



Job Title – Child Nutrition Program Worker

Supervisor: CNP Manager, CNP Assistant Manager, CNP Area Specialist, Principal, CNP Supervisor, and CNP Director

FLSA Status: Non-exempt

Job Goals:

- To effectively implement the local school Child Nutrition Program (CNP).
- To provide food preparation services for Jefferson County Schools.

Minimum Qualifications:

1. High school diploma or equivalent.
2. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
3. Ability to operate and maintain kitchen equipment necessary for performance of job responsibilities.
4. Ability to carry out verbal and written instructions and demonstrate effective interpersonal skills.
5. Ability to follow Child Nutrition Program guidelines and regulations.
6. Ability to use technology as required to perform job responsibilities.
7. Possess and maintain required health certifications including tuberculin skin test results.
8. Strength, stamina, agility, dexterity, and acuity to perform job responsibilities safely and effectively.
9. Ability, agility and stamina to engage in prolonged standing, stooping, kneeling, bending, turning, reaching, and repetitive lifting up to 25 pounds.
10. Ability to lift objects weighing up to 25 pounds.
11. Ability to be punctual and in regular attendance.
12. Such alternative qualifications to those listed as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system, its vision, goals and priorities.
2. Assists in preparation and service of food according to the written menu of the day and supervisor's/manager's instruction.
3. Performs food storage; inventory control; equipment cleaning, assembly and disassembly; and related serving and sanitation tasks as assigned.
4. Performs duties in a courteous and professional manner.
5. Operates food service equipment in accordance with established procedures.

Approved: March 24, 2016

Page 1 of 2

**Jefferson County School System
Child Nutrition Program Worker**

6. Serves in job rotation or assists in any CNP activities as assigned including, but not limited to, cashier, server, backup, dish machine operator, food preparation, and cleanup of kitchen, dining area, storage areas, or work area.
7. Maintains professional dress and hygiene, suitable for food service work (uniform, hair net/hat, closed-toe shoe with non-skid sole, etc.).
8. Observes proper safety precautions in the kitchen and other work areas.
9. Cooperates with other school system staff members in maintaining high standards in the child nutrition program.
10. Follows written and verbal instructions and communicates effectively with others (CNP staff, vendors, school staff, students, parents, community members).
11. Participates in and promotes in-service training, conferences, and continuing educational programs for self-improvement and for other personnel.
12. Demonstrates professional ethics and effective work habits.
13. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
14. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
15. Responds to inquiries and requests in a timely and positive manner.
16. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
17. Properly cares for equipment and material resources of the school system.
18. Uses effective collaboration skills to work as an effective team member.
19. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
20. Reports absences and takes leave in accordance with Board policies and procedures.
21. Performs other job-related duties as assigned by supervisor(s).

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.



Job Title – Administrative Assistant

Supervisor: Principal or Director

FLSA Status: Non-exempt

Job Goals:

- To perform assigned clerical duties efficiently and effectively.
- To assist school faculty, staff, and other school system personnel in supporting student achievement and school operations.

Minimum Qualifications:

1. High school diploma or equivalent.
2. Successful work experience in a comparable position.
3. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Broad knowledge of basic office procedures and functions, including electronic and manual filing, record keeping, purchasing and bookkeeping, word processing, and required reporting.
5. Proficiency in oral and written communication skills.
6. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or school information.
7. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
8. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system, its vision, goals, and priorities.
2. Provides administrative support to the secretary, bookkeeper, receptionist, principal, director, or other school district personnel as needed.
3. Types and enters data, organizes and retrieves files, prepares and submits reports, handles correspondence as assigned, and performs various clerical functions.
4. Operates word processing software, data entry software, and officer computer applications.
5. Assists school personnel/district personnel/administrators as needed with preparation for meetings, projects, visiting groups, delegations, or conferences.
6. Communicates by email or electronic messaging as needed.
7. Uses effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
8. Prioritizes tasks and performs assignments as directed with accuracy, attention to detail, and within established time frames.
9. Models and maintains high ethical standards.

Approved: March 24, 2016

Page 1 of 2

**Jefferson County School System
Administrative Assistant**

10. Participates in training programs offered to increase skill and proficiency related to assignment.
11. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
12. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
13. Responds to inquiries and requests in a timely and positive manner.
14. Properly uses and cares for equipment and material resources of the schools system.
15. Adheres to and implements school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
16. Reports to work in a punctual manner and attends work regularly.
17. Reports absences and takes leave in accordance with Board policies and procedures.
18. Demonstrates initiative, resourcefulness, and discretion in solving problems.
19. Understands how to access needed data and resources required to maintain efficient office functioning, solve problems, and respond to requests for information and assistance.
20. Promotes public and community support for the school and school system by performing job duties and interacting with students, parents, staff, and the public courteously and proactively.
21. Assumes direct responsibility for execution of basic office support functions in the absence of other office staff and discharges multiple functions in a compressed time frame ("multi-tasking").
22. Performs other job-related duties as assigned by Supervisor(s).

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.



Job Title – Exceptional Education Bus Aide

Supervisor(s): Executive Director of Operations, Assistant Director of Operations for Transportation and Local School Administrator.

FLSA Status: Non-exempt

Job Goal:

- To assist the special education bus driver in providing support services for maximum student comfort and safety.

Minimum Qualifications:

1. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
2. Demonstrated success in relevant work experience.
3. Ability and willingness to work in a highly demanding, stressful environment.
4. Demonstrated proficiency in oral and written communication with students, parents and others.
5. Ability to identify and solve problems as a productive team member.
6. Ability to carry out verbal and written instructions.
7. Physical strength, agility, dexterity, acuity and mobility to perform job responsibilities.
8. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Ability to follow instructions and accept constructive feedback.
10. Ability to stand, walk, stoop, and assist students with specific hygiene needs.
11. Ability to transfer students, and provide physical intervention when required.
12. Ability to lift up to 50 pounds.
13. Ability to work flexible hours as needed to provide adult assistance on special education buses.
14. Ability to be punctual and in regular attendance.
15. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Helps students board and exit school buses; assists the bus driver in maintaining order and comfort on school buses.
3. Assists bus driver in keeping routine records related to student transportation or behavior as assigned.
4. Transfers students on and off buses.
5. Assists with movement of students with special needs as required (positioning, lifting, transferring and physical intervention).
6. Assists teachers and bus drivers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.

7. Assists bus drivers in maintaining discipline and responding to the physical needs of students.
8. Performs basic health, first aid, or basic nursing care for special education students as directed or authorized by a school nurse.
9. Attends IEP meetings, if requested.
10. Maintains confidentiality regarding school/workplace matters.
11. Performs duties in a courteous and professional manner.
12. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
13. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
14. Engages in professional growth and demonstrates professional ethics and effective leadership.
15. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
16. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
17. Uses effective collaboration skills to work as a productive team member.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Performs other job-related duties as assigned by Supervisor(s).

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.



JEFFERSON COUNTY BOARD OF EDUCATION

Job Title – Exceptional Education Instructional Paraprofessional

Supervisor: Principal

FLSA Status: Non-exempt

Job Goal:

- To assist the special education services teacher in providing instructional and support services to students with disabilities.

Minimum Qualifications:

1. Associate's degree or 48 semester hours from an accredited college or a passing score on the ACT WorkKeys Assessment
2. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
3. Ability and willingness to work in a highly demanding, stressful environment.
4. Demonstrated proficiency in oral and written communication with students, parents and others.
5. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
6. Ability to carry out verbal and written instructions.
7. Physical strength, agility, dexterity, acuity and mobility to perform job responsibilities.
8. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Ability to follow instructions and accept constructive feedback.
10. Ability to stand, walk, stoop, and assist with student toileting and specific hygiene needs.
11. Ability to transfer students, feed students, and provide physical support and intervention when required.
12. Ability to lift up to 50 pounds.
13. Ability to work flexible hours as needed to provide assistance for assigned students on special education buses.
14. Ability to be punctual and in regular attendance.
15. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Reinforces concepts from lessons with individual students or a group of students, checks accuracy of work and presents additional assignments as directed by the teacher.
3. Helps students to use books, computers, classroom materials and other equipment.
4. Assists teacher in keeping records related to attendance, grades, test scores or behavior as assigned.
5. Transfers students in and out of holding or locomotive devices and on and off buses.
6. Assists students with all aspects of toileting, which may include diapering, and lifting on and off the toilet, changing tables and mats.

7. Assists with the management of self-care needs and movement of students with special needs as required (positioning, lifting, transferring, physical intervention, toileting, diapering, and changing of clothing).
8. Obtains food from the cafeteria, serves food and feeds student or helps them feed themselves, as needed.
9. Assists in managing student behavior to include crisis intervention when needed (which may include restraining) and the implementation of the HELP (Human Empowerment Leadership Principles) training.
10. Facilitates students' use of mobility equipment such as leg braces, walkers, mobile standers and tricycles.
11. Assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
12. Assists bus drivers in maintaining discipline and responding to the physical needs of students.
13. Provides assistance on special education buses as assigned by the building level principal, assistant principal or Central Office Exceptional Education staff.
14. Assists teachers in directing activities and acts as play leader for assigned groups of students.
15. Performs basic health, first aid, or basic nursing care for special education students as directed or authorized by a school nurse.
16. Implements behavior management plans consistent with teacher implementation instructions.
17. Adjusts or rephrases portions of texts and classroom instruction.
18. Attends IEP meetings, if requested.
19. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
20. Performs duties in a courteous and professional manner.
21. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
22. Responds to inquiries and requests in a timely and positive manner.
23. Maintains and submits required reports (student performance, behavior, academic accomplishments, developmental activities, etc.), records, and correspondence in a timely and accurate manner using technology or other means as directed.
24. Properly cares for equipment and material resources of the school system.
25. Uses collaboration skills to work as a productive team member.
26. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
27. Reports absences and takes leave in accordance with Board policies and procedures.
28. Performs other job-related duties as assigned by the teacher, principal, or Exceptional Education Director.

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.