at each school site. (This will be conducted in a collaborative effort with school administration.)
2. To facilitate national, state, county and district violence and ATOD initiatives. (i.e. Silence Hurts, Red Ribbon, etc...)
3. To conduct data collection activities such as: needs assessments for prevention programs, discipline data, and surveys.
4. Oversee and facilitate all prevention programs and activities at each site.
5. Attend at the least 4 SDFS meetings. (2 in the Fall and 2 in the Spring.)
6. Assist Safe School Coordinator and Principal with the development and implementation of safety procedures and policies.
7. Provide staff development in the areas of safety and prevention programs for teachers, parents and students.
8. Aide the SDFS coordinator in previewing prevention programs and resources.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree, Master's Degree preferred.  
Teacher certification issued by the State of Florida.  
5 years teaching experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Safe and Drug Free Site-Facilitators

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal and/or Safe School Specialist  
**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### SCHOOL SOCIAL WORKER

---

**DEPARTMENT:** School

**POSITION GOAL:**

To act as a liaison in the provision of services to students and families regarding social challenges and compliance with mandates for school attendance.

**ESSENTIAL JOB FUNCTIONS:**

Knowledge of children and family systems.

Knowledge of community agencies for services to children and families.

Knowledge of referral process for accessing services for children and families.

Knowledge of school attendance requirements and truancy laws.

Ability to relate to people and proficient in conducting parent conferences. Ability to function as a liaison between the home, school, and community by providing a positive approach to dealing with problems of students, parents, and schools.

Ability to counsel with families regarding needs for services to help students identified as abused, neglected, or emotionally I behaviorally challenged.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Minimum of a Bachelor's Degree in education, sociology or social work from an accredited educational institution.

Minimum of three years experience working in a school setting or social services related field preferred.

Certification and/or licensure by the State of Florida.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Medium Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** School Principal and/or Designee

**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## *Job Description*

### **SPEECH/LANGUAGE PATHOLOGIST**

---

**DEPARTMENT:** Exceptional Student Education

**POSITION GOAL:**

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, physical, emotional, and psychological growth, and maturation in accordance with District philosophy, goals, and objectives.

**ESSENTIAL JOB FUNCTIONS:**

Knowledge of child development and especially of characteristics of children in the age group assigned.

Knowledge of prescribed practices and current educational research in regard to teaching students with speech and language disorders.

Basic understanding and knowledge in use of current technology in the field.

Knowledge of current legal requirements for providing services to exceptional children.

Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles.

Skill in oral and written communication with students, parents, and others.

Ability to plan and implement activities for maximum effectiveness.

Ability to effectively assess levels of student achievement, analyze test results and performance, and prescribe actions for improvement.

Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.

Ability to work effectively with students, peers, administrators, parents, and others.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Master's Degree, preferred, from an accredited educational institution.

Certified by the State of Florida in Speech/Language Impaired or related area.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Director of Exceptional Student Education and/or Designee  
**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

*Job Description for SAI SST Coordinator supplement of \$3,000.00*

This job entails 12 hours per month for a total of 120 hours over the course of the SY.  
The job and accompanying supplement may be split.

## STUDENT SERVICES TEAM COORDINATOR SUPPLEMENT

---

**DEPARTMENT:** School

**POSITION GOAL:**

The Student Services Team (SST) Coordinator will organize, expedite and document regularly scheduled Student Services Team meetings for the purpose of collaboratively addressing individual needs of students at their school site in order to promote student success in the educational setting.

**ESSENTIAL JOB FUNCTIONS:**

- Establish and manage a Student Services Team at the school site for the purpose of addressing student and family needs in the operative areas of:
  1. SST ESE Intervention & Referral
  2. Attendance/Counseling/Behavior Management/504/Health/Violence Prevention/Homeless Services/Psychological Services/Child Abuse Prevention
- Provide leadership, management and accountability for Student Services coordination at the school site
- Understand and practice in accordance with federal, state and local laws, statutes and/or policies that relate to students and families; such as child protection/child abuse, ESE, attendance, educational rights and privacy
- Identify the realistic scope of services the SST can provide and collaborate with outside agencies/partners to deliver services that students need
- Assure site compliance with district and federal Exceptional Student Education Policy and Procedures for all students referred to ESE and for all current ESE students who are referred to the SST for additional or other services
- Assure that SST practices in regard to truancy and non-attendance are in compliance with district Attendance Policy & Procedures
- Coordinate and access counseling and psychological services for students
- Manage identification of student need(s) and subsequent referral to school or community-based programs/services/agencies
- Maintain and manage appropriate department records in accordance with applicable regulations, policies and standards
- Support programs and actions that facilitate a positive, caring and purposeful climate for learning.
- Assist students and their families in problem solving and conflict resolution in a safe and healthy manner.
- Serve as a contact for parent calls, responsible for resolving issues in collaboration with school administration and referring parent(s) to appropriate staff
- Keep abreast of current community resources and determine how these resources may be beneficial to students and to the family's involvement in the academic process

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

**MINIMUM QUALIFICATIONS:**

Florida Teaching, Guidance, Counseling, Educational Leadership Certification preferred  
Bachelor's Degree required; Master's preferred from an accredited college or university.

Thorough knowledge of MCSD policies and procedures, school operations and student services. Knowledge of student services available in the community. Knowledge of behavioral management techniques and conflict resolution. Knowledge of system resources and community services available to parents and students. Knowledge of computer applications desirable. Ability to communicate effectively, motivate, encourage and work with students, staff and community. Excellent problem solving skills. Excellent organizational, oral, written and human relations skills required. Demonstrated leadership skills outside the classroom.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors/Outdoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** Principal and/or Designee  
**SUPERVISES:** N/A

# MONROE COUNTY SCHOOLS

## Job Description

### Teaching American History (TAH) Coach

---

**DEPARTMENT:** District, Instructional Services

**POSITION GOAL:**

The TAH Coach's primary goal is to provide assistance and support to the district's teachers involved with the Teaching American History (TAH) grant. This assistance and support will center around five major areas:

1. Professional development support, particularly in mentoring TAH participants.
2. Resource distribution and implementation.
3. Data collection, analysis, and review.
4. Curriculum development.
5. Teacher motivation.

This position will exist through the life of the Teaching American History grant (2007-2010) and will be funded through TAH grant funds, not district monies.

**ESSENTIAL JOB FUNCTIONS:**

1. Be a member of the *TAH Advisory Group* which is responsible for ensuring that the TAH grant will be implemented as outlined and approved by the USDOE.
2. Participate in the selection of teacher resources to ensure that they are aligned with the state and national standards and that the materials support the instructional process as planned for TAH participants.
3. Plan and facilitate a minimum of 3 Professional Learning Community (PLC) sessions for TAH participants during each of the three years of the grant period.
3. Ensure that TAH participants receive appropriate subject area resources provided by the grant.
4. Ensure that materials are used appropriately and with fidelity to their intended use and grade level.
5. Participate in all TAH professional development activities during the three year grant period.
4. Analyze and review student achievement data provided by the TAH outside evaluators.
8. Assist in ensuring that the TAH program activities are sequenced in such a way as to provide student learning of subject area content before students are tested.
9. Provide professional development support to TAH teachers as determined by grant parameters and TAH participant survey.
10. Recognize high performing district teachers in subject areas through a reward and recognition program, thereby facilitating teacher motivation.

**MINIMUM QUALIFICATIONS:**

Master's Degree (preferred)

Certification in subject area (preferred)

Experience as a secondary teacher leader within the district

Five (5) years teaching experience at the secondary level and presently teaching American History in the district.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** TAH Project Director

**HOURS:** It is anticipated that approximately 200 hours in addition to the regular school work day will be required over the school year. The position is paid a supplement of \$5,000.00.

# MONROE COUNTY SCHOOLS

## Job Description

### Teaching American History (TAH) Webmaster

---

**DEPARTMENT:** District, Instructional Services

**POSITION GOAL:**

The TAH webmaster's primary goal is to provide assistance and communications support to the district's teachers involved with the Teaching American History (TAH) grant. This assistance and support will center around these major areas:

1. Design, development and maintenance of a TAH sharepoint or website.
2. Entering TAH participants' curriculum products into KIDS (Keys Instructional Delivery System)
3. Teacher motivation.

This position will exist through the life of the Teaching American History grant (2007-2010) and will be funded through TAH grant funds, not district monies.

**ESSENTIAL JOB FUNCTIONS:**

1. Design, develop and maintain a Teaching American History (TAH) website or sharepoint site that can be used as a communications tool for TAH participants as well as the *TAH Advisory Group*.
2. Input all curricular products generated by TAH participants each year of the three year grant period into KIDS.
3. Recognize high performing district teachers in subject areas through a reward and recognition program, thereby facilitating teacher motivation.

**MINIMUM QUALIFICATIONS:**

Master's Degree (preferred)

Certification in subject area (preferred)

Proficiency with KIDS (editing and adding curriculum content), web design and Sharepoint

Experience as a teacher leader within the district

Five (5) years teaching experience and presently a teacher in the district.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications)

**ADA REQUIREMENTS:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Indoors

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**REPORTS TO:** TAH Project Director

**HOURS:** It is anticipated that approximately 100 hours in addition to the regular school work day will be required over the school year. The position is paid a supplement of \$2,500.00.



