

Rush City Schools

1000	Position Summaries	DMB Ratings	Value
1001	Food Service Worker	A12	1000
1002	Custodian I (Delete position)	A12	1000
1003	Office Assistant	A13	1333
1004	Custodian II	B21	1625
1005	Paraprofessional	B21	1625
1006	Paraprofessional-Media	B21	1625
1007	Bus Driver	B21	1625
1008	Coordinator of Programs	B22	1875
1009	Administrative Assistant	B22	1875
1010	Maintenance Custodian	B22	1875
1011	Outcomes Assistant	B23	2125
1012	Adults with Disabilities Assistant	B23	2125
1013	Executive Administrative Assistant	B23	2125
1014	Accounting Technician (Delete position)	B23	2125
1015	Payroll Specialist	B23	2125
1016	Technology Coordinator	C41	3667
1017	Facilities/Accounts Payable Manager	C41	3667
1018	Finance Manager	C41	3667
1019	Food Service Supervisor	C41	3667
1020	Program Coordinator-Adults with Disabilities	C41	3667
1021	ECFE Teacher/Parent Facilitator	C42	4000
1022	Preschool Teacher	C42	4000
1023	Title I Instructor	C43	4333
1024	Registered Physical Therapist	C43	4333
1025	Collaborative Planner	C51	5250
1026	Counselor	C51	5250
1027	Early Learning Instructor/Coordinator	C51	5250
1028	Media Specialist	C51	5250
1029	Prevention & Interventions Program Coordinator	C51	5250
1030	School Psychologist	C51	5250
1031	Speech Clinician	C51	5250
1032	Teacher	C51	5250
1033	Unique Learners Manager	D61	5667
	Rename title to: Special Services Supervisor		
1034	Community Ed Director/Athletic & Activities Director	D61	5667
1035	Business Manager	D61	5667
1036	Director of Special Education	D62	6000
1037	Building Principal	D63	6333
1038	Director of St. Croix River Ed. District	D71	6750
1039	Superintendent	E91	8750

Board Reading History: LAF20170316; LAF20151217; LAF20131121; LAF20120719; LAF20060420; LAF20050616; LAF20040520; LAF20031106; LAF20020313; LAF20000208; LAF19990920; LAF19981112

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Food Service Worker

BAND	GRADE	SUBGRADE
A	1	2
DEPARTMENT: Food Service	ACCOUNTABLE TO: Administrative Assistant /Food Service <i>Supervisor</i>	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for assisting with the preparation, serving and cleaning up of meals in the Food Service Department. Duties include: assisting with the final preparation of meals as instructed by the Administrative Assistant /Food Service <i>Supervisor</i> ; setting up the serving area and preparing the food for serving; serving meals; cleaning the kitchen area, equipment and utensils; selling a la carte items at the high school location. ; and, assisting with County meal procedures????.		
DISTINGUISHING CHARACTERISTICS: The Food Service Worker is distinguished from other classes by its responsibility for assisting with the preparation and serving of meals and cleaning food service areas <i>and having knowledge of Serv Safe Procedures.</i>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assists with the final preparation of meals as instructed by the Administrative Assistant /Food Service <i>Supervisor</i> .	Daily 20% 30%	
2.	Sets up the serving area and prepares food for serving.	Daily 20% 15%	
3.	Serving meals.	Daily 20% 15%	
4.	Cleans the kitchen area, equipment and utensils.	Daily 20% 15%	
5.	Sells a la carte items at the high school location.	Daily 10% 15%	

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Food Service Worker

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
6.	Assists with County meal procedures such as ensuring the serving of specific types and amounts of food.	Daily 10%	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Food preparation;
- Health codes and precautions;
- Basic mathematics.

Skills (position requirements at entry):

Skill in:

- Operating kitchen equipment such as oven, slicer and dishwasher;
- Organizing and prioritizing simple tasks;
- Cleaning kitchen area, equipment and utensils;
- Communication, interpersonal skills as applied to interaction with *students*, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Degree (GED) and up to one year of food service experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. *Extra pay will be received for continuing education certifications.*

Licensing Requirements (position requirements at entry):

- None required.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Food Service Worker

Physical Requirements:

Positions in this class typically require: stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, odors, poor ventilation, chemicals, extreme temperatures, work space restrictions, and intense noises.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. 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 for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98; Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

N/A

CLASS TITLE: CUSTODIAN I

BAND	GRADE	SUBGRADE
A	1	2
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Custodian I	Facilities/Accounts Payable Manager	Non-Exempt

CLASS SUMMARY:

Cleans and maintains assigned areas, classrooms, and school facilities. Performs light maintenance as necessary. Keeps school grounds clean and free of debris. Mows lawn and removes snow or performs other ground activities, as needed. This class represents the first level in a three level series. The class differs from that of Custodian II in that the primary responsibilities of this position involve cleaning assigned areas and this class does not have lead worker responsibility

DUTY NO.	ESSENTIAL DUTIES	FRE-QUENCY	BAND/ GRADE
1.	Maintains school grounds by removing snow, debris, and mowing the lawn.	Daily 5%	
2.	Cleans school building and classrooms daily according to established policies and practices.	Daily 90%	
3.	Performs light maintenance such as replacing light bulbs and plumbing as needed.	Daily 5%	
4.	Assists with heavier maintenance projects as directed by supervisor.	As Required	
5.	Performs supervisory duties in the absence of superiors.	As Required	
6.	Performs other duties of a similar nature or level.	As Required	

MINIMUM QUALIFICATIONS:

One-year custodian/groundskeeper experience and/or some building maintenance or helper experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: CUSTODIAN I

KNOWLEDGE REQUIRED:

Basic understanding building maintenance principles, practices and cleaning techniques.

Basic knowledge of safety procedures and methods applied to building maintenance

Basic knowledge of boiler operation desirable.

SKILLS REQUIRED:

Skill in operating in various appliances/equipment such as a vacuum, scrubber, lawn mower, snow blower, small electric tools, boiler.

Skill in fulfilling sanitation requirements.

Skill in communication, interpersonal skills as applied to interaction with coworkers, children/parents supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, repetitive motions.

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.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Office Assistant

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for assisting in answering phones, collecting money, record keeping and preparing forms. Duties include: answering phones and receiving visitors into the office; collecting monies as assigned; counting and balancing monies collected; <i>monitoring classroom and office supply inventory; produce purchase orders as approved by building Principal and verify orders received</i> , monitoring copy machine usage; assisting secretaries <i>administrative assistants</i> in record keeping, typing, mailing, tabulation and related activities; performing specialized program support work; and, performing other duties as assigned.		
DISTINGUISHING CHARACTERISTICS: The Office Assitant classification is distinguished from other classes by its responsibility for assisting in answering phones, collecting money, record keeping and preparing forms.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Answers phones and receives visitors into the office.	Daily 20%	
2.	Collects monies as assigned.	Daily 20%	
3.	Counts and balances monies collected.	Daily 15%	
4.	<i>Monitors classroom and office supply inventory; produce purchase orders as approved by building Principal and verify orders received.</i>	Daily 15%	
5.	Monitors copy machine usage.	Daily 5%	
6.	Assists secretaries <i>administrative assistants</i> in record keeping, typing, mailing, tabulation and related activities	Daily 15%	

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Office Assistant

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
7.	Performs specialized program support work.	Varies 5%	
8.	Performs other duties as assigned.	Varies 5%	
9.	Performs other duties of similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Basic accounts payable and receivable principles and practices;
- Basic mathematical principles.

Skills (position requirements at entry):

Skill in:

- Performing clerical support duties;
- Tracking and processing revenue and expenditures;
- Typing;
- Record keeping;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma and one year of clerical experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None required.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Office Assistant

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98, Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: CUSTODIAN II

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Custodian II	Facilities/Accounts Payable Manager	Non-Exempt
<p>CLASS SUMMARY:</p> <p>Cleans and maintains assigned areas, classrooms, and school facilities. Performs repair and maintenance repairs as delegated by the Principal. Serves a leadworker over other Custodian I's assigned to the same building or shift. This class represents the second first level in a three two level custodial series. This class differs from that of Custodian I in that the Custodian II has lead responsibilities to assure event set up and security is adhered to and those cleaning responsibilities are met. In addition, this class will be assigned more routine repair responsibilities which may have been delegated but does not require as great a time commitment nor training as the Maintenance Custodian.</p>		

DUTY NO.	ESSENTIAL DUTIES	FRE-QUENCY	BAND/ GRADE
1.	Maintains school grounds by removing snow, debris, and mowing the lawn.	Daily 5%	
2.	Leads and monitors the work assignments of Custodian I's. Monitors the set up, cleaning and security for evening events and assures all cleaning responsibilities are performed during the assigned shift.	Daily 10%	
3.	Cleans school building and classrooms daily according to established policies and practices. following standardized practices and/or methods.	Daily 75%	
4.	Performs routine and light maintenance and repair duties of a carpentry, plumbing and/or electrical nature.	Daily 10%	
5.	Assists and may work with the Maintenance Custodian on more involved projects or projects requiring more than one person.	As Required	
6.	Performs other duties of a similar nature or level.	As Required	

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: CUSTODIAN II

MINIMUM QUALIFICATIONS:

~~Two years experience as a Custodian I~~ or two years previous experience in a building maintenance capacity involving either plumbing, electrical or carpentry; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

KNOWLEDGE REQUIRED:

Basic understanding building maintenance principles, practices and cleaning tools and techniques.

Basic knowledge of safety procedures and methods applied to building maintenance

Basic knowledge of boiler operation desirable.

Knowledge is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions.

Performs work to heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.

SKILLS REQUIRED:

Skill in operating in various appliances/equipment such as a vacuum, scrubber, lawn mower, snow blower, small electric tools, boiler.

Skill in fulfilling sanitation requirements.

Skill in communication, interpersonal skills as applied to interaction with coworkers, children/parents supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, repetitive motions.

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.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson and Associates (MCT)

Date: 6/98; Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Paraprofessional

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Instruction	ACCOUNTABLE TO: Instructors	FLSA STATUS: Non-exempt
CLASS SUMMARY: Assists classroom teachers <i>and special education teachers</i> by reinforcing skills <i>and behaviors defined in student's IEP.</i> of students and correcting assignments and tests defined in IEP. Duties include: preparing student assignments following teachers' instructions, including preparing worksheets and copying assignments and test materials; correcting assignments and tests and entering scores in proper locations; reinforcing teachers' instructions and providing supplementary help to individuals or <i>small</i> groups of students; instructing students under teacher's direction; monitoring students outside of instruction time and <i>reporting</i> providing discipline for inappropriate behavior; handling miscellaneous classroom items such as lunch tickets to provide for the smooth flow of classroom activity; and completing other monitoring and recording activities such as progress monitoring. library checkout and test results.		
DISTINGUISHING CHARACTERISTICS: The Instructional Assistant is distinguished from other classes by its responsibility for assisting classroom teachers by reinforcing skills of students and correcting assignments and tests.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1.	Prepares student assignments following teachers' instructions. including preparing worksheets and copying assignments and test materials.	Daily 20%	A1
2.	Corrects assignments and tests and enters scores in proper locations.	Daily 20%	A1
32.	Reinforces teacher's instructions and provides supplementary help to individuals or groups of students.	Daily 20% 40%	B2

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Paraprofessional

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4 3.	Instructs students under teacher's direction.	Daily 10% 15%	B2
5 4.	Monitors students outside of instruction time, and provides discipline for inappropriate behavior.	Daily 10% 15%	A1
6.	Handles miscellaneous classroom items such as lunch tickets to provide for the smooth flow of classroom activity.	Daily 10%	A1
7 5.	Completes other monitoring and recording activities such as library checkout and test results <i>progress monitoring</i> .	Daily 10%	A1
8.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Instructional methods;
- Child development
- Basic reading, writing and mathematics.

Skills (position requirements at entry):

Skill in:

- Assisting in the instruction of students;
- Following written and verbal instructions;
- Supervising and communicating with students;
- Correcting assignments and tests;
- Using computers and related software applications;
- Using office equipment such as calculator, copier and typewriter;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Paraprofessional

Training and Experience (position requirements at entry):

One of the three must be met: A) Hold an Associate of Arts degree; B) Completed two years college, or C) Meet a Local Rigorous Standard of Quality.

Licensing Requirements (position requirements at entry):

- None required.

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98

Updated: 6/03 by District and reevaluated by BCC.

Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Paraprofessional-Media

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Library/Media	ACCOUNTABLE TO: Media Generalist/Principal	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for maintaining the organization of the school media center and providing for the flow of materials to staff and students. Duties include: checking media materials in and out; reshelving and organizing materials in proper places to be reused by students and staff; assisting students and staff with selection of materials; maintaining the card catalogue <i>data base</i> and entering new cards as directed by the librarian; maintaining material usage records; supervising the bus departure and ill or disciplined students at the noon hour; monitoring students in the library during selection of books; and, assisting with the maintenance of audio visual equipment at the elementary <i>and high</i> school.		
DISTINGUISHING CHARACTERISTICS: The Paraprofessional-Media classification is distinguished from other classes by its responsibility for maintaining the organization of the media center and providing for the flow of materials to staff and students.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary from building to building.)	FRE-QUENCY	BAND/ GRADE
1.	Performs customer service and circulation responsibilities in the media center. Assists in the checking in and checking out of media materials. Assists students and staff in copying materials for various classes. Prepares and assembles overdue notices on media materials.	Daily 15%	A1
2.	Reshelves and organizes materials in proper places to be reused by students and staff.	Daily 8%	A1



Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Paraprofessional-Media

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary from building to building.)	FREQUENCY	BAND/ GRADE
3.	Assists students and staff with selection of materials. Assists students locate and search for materials on the computer to assist them in their research. Reinforces teacher instructions and directions concerning media projects and activities.	Daily 15%	A1
4.	Maintains the database card catalogue and enters new cards as directed by the librarian. Processes new media coming into the media center.	Daily 8%	A1
5.	Instructs students during computer lab and keyboarding under the direction of the media specialist.	Daily 16%	B2
5.	Maintains material usage records.	Daily 10%	A1
6.	Supervises the bus departure and ill or disciplined students at the noon hour.	Daily 10%	A1
7.	Monitors students in the library during selection of books.	Daily 8%	A1
8.	Assists with the maintenance of audio visual equipment at the elementary school.	Daily 10%	A1
9.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Library Science principles.



Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Paraprofessional-Media

Skills (position requirements at entry):

Skill in:

- Managing circulation desk;
- Assisting students and staff with locating materials;
- Monitoring students;
- Managing the operation of a computer lab;
- Using computers and related software applications;
- Using office equipment ~~such as typewriters and copiers;~~
- Using audio visual equipment ~~such as video recorders;~~
- Maintaining and troubleshooting audio visual equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

One of the three must be met: A) Hold an Associate of Arts degree; B) Completed two years college, or C) Meet a Local Rigorous Standard of Quality.

Licensing Requirements (position requirements at entry):

- None required.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98

Revised 6/03 by BCC; Reviewed February 2017



Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: BUS DRIVER

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Transportation	ACCOUNTABLE TO: Superintendent	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible responsible for transporting students to and from school and extracurricular activities in a timely and safe manner. Duties include: transporting students through operation of a school bus in a safe manner in varying road and weather conditions; monitoring student behavior and providing for an orderly atmosphere on the bus; reporting dangerous student behavior to the superintendent or principal; completing <i>daily pre-checks</i> , equipment safety checks and maintaining fuel and oil levels in the bus; and, cleaning the inside and outside of the bus.		
DISTINGUISHING CHARACTERISTICS: The Bus driver is distinguished from other classes by its responsibility for transporting students to and from school and extracurricular activities in a timely and safe manner.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Transports students through operation of a school bus in a safe manner in varying road and weather conditions.	Daily 75%	
2.	Monitors student behavior and provides for an orderly atmosphere on the bus.	Daily 10%	
3.	Reports dangerous student behavior to the superintendent or principal.	Daily 5%	
4.	Completes <i>daily pre-checks</i> , equipment safety checks and maintains fuel and oil levels in the bus.	Weekly 5%	
5.	Cleans the inside and outside of the bus.	Weekly 5%	
6.	Performs other duties of a similar nature or level.	As Required	

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: BUS DRIVER

Knowledge (position requirements at entry):

Knowledge of:

- Traffic laws;
- Policy governing student behavior on the bus;
- *MN Dept of Public Safety Office of Pupil Transportation Safety guidelines.*

Skills (position requirements at entry):

Skill in:

- Safely operating a school bus;
- Driving according to schedule;
- Monitoring student behavior;
- Cleaning and performing basic maintenance on the bus;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Degree (GED) and one year of experience operating a heavy vehicle, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid Class A or B Minnesota Driver's License with School Bus Endorsement.

Physical Requirements:

Positions in this class typically require: reaching, driving, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98; Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Coordinator of Programs

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Positions assigned to this classification have responsibility for organizing, scheduling, making arrangements for and implementing programs or special projects under the direction and guidance of management/administrative personnel. The work involves receiving instructions and program parameters, guidelines, processes to use and follow in carrying out their program/project/event activities. Duties and responsibilities do typically require considerable independence, judgment and discretion in terms of how to go about carrying the assignments/projects/programs within the processes and guidelines set forth by managers/administrative personnel. The coordinative activities required at this level involve planning and making arrangements; organizing and promoting events; preparing and distributing informational materials or newsletters; recruiting volunteers or assistants for the programs/events/projects; maintaining project/program files and correspondence files; preparing program/project reports/summaries; collaborating with other district staff and community representatives with respect to coordinating and implementing the programs/events/projects.		
DISTINGUISHING CHARACTERISTICS: The Coordinator of Programs is distinguished from other Coordinator classifications in that Coordinators assigned to this classification are provided with the procedures, processes, methods and direction provided by supervisory/manager/administrative personnel that govern what is to be done and how it is to be done. Higher level Coordinator type positions across the District are typically licensed instructional personnel or professional level staff who are given the authority to make decisions in determining the appropriate processes, methods and techniques required in the formulation and development of programs within the guidelines, policies and budgetary requirements of the district or department.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assist administrators and managers of the district in carrying out the implementation of programs, projects or special events in the district. Performs tasks such as: Identifies program/event needs through discussions with staff, administrators, community representatives or the public; recommends changes and revisions in program/services or events; makes arrangements for and schedules events/programs; prepares newsletters, brochures, registration materials, handouts, or other materials to promote events/programs/activities.		

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Coordinator of Programs

2.	Supervises and coordinates and implementation of project events/programs. Assists in recruiting assistants, volunteers or staff to work events/projects. Resolves conflicts or problems that arise in the operation of the event/activity. Trains assistants, volunteers, or staff regarding duties and responsibilities during events/activities/programs.	Daily 10%	B2
3.	Collaborates with staff, the community of other in determining changes in the program/project, determining revisions, or the addition of services/activities.	Daily 5%	B2
4.	Communicates news of special events/projects to public, parents, and school district departments. Promotes the programs and answers questions regarding the events/activities of the programs/projects.	Weekly 5%	B2
5.	Assist with registration of events/projects and other areas as assigned by Supervisor. Oversees the collecting and receipting of any fees or revenues. Creates project/program files and prepares any administrative reports/summaries required of the program/event/project required of the district or other organizations.	Weekly 5%	B2
6.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Community organizations;
- Special events and fundraising;
- District administrative policies and policies;
- Basic personnel management principles;
- Advertising methods.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Coordinator of Programs

Skills (position requirements at entry):

Skill in:

- Recruiting personnel if needed;
- Training people;
- Organizing, implementing and coordinating projects/events
- Promoting and preparing promotional/registration/informational materials;
- Making work assignments;
- Writing advertisements;
- Maintaining effective interpersonal relations;
- Maintaining effective public relations;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree in an area related to Communications, Human Resources or Public Relations, Business Administration, Community Relations and one year of related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None required.

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Classification History:

Date: 3/02; Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Administrative Assistant

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Administration	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing secretarial and receptionist duties for the immediate supervisor. Duties include: greeting visitors such as students, parents and staff in the office and on the phone, <i>or other communication tools</i> ; answering questions about activities, functions, rules and regulations; typing correspondence, memos, reports, calendars, newsletters, programs and other similar items; collecting, organizing and maintaining student information including permanent records, health records, emergency sheets and schedules, collecting all school monies related to milk and lunch tickets <i>food service</i> , parties, general supplies, fines, etc. and annuals ; assisting with ordering, inventory control and distribution of general and instructional supplies; recording and monitoring staff and staff attendance and providing reports to immediate supervisor; providing for and maintaining calendar of activities and building use; assisting with organization of meetings; and, assisting immediate supervisor with coordination of staff meetings, completing reports, supervising students in the office and other related duties.		
DISTINGUISHING CHARACTERISTICS: The Administrative Assistant classification is distinguished from other classes by its responsibility for performing secretarial and receptionist duties for the immediate supervisor.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Greets visitors such as students, parents and staff in the office and on the phone; answers questions about activities, functions, rules and regulations.	Daily 20%	
2.	Types correspondence, <i>Corresponds with community members, using all communication tools available to answer questions and to create</i> memos, reports, calendars, newsletters, programs and other similar items.	Daily 20%	
3.	Collects, organizes and maintains student information including permanent records, health records, emergency sheets and schedules.	Daily 10%	

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Administrative Assistant

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Collects all school monies related to milk and lunch tickets <i>food service</i> , parties, general supplies, fines, etc. and annuals .	Daily 10%	
5.	Assists with ordering, inventory control and distribution of general and instructional supplies.	Daily 10%	
6.	Records and monitors staff and staff attendance and provides reports to immediate supervisor.	Daily 10%	
7.	Provides for and maintains calendar of activities and building use.	Weekly 10%	
8.	Assists with organization of meetings.	Varies 5%	
9.	Assists immediate supervisor with coordinating staff meetings, completing reports, supervising students in the office and other related duties.	Varies 5%	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- General office management;
- Record keeping;
- Basic mathematics.

Skills (position requirements at entry):

Skill in:

- Providing effective public relations and customer service;
- Organizing and prioritizing multiple tasks;
- Typing;
- Preparing and maintaining records;
- Writing reports and other correspondence;
- Scheduling events;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Administrative Assistant

Training and Experience (position requirements at entry):

High School Diploma and one year of secretarial training, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None required.

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98; Reviewed 12/2015; Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Maintenance Custodian

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Building and Grounds	ACCOUNTABLE TO: Administrative Assistant/General	FLSA STATUS: Non-exempt
CLASS SUMMARY: <p>Incumbents are responsible for maintenance and operating tasks for the District's buildings, grounds, equipment and systems. Daily cleaning and maintenance is also required. Duties include: maintaining <i>HVAC</i> boilers and heating equipment to ensure proper working order and comfort and safety for building users; making repairs and chemically treating boiler water; making simple repairs and maintaining buildings and equipment including lighting, plumbing and clocks; participating in securing the buildings assigned; participating in grounds maintenance including lawn upkeep and snow removal; cleaning assigned areas including offices, hallways, gym, food service areas and boiler room as well as emergency clean up during duty hours; recommending to supervisor supplies and equipment needed to operate and maintain assigned buildings and grounds and providing for storage of same; assisting in transportation and clean up of food service items and areas; completing assigned tasks such as mail movement and meeting setup; and, handling other duties as assigned.</p>		
DISTINGUISHING CHARACTERISTICS: <p>The Maintenance Custodian classification is distinguished from other classes by its responsibility for maintenance and operating tasks for the District's buildings, grounds, equipment and systems.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Maintains <i>and repairs HVAC (heating, venting, air conditioning)</i> boilers and heating equipment to ensure proper working order and comfort and safety for building users. makes repairs and chemically treats boiler water.	Daily 20%	
2.	Makes simple repairs and maintains buildings and equipment including lighting, plumbing and clocks.	Daily 20%	
3.	Participates in securing the buildings assigned.	Daily 10%	

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Maintenance Custodian

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Participates in grounds maintenance including lawn upkeep and snow removal.	Daily 10%	
5.	Cleans assigned areas including offices, hallways, gym, food service areas and boiler room as well as emergency clean up during duty hours.	Daily 10%	
6.	Assists in transportation and clean up of food service items and areas.	Daily 10%	
7.	Recommends to supervisor supplies and equipment needed to operate and maintain assigned buildings and grounds; provides for storage of same.	Weekly 10%	
8.	Completes assigned tasks such as mail movement and meeting setup.	Varies 5%	
9.	Handles other duties as assigned.	Varies 5%	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Building maintenance;
- Heating and plumbing systems;
- Lighting and electrical systems;
- Grounds keeping.
- *Knowledge is required to perform basic math, read and follow instructions, and understand multi-step written and oral instructions.*

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Maintenance Custodian

Skills (position requirements at entry):

Skill in:

- Performing building maintenance on *HVAC* heating, plumbing and lighting systems;
- Performing basic carpentry and mechanical repairs;
- Grounds keeping;
- Using a variety of hand and power tools such as wrenches, screw drivers and saws;
- Operating heavy machinery such as lawn tractors;
- Building sanitation;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma and three years of experience in boiler maintenance or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- First Class C Boiler License required.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises.

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.

Performs work at heights of up to 12 feet using ladder and/or scaffolding; or up to 35' using scissor lift for the purpose of cleaning, changing light bulbs, replacing ceiling tile, etc.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98; Reviewed February 2017

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Accounting Technician

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BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: St. Croix River Education District	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for maintaining financial and personnel processes for the St. Croix River Education District including purchasing, collation, inventory and financial disbursement in accordance with State requirements. Duties include: coordinating purchasing to include ordering, processing and receiving for the St. Croix river Education District; coordinating accounts payable including preparing monthly expenditure reports; maintaining necessary records in the areas of building and equipment; completing and verifying the receipting and depositing of all St. Croix River Education District money to appropriate accounts; assisting the Education District Director in activities and regulations in the following areas: EDRS reporting, UFARS procedures, State Department of Education reporting and grant fiscal requirements; and, handling special projects as assigned by the Education District Director.		
DISTINGUISHING CHARACTERISTICS: The EAccounting Technician classification is distinguished from other classes by its responsibility for maintaining financial and personnel processes for the St. Croix River Education District including purchasing, collation, inventory and financial disbursement in accordance with State requirements.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Coordinates purchasing including ordering, processing and receiving for the St. Croix River Education District.	Daily 20%	
2.	Coordinates accounts payable including preparing monthly expenditure reports.	Daily 20%	
3.	Maintains necessary records in the areas of building and equipment.	Daily 20%	

Rush City Schools CLASS SPECIFICATION

CLASS TITLE: Accounting Technician

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Completes and verifies the receipting and depositing of all St. Croix River Education District money to appropriate accounts.	Daily 20%	
5.	Assists the Education District Director in activities and regulations in the following areas: EDRS reporting, UFARS procedures, State Department of Education Reporting and grant fiscal requirements.	Daily 10%	
6.	Handles special projects as assigned by the Education District Director.	Varies 10%	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Accounts payable and receivable principles and procedures;
- Basic mathematical principles;
- Grant funding;
- Purchasing;
- General office management techniques.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Accounting Technician

Skills (position requirements at entry):

Skill in:

- Analyzing financial statements;
- Tracking revenue and expenditures;
- Writing reports;
- Organizing and prioritizing multiple tasks;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma and two years of training in accounting, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None required.

Physical Requirements:

Positions in this class typically require: reaching, walking, driving, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (MCT)

Date: 6/98

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Special Services Supervisor

BAND	GRADE	SUBGRADE
D	6	1
DEPARTMENT: Education District	ACCOUNTABLE TO: Director of Special Education	FLSA STATUS: Exempt
CLASS SUMMARY: Under the special education director of the St. Croix River Education District, the Unique Learners Manager is responsible for assisting in the management of special education and overseeing certain programs and staff assigned to delivery of services for students with unique learning needs and special education needs in participating Districts. The position is responsible for implementing and improving student outcomes and supporting a unified instructional and curriculum delivery systems for students under the program.		
DISTINGUISHING CHARACTERISTICS: This is a stand alone position under the special education director of the St. Croix River Education District that provides shared services for member or participating Districts.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Oversees, monitors and provides consultation and technical assistance to member Districts on various legal and regulatory compliance issues in the area of special education. Monitors and ensures legal and regulatory compliance in such areas as due process, procedural safeguards, student identification and assessment, and student placements.	Daily 30%	C5
2.	Coordinates the recruitment of special education staff and assists host district administrators in the hiring, evaluation and supervision of instructional staff including: Psychologists, PT/OT, Audiologists, ECSE staff, vision impaired teachers, Developmental/Adaptive PE teachers, or hearing impaired teachers	Weekly 25%	D6

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Special Services Supervisor

Knowledge (position requirements at entry):

Knowledge of:

- Special education organization;
- Personnel management;
- School district operations
- Laws, statutes, and legislative guidelines and mandates dealing with students with special needs
- Trends, issues and developments in area of special needs and special education
- Child development fundamentals and theories
- Educational and instructional trends, developments, principals and practices pertaining to learning, instructional techniques and instructional methodologies for children with special needs

Skills (position requirements at entry):

Skill in:

- Supervising the work of staff;
- Planning, organizing and coordinating multiple initiatives and programs
- Collaborating with and working effectively with outside governmental agencies, public organizations, parents, citizen groups, or other District managers and staff
- Organizing and prioritizing multiple tasks;
- Developing and monitoring budgets;
- Preparing and giving reports;
- Working under the direction District policies and mandated program requirements;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in School Psychology, certified by the State of MN in Special Education and a minimum of two years of teaching experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- School Psychology licensure.

Rush City Schools

CLASS SPECIFICATION

CLASS TITLE: Special Services Supervisor

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.

Classification History:

Draft prepared by BCC, LLC

Date: 1/2001

Reviewed February 2017