

# Rush City Schools

## 1000 Position Summaries DMB Ratings Value April 2017 First reading

1001	Food Service Worker	A12	1000
1002	Office Assistant	A13	1333
1003	Custodian II	B21	1625
1004	Paraprofessional	B21	1625
1005	Paraprofessional-Media	B21	1625
1006	Bus Driver	B21	1625
1007	Coordinator of Programs	B22	1875
1008	Administrative Assistant	B22	1875
1009	Maintenance Custodian	B22	1875
<del>1011</del>	<del>Outcomes Assistant (delete)</del>	B23	2125
1012	Adults with Disabilities Assistant	B23	2125
1013	Executive Administrative Assistant	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	Outcomes Coordinator (New)	C41	3667
1021	ECFE Teacher/Parent Facilitator	C42	4000
1022	Preschool Teacher	C42	4000
<del>1023</del>	<del>Title I Instructor (delete)</del>	C43	4333
<del>1024</del>	<del>Registered Physical Therapist (delete)</del>	C43	4333
<del>1025</del>	<del>Collaborative Planner (delete)</del>	C51	5250
<del>1026</del>	<del>Counselor (delete)</del>	C51	5250
1027	Early Learning Instructor/Coordinator	C51	5250
<del>1028</del>	<del>Media Specialist (delete)</del>	C51	5250
<del>1029</del>	<del>Prevention &amp; Interventions Program Coord (delete)</del>	C51	5250
<del>1030</del>	<del>School Psychologist (delete)</del>	C51	5250
<del>1031</del>	<del>Speech Clinician (delete)</del>	C51	5250
1032	Teacher	C51	5250
1033	Special Services Supervisor	D61	5667
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	Executive 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

**\*Contact District Office if you would like a copy of job description(s).**

# Rush City Schools

## CLASS SPECIFICATION

OK

### CLASS TITLE: Adults With Disabilities Assistant

BAND	GRADE	SUBGRADE
B	2	3
<b>DEPARTMENT:</b> St. Croix River Education District	<b>ACCOUNTABLE TO:</b> Program Coordinator	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for assisting the Program Coordinator with administering all of the Adults With Disabilities Community Education offerings. Duties include: assisting with the training and supervision of volunteer staff; assisting in implementing the program curriculum, ordering and distributing instructional materials and supplies and scheduling courses and arranging for classroom space; assisting with developing, implementing and enforcing program policies and procedures and developing professional manuals to be used by program staff; performing research and gathering information for use in further development of the program and its activities; and, handling various support duties such as answering phones and taking messages.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Adults With Disabilities Assistant is distinguished from the Program Coordinator-Adults With Disabilities which has full responsibility for administering the Adults With Disabilities Community Education Program.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assists with the training and supervision of volunteer staff.	Daily 20%	
2.	Assists in implementing the program curriculum, ordering and distributing instructional materials and supplies and scheduling courses and arranging for classroom space.	Daily 20%	
3.	Assists with developing, implementing and enforcing program policies and procedures and developing professional manuals to be used by program staff.	Daily 20%	
4.	Performs research and gathers information for use in further development of the program and its activities.	Daily 20%	

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Adults With Disabilities Assistant

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Handles various support duties such as answering phones and taking messages.	Daily 10%	
6.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Program and curriculum planning;
- Community education resources.

#### **Skills** (position requirements at entry):

Skill in:

- Training and supervising volunteer staff;
- Helping implement policies and procedures;
- 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):

Bachelor's Degree is preferred, 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.

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: Program Coordinator-Adults With Disabilities**

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Education or a related field and two years of education 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. 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: Executive Administrative Assistant

BAND	GRADE	SUBGRADE
B	2	3
<b>DEPARTMENT:</b> District Office	<b>ACCOUNTABLE TO:</b> Superintendent	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for providing administrative assistance to the Superintendent of Schools. Duties include: <del>typing, copying and distributing dictated</del> <b>compiling and dispersing</b> correspondence, <b>emails</b> , memos, <b>letters, forms</b> , policies, contracts, <b>meeting</b> agendas and minutes; greeting visitors including citizens, staff and students; screening Superintendent's calls; opening mail and handling routine office matters; completing <b>district, state and federal reports such as</b> census <del>report</del> , personnel <del>report</del> , transportation <del>report</del> and <b>student enrollment</b> <del>attendance report for the District</del> ; processing <b>educational benefits</b> <del>free and reduced lunch</del> applications for the district and completing reports; organizing, <b>designing and dispersing</b> <del>typing and mailing</del> District newsletters; coordinating District transportation activities including routing, extra trip assignments, <b>recordkeeping and maintaining software and records</b> ; <b>assisting in maintaining accuracy and currency of employment postings and District website</b> <del>maintaining confidential personnel files for the District; and, serving as bookkeeper for the District Activity Account.</del>		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Executive Administrative Assistant classification is distinguished from other classes by its responsibility for providing secretarial assistance to the Superintendent of Schools.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	<b>Compiles and disperses correspondence, memos, letters, reports, policies, contracts, meeting agendas and minutes by means of typing, copying, emailing and posting to website.</b> <del>Types, copies and distributes dictated correspondence, memos, policies, contracts, agendas and minutes.</del>	Daily 20% 25%	
2.	Greets visitors including citizens, staff and students, screens Superintendent's calls, opens mail and handles routine office matters.	Daily 20%	
3.	Completes <b>District, state and federal reports such as</b> census <del>report</del> , personnel <del>report</del> , transportation <del>report</del> and <b>enrollment status of students, (i.e., homeschool, online, open enrollment, homeless, etc.)</b> <del>attendance report for the District.</del>	Daily 10% 15%	
4.	Processes <b>educational benefits</b> <del>free and reduced lunch</del> applications for the district and completes reports; including verifications.	Daily 5%	

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Executive Administrative Assistant

5.	<i>Compiles, organizes, designs, and disperses weekly, monthly, and quarterly District newsletters by mail, electronic communication, and website. Organizes, types and mails District newsletters.</i>	Daily 10%	
6.	<i>Coordinates all aspects of district transportation and works along with lead driver on establishing routes, extra trip assignments, recordkeeping, software management, and communication with drivers. Coordinates District transportation activities including routing, extra trip assignments and records.</i>	Daily <del>10%</del> 20%	
7.	<i>Creates and maintains postings for employment via the software application, website and local advertisements. Assists in maintain the accuracy and currency of District website. Maintains confidential personnel files for the District.</i>	Daily 5%	
8.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- General office management;
- Educational administrative policies and procedures.

#### **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;
- Handling emergency situations;
- Maintaining confidentiality;
- 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, one year of secretarial training and two years 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.

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Executive Administrative 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

Revised by Bjorklund Compensation Consulting 6/2001; Title change from Superintendent's Secretary; Reviewed April 2017

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Payroll Specialist

BAND	GRADE	SUBGRADE
B	2	3
<b>DEPARTMENT:</b> District Office	<b>ACCOUNTABLE TO:</b> Business Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> This position provides support and assistance to the Business Manager in the preparation and processing of payroll and its related activities to include maintaining leave records. Detail of duties are processing the payroll, data editing, taxes, retirement, insurance, and reports. Provide other reports as necessary for negotiations, budget process, and other data requests.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand alone classification within the District and is distinguished from other classes by its responsibility for maintaining payroll and its activities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Compiles, computes and processes payroll information. Edits payroll records including taxes, retirement, insurances, and other voluntary/involuntary reports and payments. Code to proper UFARS codes. Processes and submits required state and federal payroll related reports, <i>such as: W-2s, AffordableCare Act (ACA) reporting, etc.</i>	Daily <del>45%</del> <b>50.5%</b>	
2.	Maintains all employee leave records. Monitors FMLA and other leaves and donations of sick leave by bargaining unit members.	Daily 7.5%	
3.	Processes and maintains notice of assignments and contracts for all employees.	Daily 7.5%	
4.	Prepares reports on employee salaries, benefits, leave or other payroll items as requested by the Business Manager, Superintendent or other approved parties.	Varies 12.5%	
5.	Enrolls employees in <b>LTD</b> , dental, vision, HRA, 403b, flex accounts, and other benefits as needed. Maintain list of total to balance with payroll edits. <b><i>Provides ongoing member maintenance for add/cancel/changes.</i></b>	Daily <del>5.5%</del> <b>10%</b>	
7 6.	Maintains system and executes duties for security on financial system and leave system records.	Daily 6%	
8-7.	Backup for Executive Administrative Assistant. Reconciliation of Accounts payable bank reconciliation. Performs other duties of a similar nature or level.	Monthly/ Ongoing 6%	



# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Payroll Specialist

**Knowledge** (position requirements at entry):

Knowledge of:

- Basic mathematical principles;
- Payroll procedures, methods and requirements;
- Basic accounting fundamentals, practices and methods;
- Laws, guidelines, requirements and rules pertaining to the processing and reporting of payroll

**Skills** (position requirements at entry):

Skill in:

- Processing and coordinating payroll functions;
- Planning and implementing projects and activities within the policies and guidelines of the organization;
- Using and operating computer equipment and software *including* ~~particularly communications software~~, word processing, graphics software, accounting software, and other software typically used in an office environment;
- ~~Advising and working closely with management personnel in understanding the ramifications and potential consequences of their communications as perceived by the public, media, or other persons outside of the District and for providing appropriate communications advice and recommendations;~~
- ~~Organizing, coordinating and promoting media and communication events such as fund-raisers, press releases, newsletters, speeches, or meetings.~~
- 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.
- *Processing and coordinating benefits and human resources functions.*

**Training and Experience** (position requirements at entry):

High School Diploma required. Prefer a two year degree in Accounting or related area and two years of experience in accounting/payroll processing 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.

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 created by Bjorklund Compensation Consulting 5/2005.

Reviewed February 2017

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Technology Coordinator

BAND	GRADE	SUBGRADE
C	4	1
<b>DEPARTMENT:</b> District Office	<b>ACCOUNTABLE TO:</b> Superintendent	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> The Technology Coordinator is responsible for the smooth operation of the District's information systems, including <i>student information system</i> , data network, email, web communications, and the design, implementation and maintenance of existing network operations, <i>including website</i> , systems, and components. The Technology Coordinator provides support to end users in troubleshooting and resolving technical issues. The Technology Coordinator also works with administrative personnel in the planning, budgeting, and implementation of district technology plans.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Technology Coordinator is distinguished from other classifications in the district based upon its advanced technical knowledge of district network systems, software and operating systems and the responsibility for assuring on-going connectivity, end user support, network security and recovery procedures, <i>budget oversight and device inventory and replacement cycle</i> .		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	End User Support <ul style="list-style-type: none"> <li>• End user support, troubleshooting and training to staff, faculty, and administration.</li> <li>• Prioritize and organize the needs and requests of the District's end users.</li> <li>• Install and configure new user workstations and peripherals.</li> <li>• Maintain schedule for software updates and hardware inspection and evaluation.</li> <li>• Test and install new client software.</li> <li>• <i>Budget oversight and device inventory and replacement cycle.</i></li> <li>• <i>Design, implementation, and maintenance of website.</i></li> <li>• <i>Student information system.</i></li> </ul>	Daily 50%	B2

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Technology Coordinator

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
2.	<p>Systems support:</p> <ul style="list-style-type: none"> <li>• Install and configure new network hardware and software.</li> <li>• Monitor district software for licensing compliance.</li> <li>• Monitor district hardware inventory.</li> <li>• Install and maintain network security measures (virus protection, passwords, filtering, etc.)</li> <li>• Manage data backup processes and schedules.</li> <li>• Create and maintain user accounts and profiles.</li> <li>• Oversee and maintain all network systems (servers, switches, routers, etc.)</li> </ul>	Daily 35%	B2
3.	<p>Administrative planning and support:</p> <ul style="list-style-type: none"> <li>• Coordinate ongoing technology planning and evaluation.</li> <li>• Identify and communicate short and long term needs related to technology.</li> <li>• Develop, recommend, and manage the District technology budget.</li> <li>• Coordinate the implementation of District's technology plan.</li> <li>• Consult with, advise, and address the concerns of staff and administrators related to technology issues, hardware, or software concerns.</li> <li>• Purchase hardware/software consistent with technology plans, district needs, and district technology budget.</li> </ul>	Daily 10%	C4
4.	<p>Professional Development:</p> <ul style="list-style-type: none"> <li>• Participate in ongoing staff development planning and evaluation related to technology.</li> <li>• Research and evaluate "best practice" solutions.</li> <li>• Remain current and aware of new and emerging technologies.</li> <li>• Attend and contribute to district and regional committees.</li> <li>• Maintain open communications with faculty and administration.</li> </ul>	Daily 5%	N/B
5.	Performs other duties of a similar nature or level.	As Required	N/B

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Technology Coordinator**

**Knowledge** (position requirements at entry):

Knowledge of:

- Knowledge of network operating systems and network management tools and equipment (routers, servers, switches, firewalls, workstations, and various computer operating systems).
- Data network wiring standards, token ring, ethernet, and networking components.
- Fundamentals of user training program development.
- Methods and practices of repairing and upgrading network systems.
- Principles and practices involved in installing of LAN applications software.

**Skills** (position requirements at entry):

Skill in:

- Installing, configuring, and troubleshooting LAN applications software and operations.
- Coordinating and implementing network projects.
- Troubleshooting hardware and software computer, peripherals and networking issues/problems.
- Preparing numerical and narrative reports.
- Prioritizing and organizing a variety of responsibilities and projects.
- Maintaining network systems and in implementing network back-up, security and recovery procedures and operations.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, vendors, and the public.
- Maintaining a safe working environment.
- Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.

**Training and Experience** (position requirements at entry):

Associates Degree or Vocational Certificate in Computer Science, Information Technology, or a closely related area and a minimum of 3 years experience in network management; 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

**Physical Requirements:**

Positions in this class typically require: talking, hearing, seeing and frequent standing, walking, and crouching/stooping.

**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 lift, carry, push, pull or otherwise move objects in the performance of the job

**Classification History:**

Draft prepared by BCC 5/2004

Revised: March 2006

Reviewed: February 2017

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Facilities/Accounts Payable Manager

BAND	GRADE	SUBGRADE
C	4	1
<b>DEPARTMENT:</b> District Office	<b>ACCOUNTABLE TO:</b> Superintendent	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Maintains financial and personnel processes for the District including purchasing, collation, inventory and financial disbursement in accordance with State requirements. Duties include: limited purchasing coordination including processing, ordering and receiving for the School District; processing accounts payable including printing checks and preparing monthly expenditure reports for the Board of Education; supervising building, grounds and equipment in the District; coordinating all custodial activities including work schedules, inventory, inspections, purchases, problem solving and special projects; <del>monitoring and adjusting energy management systems in District buildings</del> ; assisting the Superintendent with activities and regulations in the following areas: securing material safety data sheets, providing employee right to know, hazardous wastes and disposal, asbestos and AHERA; and, handling special projects as assigned by the Superintendent in the areas of St. Croix River Education District and Facilities Planning.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Facilities/Accounts Payable Manager is distinguished from other classes by its responsibility for maintaining financial and personnel processes for the 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 limited purchasing including processing, ordering and receiving for the School District.	Daily 20%	
2.	Processes accounts payable to include printing checks and preparing monthly expenditure reports for the Board of Education. <i>Audit and process credit card bills. 1099 maintenance and reporting.</i>	Daily 10%	

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Facilities/Accounts Payable Manager

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
3.	Plans and conducts capital outlay budget planning and advises District Administration on the long care needs for facilities and grounds. Oversees, manages and monitors the custodial/maintenance budget.		
4.	<i>Recommends selection of, evaluates, and</i> supervises all custodial personnel (Custodian I, II, Maintenance Custodian) and their activities including the development of work schedules; conducting inspections; overseeing inventory and purchasing decisions; problem solving and special project coordinator.	Daily 30%	
5.	Coordinates all custodial activities including work schedules, inventory, inspections, purchases, problem solving and special projects.	Daily 10%	
6.	<del>Monitors and adjusts energy management systems in District buildings.</del> <i>Management of facilities repair, maintenance, and building projects.</i>	Daily 10%	
7.	<del>Assists the Superintendent with activities and regulations in the following areas: securing material safety data sheets, providing employee right to know, hazardous wastes and disposal, asbestos removal.</del> <i>Ensures that all health &amp; safety obligations are complied with by facilities staff and independent contractors.</i>	Daily 10%	
8.	Handles special projects as assigned by the Superintendent in the areas of St. Croix River Education District and Facilities Planning.	Daily 10%	
9.	Performs other duties of a similar nature or level.	As Required	

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Facilities/Accounts Payable Manager**

**Knowledge** (position requirements at entry):

Knowledge of:

- Accounts payable and receivable principles;
- Basic mathematical principles;
- Materials purchasing;
- Business fundamentals and principles pertaining to management, supervision and budgeting;
- Occupational Safety and Health Administration laws;
- Hazardous waste handling and disposal.

**Skills** (position requirements at entry):

Skill in:

- Tracking and monitoring revenue and expenditures;
- Budgeting for capital outlay projects and facility needs;
- Supervising special projects;
- Problem solving;
- Organizing and prioritizing multiple tasks;
- 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 or General Equivalency Diploma (GED) and two years of facilities maintenance or accounting 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.

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

Revised by Bjorklund Compensation Consulting 6/2001. Title changed: Former Title: Admin. Asst.

Reviewed February 2017

# Rush City Schools

## CLASS SPECIFICATION

ok

### CLASS TITLE: Finance Manager

BAND	GRADE	SUBGRADE
C	4	1
<b>DEPARTMENT:</b> St. Croix River Education District	<b>ACCOUNTABLE TO:</b> Executive Director	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Under limited supervision, provides advanced accounting duties related to the finance department to include budget preparation, personnel processes, purchasing, inventory, accounts receivables, data and account analysis, audit preparation, account reconciliation, and financial reporting in a timely and accurate manner and in accordance with State and Federal requirements. Budgeting: Assist in preparing the annual budget and make recommendations or proposals in the best interest of SCRED and its member districts.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Finance classification is distinguished from other classes by its responsibility for financial oversight in accordance with State and Federal Requirements including developing and maintaining financial and personnel processes for the St. Croix River Education District.		

DUTY #	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/GRADE
1	Budgeting: Prepares and maintains the annual budget. Makes recommendations or proposals in the best interest of SCRED and its member districts. Provides information to the ED on revenue projections. Communicates with Superintendent Operating Committee and SCRED Governing Board regarding budget.	Monthly 10%	
2	Coordinates purchasing including ordering, processing and receiving for the St. Croix River Education District.	Monthly 10%	
3	Updates, reviews, reconciles, and manages various accounts, balance sheets, general ledgers, statements, and spreadsheets.	Monthly 10%	
4	Completes and verifies required journal entries and fund distributions, as well as monthly accounts payables.	Monthly 10%	
5	Balances and analyzes data in general ledger accounts and other accounting software.	Monthly 10%	
6	Analyzes, forecasts, and tracks financial budget accounts.	Monthly 5%	
7	Conducts variance analysis of accounts.		
8	Prepares various monthly, quarterly, and annual financial reports.	Monthly 5%	
9	Reviews coding accuracy for assigned accounts.	Monthly 5%	
10	Identifies and reconciles account discrepancies.	Monthly 5%	
11	Conducts audit preparation and responds to questions posed by auditors and fiscal host business manager.	Yearly 5%	
12	Assures compliance with the regulatory standards and policies and procedures of accounting.	Monthly 5%	
13	Supervises and schedules assigned staff.	Monthly 5%	
14	Provides leadership, direction, and guidance in accounting procedures.	Monthly 5%	



# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Finance Manager

DUTY #	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/GRADE
15	Maintains necessary records and inventories in the areas of building and equipment.	Monthly 5%	
16	Completes and verifies the receipting and depositing of all St. Croix River Education District money to appropriate accounts. Have continuous communication with fiscal host business manager in regards to cash balances and revenue for cash flow purposes.	Monthly 5%	
17	Performs other duties as assigned or required.		

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Principals, practices, and procedures of school financial administration.
- General laws and administrative policies governing school budgeting
- Accounts payable and receivable principles and procedures;
- Understanding and application of General Accepted Accounting Principles (GAAP).
- Basic mathematical principles;
- Grant funding;
- Purchasing;
- General office management techniques.

#### **Skills** (position requirements at entry):

Skill in:

- Analyzing financial statements;
- Tracking revenue and expenditures;
- Writing reports;
- Organizing and prioritizing multiple tasks;
- High degree of aptitude and proficiency with computer based systems including databases and personal computer applications such as Excel, Word, and FilemakerPro.
- 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):

Bachelor's degree in accounting, finance, or related field preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Five years of general accounting, demonstrated ability to prioritize and handle multiple projects and tasks in a changing environment, self-motivated to work under and meet strict deadlines as well as in a team environment,

#### **Licensing Requirements** (position requirements at entry):

- None required.

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Finance Manager**

**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: 10/13, reviewed April 2017

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Food Service Supervisor

BAND	GRADE	SUBGRADE
C	4	1
<b>DEPARTMENT:</b> Food Service	<b>ACCOUNTABLE TO:</b> Superintendent	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for organizing and preparing the meals to be served and keeping records of inventories and meal counts. Duties include: assembling food supplies and planning and preparing meals according to State and Federal regulations; providing for and assisting with the serving of food according to prescribed procedures and regulations; providing for and assisting with cleaning of kitchen areas, equipment and utensils; completing records and reporting food inventories to the <del>Business Manager</del> Director of Food Service; maintaining records on daily <del>meal lunch</del> counts to be used in planning and reporting; supervising <del>food service workers; cooks helpers;</del> assisting the Director in the organization <del>organizing and maintaining</del> of the kitchen <del>equipment</del> and reporting equipment maintenance needs; and, assisting the Director in the organization of the kitchen and reports equipment maintenance needs.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Food Service Supervisor classification is distinguished from other classes by its responsibility for organizing and preparing the meals to be served and keeping records of inventories and meal counts. <i>Also maintains a Serv Safe Certification.</i>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assembles food supplies and plans and prepares meals according to State and Federal regulations.	Daily 20%	
2.	Provides for and assists with the serving of food according to prescribed procedures and regulations.	Daily 10%	
3.	Provides for and assists with cleaning of kitchen areas, equipment and utensils.	Daily 10%	
4.	Completes records and reports food inventories to the <del>Business Manager</del> Director of Food Service.	Daily 20%	

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Food Service Supervisor

5.	Maintains records on daily <del>meal lunch</del> counts to be used in planning and reporting. <i>Notifies families of low or delinquent accounts.</i> Orders all supplies and food needed for daily operation.	Daily 20%	
6.	Supervises cooks helpers.	Daily 10%	
7.	Responsible for the organization of the kitchen <i>and maintaining equipment.</i> <del>reports equipment maintenance needs.</del>	Varies 10%	
8.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Food service operations;
- Basic nutrition;
- Health codes and precautions;
- Basic mathematics.
- ServSafe Certificate

#### **Skills** (position requirements at entry):

Skill in:

- Supervising and evaluating the work of staff;
- Menu planning;
- Ordering correct quantities of food and supplies;
- Managing an inventory;
- Operating kitchen equipment such as oven, slicer and dishwasher;
- Organizing and prioritizing multiple tasks;
- Cleaning kitchen area, equipment and utensils;
- Preparing reports;
- 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, Food Service training and two years 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.

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Food Service Supervisor**

**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

### CLASS TITLE: Program Coordinator-Adults With Disabilities

BAND	GRADE	SUBGRADE
C	4	1
<b>DEPARTMENT:</b> St. Croix River Education District	<b>ACCOUNTABLE TO:</b> Director	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for coordinating all of the Adults With Disabilities Community Education offerings. Duties include: recruiting, training, supervising and evaluating the work of staff including instructors and program volunteers; providing a curriculum, ordering and distributing instructional materials and supplies, scheduling courses and arranging for classroom space; preparing and maintaining the program budget; developing, implementing and enforcing program policies and procedures; developing professional manuals to be used by program staff; preparing and maintaining all program records; providing for the notification and meeting minutes of the Adults With Disabilities Advisory Committee; providing effective public relations to include program publicity and serving as the point of contact for Community Education Directors, adults with disabilities and local school districts; and, applying for an obtaining grant funding.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Program Coordinator-Adults With Disabilities classification is distinguished from other classes by its responsibility for coordinating all of the Adults With Disabilities Community Education offerings.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Recruits, trains, supervises and evaluates the work of staff including instructors and program volunteers.	Daily 20%	
2.	Provides a curriculum, orders and distributes instructional materials and supplies, schedules courses and arranges for classroom space.	Weekly 20%	
3.	Prepares and maintains the program budget.	Monthly 10%	

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Program Coordinator-Adults With Disabilities

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Develops, implements and enforces program policies and procedures; develops professional manuals to be used by program staff.	Quarterly 10%	
5.	Prepares and maintains all program records such as student enrollment.	Quarterly 10%	
6.	Provides for the notification and meeting minutes of the Adults With Disabilities Advisory Committee.	Quarterly 10%	
7.	Provides effective public relations to include program publicity and serving as the point of contact for Community Education Directors, adults with disabilities and local school districts.	Varies 10%	
8.	Applies for an obtains grant funding.	Annually 10%	
9.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Program and curriculum planning;
- Community education resources;
- Grant funding.

#### **Skills** (position requirements at entry):

Skill in:

- Supervising and evaluating the work of staff;
- Developing and implementing policies and procedures;
- Preparing and maintaining a budget;
- Preparing program advertising;
- Maintaining effective public relations;
- Writing and giving reports;
- Obtaining grant funding;
- 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: Program Coordinator-Adults With Disabilities**

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Education or a related field and two years of education 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. 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 April 2017



# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Outcomes Coordinator

BAND	GRADE	SUBGRADE
<b>DEPARTMENT:</b> St. Croix River Education District	<b>ACCOUNTABLE TO:</b> Executive Director	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> <p>The Outcomes Coordinator is responsible for the smooth operation of the Education District's outcomes-related databases (e.g., NWEA, FastBridge, AIMSweb, edSpring, Cognos), including the implementation and maintenance of these systems. In addition to the aforementioned databases, the Outcomes Coordinator also oversees the automated data transfers between the member districts' Student Information System and other SCRED-purchased software (e.g., SpEd Forms, TRAX, Voyager, Kurzweil). The Outcomes Coordinator provides support to end users in troubleshooting and resolving technical issues related to the outcomes-related databases and works directly with the Executive Director in the planning, budgeting, and implementation of the SCRED Outcomes plan.</p>		
<b>DISTINGUISHING CHARACTERISTICS:</b> <p>The Outcomes Coordinator is distinguished from other classifications in the district based upon its advanced technical knowledge of outcomes-related databases and the responsibility for assuring on-going accessibility, end user support, and maintenance of highly intricate database systems.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	<b>End User Support</b> <ul style="list-style-type: none"> <li>• Provide end user support and troubleshooting (e.g., log ins, class lists, testing, other general issues) to staff, faculty, and administration.</li> <li>• Prioritize and organize the needs and requests of the member district end users.</li> <li>• Serve as liaison between database vendors and member district staff/administrator to troubleshoot issues.</li> </ul>	Daily 40%	
2.	<b>Systems maintenance/support:</b> <ul style="list-style-type: none"> <li>• Oversee and maintain all SCRED-purchased databases.</li> <li>• Function as the Systems Administrator for all SCRED-purchased databases.</li> <li>• Create log-ins and configure new user roles in databases.</li> <li>• Set up and maintain all test definitions, targets, process monitoring schedules and customizable reports in databases.</li> <li>• Activate testing windows and assessment options/restrictions in databases.</li> <li>• Upload outcome data from one database into another.</li> <li>• Upload class roster files into databases; hand-enter students into databases when not included in upload process.</li> </ul>	Daily 40%	

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Outcomes Coordinator

2.	<p>Systems maintenance/support (cont'd):</p> <ul style="list-style-type: none"> <li>• Maintain data folders and dashboards.</li> <li>• Test system functionality as a result of internal changes made to the database.</li> <li>• Monitor SCRED-purchased databases for licensing compliance.</li> <li>• Revise and distribute SCRED target packet to reflect current targets on an annual basis.</li> </ul>		
3.	<p>Administrative planning and support:</p> <ul style="list-style-type: none"> <li>• Identify and communicate short and long term needs related to outcomes.</li> <li>• Develop, recommend, and manage SCRED's Outcomes budget.</li> <li>• Coordinate the implementation of SCRED's Outcomes plan.</li> <li>• Consult with, advise, and address the concerns of staff and administrators related to Outcomes issues or database concerns.</li> <li>• Purchase databases consistent with Outcomes plan, member district needs, and SCRED's Outcomes budget.</li> <li>• Purchase printing services consistent with Outcomes plan and SCRED Outcomes budget; coordinate the distribution of hard copy or electronic versions of General Outcomes Measures to the member districts</li> <li>• Run reports to fulfill state reporting requirements (e.g., ADSIS, special education), as well as prepare for member district data meetings.</li> <li>• Write queries to pull data for uploads and data analyses requests.</li> <li>• Manage contracts with all SCRED-purchased database vendors.</li> </ul>	Daily 15%	
4.	<p>Professional Development:</p> <ul style="list-style-type: none"> <li>• Participate in ongoing professional learning planning and evaluation related to Outcomes (e.g., Measurement Committee).</li> <li>• Co-facilitate regular meetings with member district technology directors.</li> <li>• Attend and contribute to vendor specific or regional/state committees as needed.</li> <li>• Maintain open communication with SCRED and member district staff and administration, as well as representatives from database vendors.</li> </ul>	Daily 5%	N/B
5.	Performs other duties of a similar nature or level.	As Required	N/B

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Outcomes Coordinator**

**Knowledge** (position requirements at entry):

Knowledge of:

- Basic mathematical principles.
- Knowledge of outcomes-related database systems.
- Fundamentals of user training program development.
- Methods and practices involved extracting and uploading data from various databases and software platforms.

**Skills** (position requirements at entry):

Skill in:

- Coordinating and implementing database projects.
- Troubleshooting database and software issues/problems.
- Preparing Outcomes reports for SCRED and member district staff/administration.
- Prioritizing and organizing a variety of responsibilities and projects.
- Maintaining database systems and in implementing changes to the systems to enhance efficiency.
- Establishing and maintaining effective working relationships with SCRED and member district employees, administration and vendors.
- Maintaining a safe working environment.
- Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of SCRED and member district staff/administration in the planning, implementation and support of the Outcomes plan.

**Training and Experience** (position requirements at entry):

Associates Degree or Vocational Certificate in Computer Science, Information Technology, or a closely related area; or an equivalent combination of education and experience sufficient to perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- None

**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 BCC 2/2017.

# Rush City Schools

## CLASS SPECIFICATION

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**CLASS TITLE: Early Childhood Family Education Teacher**

BAND	GRADE	SUBGRADE
C	4	2
<b>DEPARTMENT:</b> Family Center	<b>ACCOUNTABLE TO:</b> Coordinator	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for planning and conducting Early Childhood and Family Education instruction. Duties include: developing and planning instructional activities for parents and children; conducting instruction in an informational setting following program guidelines; preparing materials such as learning stations for young children's activities and parent groups; assisting parents in assessing their child's development; referring parents to additional community resources; maintaining classrooms, meeting rooms and other areas used in the programs; and, conducting special events, special classes, home visits and related work as assigned by the Coordinator.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Early Childhood Family Education Teacher is distinguished from other classes by its responsibility for planning and conducting Early Childhood and Family Education instruction.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Develops and plans instructional activities for parents and children.	Daily 20%	
2.	Conducts instruction in an informational setting following program guidelines.	Daily 20%	
3.	Prepares materials such as learning stations for young children's activities and parent groups.	Daily 20%	
4.	Assists parents in assessing their child's development.	Daily 10%	

# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Early Childhood Family Education Teacher**

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>	<b>BAND/ GRADE</b>
5.	Refers parents to additional community resources.	Daily 10%	
6.	Maintains classrooms, meeting rooms and other areas used in the programs.	Daily 10%	
7.	Conducts special events, special classes, home visits and related work as assigned by the Coordinator.	Daily 10%	
8.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Early childhood development;
- Family Education principles;
- Community resources in Family Education;
- Instructional methods.

### **Skills** (position requirements at entry):

Skill in:

- Teaching parents and children;
- Preparing and implementing educational programs;
- Conducting special projects;
- Communicating effectively with children and adults;
- 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: Early Childhood Family Education Teacher**

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**Training and Experience** (position requirements at entry):

Bachelor's Degree in Family Education or related field and two years of instructional 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):

- License in Early Childhood and Family Education.

**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

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE:   Preschool Teacher**

BAND	GRADE	SUBGRADE
C	4	2
<b>DEPARTMENT:</b> Early Childhood	<b>ACCOUNTABLE TO:</b> Coordinator	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for the instruction of preschool students. Duties include: teaching and managing programs; communicating with parents to include: parent-teacher meetings and parent-child visiting days and monthly parent newsletter; working with Early Childhood Special Education Program; supervising faculty to ensure orderliness and cleanliness; ordering supplies; and, performing other duties assigned by the Coordinator, Community Education Director or Superintendent of Schools. <i>Principal.</i>		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Preschool Teacher is distinguished from other classes by its responsibility for the instruction of preschool students.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Teaches classes and manages various activities. Plan small group instruction differentiated.	Daily 60%	
2.	Directs support staff to assist with instruction.	Daily 5%	
3.	Works with the Early Childhood Special Education Program. Collaborate and attend IEP meetings	Daily 5%	
4.	Complete comprehensive assessment on all students fall and spring.	Annually 5%	

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE:   Preschool Teacher**

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Communicates with parents to include: parent-teacher conference, parent-child visiting days and monthly parent newsletter.	Varies 15%	
6.	Attend staff, problem solving, data review, or other meeting as assigned; implement or apply to design instruction duties.	Varies 5%	
7.	Performs other duties assigned by the Coordinator, Community Education Director or <del>Superintendent of Schools.</del> <i>Principal.</i>	Varies 5%	
8.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Child development;
- Teaching methodology;
- Classroom management;
- Basic First Aid.



# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE:   Preschool Teacher**

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**Skills** (position requirements at entry):

Skill in:

- Teaching preschool children;
- Preparing lessons;
- Conducting field trips;
- Communicating effectively with children and adults;
- Supervising support staff;
- Classroom management;
- 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):

Bachelor's Degree in Education or Child Development and one year of classroom instruction 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):

- Education license; prefer Early educator or PreK

**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; Reviewed April 2017

# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Early Learning Instructor/Coordinator

BAND	GRADE	SUBGRADE
C	5	1
<b>DEPARTMENT:</b> Community Education	<b>ACCOUNTABLE TO:</b> Director	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for the coordination and direction of all <i>Early Childhood Family Center</i> activities. Duties include: supervising <i>Early Childhood Family Center</i> staff; coordinating and directing all <i>Early Childhood Family Center</i> activities and programs; responsible for budget; represents the District on <i>Early Childhood Family Center</i> business and related meetings; and, performs other assigned special duties.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Early Learning Instructor/Coordinator is distinguished from other classes by its responsibility for the coordination and direction of all <i>Early Childhood Family Center</i> activities. These duties involve supervising Preschool Teachers and ECFE staff as well as performing similar duties and responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Performs the duties and responsibilities of a Preschool teacher.	Daily 60%	B2
2.	Supervises <i>Early Childhood Family Center</i> staff.	Daily 20%	B3
3.	Coordinates and directs all <i>Early Childhood Family Center</i> activities and programs.	Daily 10%	C5
4.	Responsible for preparing and maintaining <i>Early Childhood Family Center</i> budget.	Daily 5%	C5
5.	Represents the District on <i>Early Childhood Family Center</i> business and related meetings.	Daily 5%	C4
6.	Performs other duties of a similar nature or level.	As Required	N/B

# **Rush City Schools**

## **CLASS SPECIFICATION**

### **CLASS TITLE: Early Learning Instructor/Coordinator**

**Knowledge** (position requirements at entry):

Knowledge of:

- Child development;
- Planning and implementing curricula and activities;
- Basic personnel management principles.

**Skills** (position requirements at entry):

Skill in:

- Supervising and evaluating the work of staff;
- Organizing and prioritizing multiple tasks;
- Preparing reports;
- Giving presentations;
- Preparing and maintaining a budget;
- 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):

Bachelor's Degree in Education or a related field and three years of experience in educational administration, 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):

- License in Early Childhood and Family Education.

**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: 1/2006; Reviewed April 2017

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Teacher**

BAND	GRADE	SUBGRADE
C	5	1
<b>DEPARTMENT:</b> Instruction	<b>ACCOUNTABLE TO:</b> Principal	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for delivering instruction in the curriculum to the students of the district. Duties include: developing and planning instructional activities and individual instructional plans; conducting classroom instruction following the established lesson plans on the curriculum of the district; preparing <i>instruction</i> <del>study</del> materials <del>such as worksheets and labs as appropriate</del> ; preparing and administering <i>assessments</i> <del>tests and exams</del> to evaluate students acquisition of skills and knowledge; monitoring student performance and providing evaluation of same; monitoring student behavior and providing a discipline structure within the context of the building's discipline structure; participating in parent-teacher conferences and other forms of communication to parents and students; collaborating with other staff to develop and refine the curriculum of the District; and, maintaining the classroom along with equipment, supplies and materials used.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Teacher classification is distinguished from other classes by its responsibility for delivering instruction in the curriculum to the students of the district.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Develops and plans instructional activities and individual instructional plans.	Daily 10%	
2.	Conducts classroom instruction following the established lesson plans on the curriculum of the District.	Daily 20%	
3.	Prepares <i>instruction</i> <del>study</del> materials <del>such as worksheets and labs as appropriate</del> ;	Daily 10%	
4.	Prepares and administers <i>assessments</i> <del>tests and exams</del> to evaluate students acquisition of skills and knowledge.	Weekly 10%	

# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Teacher**

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>	<b>BAND/ GRADE</b>
5.	Monitor's student performance and provides evaluation of same.	Weekly 10%	
6.	Monitors student behavior and provides a discipline structure within the context of the building's discipline structure.	Weekly 10%	
7.	Participates in parent-teacher conferences and other forms of communication to parents and students to interpret strengths and weaknesses of student's performance.	Monthly 10%	
8.	Collaborates with other staff to develop and refine the curriculum of the District.	Varies 10%	
9.	Maintains the classroom along with equipment, supplies and materials used.	Varies 10%	
10.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Educational methodology;
- Curriculum being taught;
- Different learning styles;
- Child development.

# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Teacher**

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**Skills** (position requirements at entry):

Skill in:

- Teaching students;
- Preparing lessons;
- Preparing, administering and grading exams and assignments;
- Providing individualized attention to students;
- Identifying different learning styles and difficulties;
- Monitoring student behavior;
- Communicating with parents;
- 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):

Bachelor's Degree in Education or a related field and 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):

- State of Minnesota Administrative License is required.

**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 April 2017

## ATHLETIC/ACTIVITIES DIRECTOR RUSH CITY PUBLIC SCHOOLS

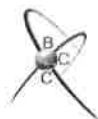
### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Athletic/Activities Director	<b>Department:</b> Athletics/ <i>Activities</i>
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status</b> Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b>
<b>Job Summary:</b> Under the direction of the Superintendent, the Athletic/Activities Director leads, supervises, manages, coordinates and plans the total operation and strategic planning of the athletic program and related athletic facility operations for grades 7-12. The Athletic/Activities Director supervises all activities that are governed by the Minnesota State High School League to assure the district's compliance with their policies and procedures.	

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides leadership, vision and direction for athletic and activities programs.
<b>Percent of Time:</b>	25%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>Coordinates and supervises all athletic and activity programs unless assigned to other personnel.</li> <li>Assists the Secondary Principals with the implementation and supervision of the athletic and activity programs in the Secondary Schools.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Evaluates and supports all athletic and activities programs to assure compliance with Title IX, State MSHSL, rules and conference bylaws. Provide for all supervisory duties at events. Perform the operation, maintenance and scheduling of all athletic/activity events and facilities. Coordinate transportation for athletic/activities. Implement securing safety measures at events.
<b>Percent of Time:</b>	20%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>Oversees the operation, maintenance and scheduling of all athletic/activity events and facilities.</li> <li>Coordinates transportation needs for all athletics/activities.</li> <li>Oversees and monitors the implementation of safety measures and student supervision at events.</li> </ul>		

Duty/Responsibility No:	3	<b>Statement of duty/responsibility:</b> Determines staffing needs for all athletic and activity programs. Coordinates the recruitment, screening, interviewing and hiring of coaches and advisors. Evaluates head coaches and support staff and ensures the evaluation of assistant coaches.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
Duty/Responsibility No:	4	<b>Statement of duty/responsibility:</b> Develops and recommends the annual athletic/activity budget.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>• Approves and/or purchases all necessary equipment and supplies.</li></ul>		
Duty/Responsibility No:	5	<b>Statement of duty/responsibility:</b> Oversees program operations to ensure the supervision, safety and training of all student athletes and activities participants.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		
Duty/Responsibility No:	6	<b>Statement of duty/responsibility:</b> Develops and coordinates public relation, public information and fundraising activities.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>• Serves as the primary contact with MSHSL and the schools assigned to the administrative region and conference.</li><li>• Coordinate the Parent Advisory Council for the District.</li><li>• Coordinates the selling of advertisements for activities programs and events or leads fundraising efforts.</li><li>• Organizes and coordinates the printing of activities calendar, contest rosters and information materials for activities and parents.</li><li>• Collaborates with coaches and advisors in promoting and communicating media information related to their programs.</li></ul>		
Duty/Responsibility No:	7	<b>Statement of duty/responsibility:</b> Performs other duties of a comparable level or type.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		





### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)			<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)
less than high school diploma			Bachelor's Degree
High school diploma or GED.			<b>Major field of study or degree emphasis:</b> Education or related subject area
1 year college		2 years college	
3 years college	x	4 years college	
1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>  <ul style="list-style-type: none"> <li>• MN State High School League eligibility rules, rules and policies.</li> <li>• Coaching principles, techniques and methods.</li> <li>• Local and state rules, regulations or laws pertinent to athletics, safety/health, and events.</li> <li>• District procedures and policies governing procurement, student discipline, risk management, and contracting procedures for outside personnel.</li> <li>• Fundamentals of supervision and management.</li> <li>• Athletic administration principles, practices and procedures.</li> <li>• District administrative procedures and policies pertaining to purchasing, HR, budgeting, etc.</li> </ul>
2nd year graduate level			
Doctorate level			

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years coaching and supervisory experience.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Coaching Certification.
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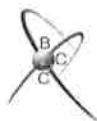


<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Supervising, delegating and monitoring the performance and activities of coaches and activity advisors.</li> <li>• Organizing and scheduling of athletic, activities, and event personnel.</li> <li>• Monitoring and formulating procedures to assure all co-curricular events and programs meet state and federal laws, rules and requirements.</li> <li>• Conducting public relation and fundraising activities including promotion of programs, meeting with citizens, resolving conflicts and in making presentations.</li> <li>• Planning, monitoring and implementing program budgets.</li> <li>• Developing and implement athletic and activity programs consistent with the philosophy of the district and to assure a proper balance between athletic and co-curricular needs of all students and the community.</li> <li>• Developing, motivating, and fostering collaborative relationships both inside and outside the organization.</li> <li>• Ability to deal effectively and appropriately with parents, students, staff, administrators, community groups, and coaching personnel.</li> <li>• Conflict resolution.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Head Coaches/Advisors	52
2	Secretarial staff	1
3	Site manager	1
	<b>TOTAL</b>	54

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b> Assistant Coaches	<b>Total:</b> 61

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.
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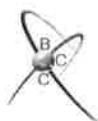


PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
<b>Light Work:</b> 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 lift, carry, push, pull or otherwise move objects in the performance of the job.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<b>Classification History:</b> Classification description created 9/2007; Reviewed April 2017
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# COMMUNITY EDUCATION DIRECTOR

## RUSH CITY PUBLIC SCHOOLS

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Community Education Director	<b>Department:</b> Community Education	<b>Bargaining Unit:</b> Individual Contract
<b>Immediate Supervisor:</b> Superintendent	<b>Comparable Worth Rank:</b> D61	<b>FLSA Status:</b> Exempt

#### Job Summary:

Under the direction of the Superintendent, the Director of Community Education is responsible for administering comprehensive educational, recreational and community service programs; oversees the development and implementation of programs/services (e.g. after school enrichment, ABE, ESL, adult enrichment adult/youth enrichment programs); supervises staff and volunteers; administers department budget and additional grant funding.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages, supervises and directs all community education program coordinators, professional staff, support staff and volunteers.
  - a) Screens, interviews and makes hiring decisions for immediate reports and coordinates the selection processes for all department staff.
  - b) Evaluates the performance of staff, prepares performance reviews, and assists staff in development improvement plans, goals and on-going training and development objectives.
  - c) Monitors program operations, outcomes and activities to ensure program activities conform to department goals, objectives and district policies and procedures.
  - d) Assigns work, monitors work operations, sets work priorities, determines and defines work requirements of positions within the department for direct reports.
- Plans, develops and monitors the fiscal operations and budgets of Community Education.
  - a) Monitors revenues and approves expenditures for Community Education.
  - b) Seeks out additional resources from various local, county, state, federal or private sources and prepares grants.
  - c) Seeks out and enters into collaborative relationships and initiatives with other agencies to better meet the needs of the community and make for more a effective use of resources
  - d) Develops and monitors financial plans and budgets that reflect current state, local aid and program revenues.
  - e) Purchases department supplies and/or equipment. Prepares purchase orders.
- Oversees, develops and facilitates a process of community involvement in the programming and evaluation of community education programs and services. Formulates and chairs the Community Education Advisory Council. Determines agenda items, work assignments, and provides information and recommendations to the Advisory Committee.
  - a) Acts as a community liaison with city, school and public through networking, cooperation and partnership building and collaboration.
  - b) Facilitates group(s) problem-solving to discuss special issues or community needs.
  - c) Conducts ongoing needs assessments to assess changing needs in the community and to evaluate CER program and offerings.
- Serves as a District representative on various district or community committees (e.g. Early Childhood Initiative, Substance Abuse Prevention Coalition, District Athletic Council, SHIP Leadership team, Youth First, etc.).
- Oversees and coordinates district facility use and scheduling for all district and non-district events and activities.
  - a) Plans, formulates and recommends usage and rental procedures and fees for facility use.
  - b) Promotes the use of city and school facilities.



- Performs other duties of a comparable level or type, as required.
- a) Keeps informed regarding changing laws, rules and/or trends pertaining to areas of responsibility.
- b) Attends Board meetings to provide information, assistance or clarification, as needed.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS :		
	Titles of Positions Directly Supervised	# of Employees
1	Facility Use Scheduler	1
2	ABE Teachers	5
3	After School Enrichment Staff	6
<b>TOTAL</b>		<b>12</b>

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b> Volunteers, Youth Sport Coaches, contracted staff/instructors	<b>Total:</b> 70+

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a valid driver's in the State of MN. Community Education Director's License.
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Developing, formulating, evaluating and implementing community education programs and services.</li> <li>• Managing, leading, delegating, evaluating and supervising the activities of CER coordinators, professional staff, support staff and volunteers.</li> <li>• Planning, developing, defending and monitoring the fiscal operations of a diverse community education program.</li> <li>• Communication, both writing and orally, and presentational skills.</li> <li>• Identifying and preparing grant applications to support and fund community education initiatives.</li> <li>• Identifying and seeking out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through community education.</li> <li>• Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.</li> <li>• Promoting, advertising and engaging in public relations activities to promote the programs and services of community education.</li> <li>• Developing, motivating, and fostering collaborative relationships both inside and outside of the organization and for representing the organization and speaking on behalf of the organization on matters pertaining to Community Education.</li> <li>• Performing public relations activities and working with citizens and the public in problem solving and in addressing their concerns and issues within the policies and procedures of the department and the district.</li> </ul>

<b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:
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<b>REQUIRED EDUCATION/TRAINING</b> (choose one)				<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma				Bachelor's Degree	
High school diploma or GED.				<b>Major field of study or degree emphasis:</b> Community Education, Recreation, Education or closely related field.	
1 year college		2 years college			
3 years college	x	4 years college			
1st year graduate level				<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of local state and federal laws/regulations as they pertain to community education programs and services.</li> <li>• Knowledge of management and supervisory fundamentals, principles and trends.</li> <li>• Knowledge of recreational scheduling procedures.</li> <li>• Fundamentals of school finance, accounting and their application and use in budget planning and monitoring of community education programs.</li> <li>• Knowledge of district administrative policies and procedures (e.g. human resources, financial, purchasing, etc.).</li> <li>• Comprehensive knowledge of all community education program and services.</li> <li>• Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services.</li> <li>• Concepts, principles and philosophy of lifelong learning, public education, leisure, recreation and its relationship to community education programming.</li> </ul>	
2nd year graduate level					
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years directly related experience in the formulation, development, and implementation of lifetime learning programs and services.					



**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**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 lift, carry, push, pull or otherwise move objects in the performance of the job.

**HAZARDOUS WORKING  
CONDITIONS****Unusual or hazardous working conditions related to performance of  
duties:**

This is an administrative and supervisory position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL****Classification History:**

Prepared 12/2012 by BCC; Reviewed April 2017



# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Business Manager**

BAND	GRADE	SUBGRADE
D	6	1
<b>DEPARTMENT:</b> District Office	<b>ACCOUNTABLE TO:</b> Superintendent	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for planning and supervising all business functions of the District to support general policies and objectives determined by the Superintendent and/or the School Board. Duties include: the analysis of District cash flow and the handling of District investments; supervising all accounting personnel of the District including the <del>Communications/Payroll Administrative Assistant</del> <i>Specialist</i> ; the preparation of all financial reports, statements or special reports required by the State, Superintendent, Board or other agencies; the coordination of annual audits; supervision of HR activities including benefits administration; responsible for MARSS reporting; and <del>assistance in the</del> Responsible for budget preparation <del>in to include</del> forecasting student enrollment and providing revenue <i>and expenditure</i> projections. <i>Food Service is included in majority of duties and encompasses approximately 4.5% of total operating budgets.</i>		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Business Manager is distinguished from other classes by its responsibility for planning and supervising all business functions of the District to support general policies and objectives determined by the Superintendent and/or the School Board.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Analyzes District cash flow needs and requirements. Invests and codes all District revenues	Daily 10%	
2.	Supervises and coordinates the preparation of the District's payroll to verify its completeness and accuracy.	Daily 10%	





# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Business Manager**

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
3.	Coordinates human resource activities primarily in the areas of employee benefits administration including the dissemination of benefit information, maintaining benefits records/files, communicating benefit program policies, amendments and specifications.	Daily 10%	
4.	Maintains information on risk management including verifying insurance policies for accurate coverage and ask Board for authorization to call for bids, when applicable.	Daily 5%	
5.	Responsible for MARSS data collected and assembled from all buildings and for reporting data to the <del>State of MN</del> <b>Department of Education</b> for proper revenue generation.	Daily 10%	
6.	Maintains and updates UFARS codes as necessary. Monitors all funds for UFARS accounting to allow for correct reimbursement of expenditures.	Daily 10%	
7.	Completes and submits UFARS reports and other financial data to the State Minnesota <b>Department of Education</b> or other authorized agencies/parties.	Daily 10%	
8.	Completes and prepares all required financial accounting functions (i.e. reconciliation of bank statements, preparation of reports, financial statements), <del>and</del> coordinates <del>the</del> <b>and</b> directs the financial audit.	Daily 10%	
9.	Provides financial reports as requested by the Superintendent or Board of Education.	Daily 10%	
10.	<del>Assists with</del> <b>Responsible for</b> budget preparation <del>to</del> including forecasting student enrollments and <del>making</del> <b>providing revenue and expenditure</b> projections.	Daily 10%	
11.	Assists with collective bargaining negotiations by determining contract costs and provision costs/alternatives.	Daily 5%	



# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Business Manager**

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
12.	Performs other duties of a similar nature or level.	As Required	

**Knowledge** (position requirements at entry):

Knowledge of:

- Basic mathematical principles;
- Accounts payable and receivable principles;
- Various types of investments.

**Skills** (position requirements at entry):

Skill in:

- Tracking and recording revenue and expenditures;
- Making investments;
- Preparing reports;
- 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 or General Equivalency Degree (GED) and two years of accounting or bookkeeping 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: Business Manager**

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### **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

Revised: 6/2001 Bjorklund Compensation Consulting

Revised: 1/2006 Bjorklund Compensation Consulting

Reviewed: March 2017



# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Director of Special Education**

BAND	GRADE	SUBGRADE
D	6	2
<b>DEPARTMENT:</b> Education District	<b>ACCOUNTABLE TO:</b> Director of St. Croix River District	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Under the director of the Director of St. Croix River District, the Director of Special Education is responsible for managing and overseeing the 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 developing, implementing and improving student outcomes and creating a unified instructional and curriculum delivery systems for students under the program.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This is a stand alone position under the Director of St. Croix River 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%	
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%	



# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Director of Special Education**

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>	<b>BAND/ GRADE</b>
3.	Plans, prepares and monitors the development and administration of the budget for shared programs. Coordinates the billing of special services provided under shared programs. Plans for and determines the need for additional staff, transportation services, outside services, equipment or other program needs.	Monthly 15%	
4.	Oversees and programs and initiatives dealing with staff development in assigned areas of responsibility. Develops professional practice manuals, administrative procedures and guidelines governing areas and programs of assigned responsibility. Evaluates staff development needs and student needs and provide developmental activities or programs to address these staff needs.	Monthly 15%	
5.	Serves as the District's liaison to the community, various state or governmental agencies. Serves as an advocate for student rights. Plan for and implement procedures for improving communications between school(s) and parents.	Daily 10%	
6.	Coordinates, monitors and/or participates in the collection and preparation of various reports, applications, student participation/attendance, or other district, state or federal reports pertaining to mandated or district special education programs.	Quarterly 5%	
7.	Performs other duties of a similar nature or level.	As Required	



# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Director of Special Education**

### **Knowledge** (position requirements at entry):

Knowledge of:

- Educational administration;
- 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 and evaluating 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 Educational Administration, 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):

- State of Minnesota Administrative License and Certification in Special Education.

# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Director of Special Education**

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### **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 April 2017



# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Building Principal

BAND	GRADE	SUBGRADE
D	6	3
<b>DEPARTMENT:</b> Administration	<b>ACCOUNTABLE TO:</b> Superintendent	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for managing the building and educational programs assigned. Duties include: recommending selection, supervision and evaluation of certified and classified staff; <del>developing and</del> administering building level policies and procedures; <b>updating handbooks and implementation of them</b> ; managing the daily operations of the building including planning of programs, scheduling, coordination of activities, responding to complaints and administering student discipline; participating in and being responsible for staff <b>development service</b> planning and delivery; participating in and being responsible for the development of the curriculum; recommending budget items and monitoring the expenditures of their respective buildings and programs; providing for the overall flow and maintenance of student records and information and the advancement of students through the system; providing reports and evaluation of programs to the Superintendent and Board of Education; and, communicating information about the school and its activities to the community.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Principal classification is distinguished from other classes by its responsibility for managing the building and educational programs assigned.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1.	Recommends selection of, supervises and evaluates certified and classified staff.	Daily 10%	
2.	Develops and administers building level policies and procedures. <b>Updates handbooks and implementation of them.</b>	Daily 10%	
3.	Manages the daily operations of the building including planning of programs, scheduling, coordination of activities, responding to complaints and administering student discipline.	Daily 20%	
4.	Participates in and has responsibility for staff <b>development service</b> planning and delivery.	Daily 10%	
5.	Participates in and has responsibility for the development of the curriculum.	Daily 10%	



# Rush City Schools

## CLASS SPECIFICATION

### CLASS TITLE: Building Principal

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
6.	Recommends budget items and monitors the expenditures of their respective buildings and programs.	Daily 10%	
7.	Provides for the overall flow and maintenance of student records and information and the advancement of students through the system.	Daily 10%	
8.	Provides reports and evaluation of programs to the Superintendent and Board of Education.	Daily 10%	
9.	Communicates information about the school and its activities to the community.	Daily 10%	
10.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Educational administration;
- Educational programs and curricula;
- Personnel management;
- Federal, State and local laws.

#### **Skills** (position requirements at entry):

Skill in:

- Supervising and evaluating the work of staff;
- Organizing and prioritizing multiple tasks;
- Preparing and overseeing educational programs and curricula;
- Overseeing building maintenance;
- Assisting with budget preparation;
- Preparing and giving reports;
- Troubleshooting problems;
- 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):

Bachelor's or Master's Degree in Educational Administration or related field and five 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.

# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Building Principal**

<b>Licensing Requirements</b> (position requirements at entry):
<ul style="list-style-type: none"><li>• State of Minnesota Administrative License required.</li></ul>
<b>Physical Requirements:</b> 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.
<b>Classification History:</b> Draft prepared by Fox Lawson and Associates LLC (MCT) Date: 6/98; Reviewed April 2017

- State of Minnesota Administrative License required.

**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 April 2017

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE:** Executive Director of St. Croix River Education District

BAND	GRADE	SUBGRADE
D	7	1
<b>DEPARTMENT:</b> Education District	<b>ACCOUNTABLE TO:</b> Governing Board	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for directing the development and delivery of shared services. Duties include: attending all Governing Board meetings; advising the Board on policy matters; implementing Board policy; and, keeping the Board informed of all pertinent information related to programs, practices and problems of member districts; developing and reviewing the Governing Board's Agreement to Cooperate by-laws, policies, service contracts and administrative procedures; supervising and evaluating Education District staff; establishing advisory and communication networks for Education District services; <i>responsible for facilitating member district administrative meetings</i> ; writing all service contracts with public and private agencies; and, evaluating district services and reporting findings to the Governing Board; preparing the annual operating budget recommendations and implementing the Governing Board's approved budget; establishing and maintaining efficient procedures and effective controls for all expenditures of education district funds in accordance with the adopted budget; writing grants as per federal/state guidelines as requested by the Governing Board; and, completing all appropriate applications, year end reports, state/federal aid claims and other administrative forms requested by the federal, state or regional offices.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Director of St. Croix River Education District classification is distinguished from other classes by its responsibility for directing the development and delivery of shared services.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Attends all Governing Board meetings; advises the Board on policy matters; implements Board policy; and, keeps the Board informed of all pertinent information related to programs, practices and problems of member districts.	Daily 10%	
2.	Develops and reviews the Governing Board's Agreement to Cooperate by-laws, policies, service contracts and administrative procedures.	Daily 10%	
3.	Supervises and evaluates Education District staff.	Daily 20%	
4.	<i>Responsible for facilitating member district administrative meetings.</i>	<i>Daily 10%</i>	

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Executive Director of St. Croix River Education District**

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Establishes advisory and communication networks for Education District services; writes all service contracts with public and private agencies; and, evaluates district services and report findings to the Governing Board.	Monthly 10%	
6.	Prepares the annual operating budget recommendations and implements the Governing Board's approved budget.	Quarterly 10%	
7.	Establishes and maintains efficient procedures and effective controls for all expenditures of education district funds in accordance with the adopted budget subject to direction and approval of the Governing Board.	Quarterly 10%	
8.	Writes grants as per federal/state guidelines as requested by the Governing Board.	Annually 10%	
9.	Completes all appropriate applications, year end reports, state/federal aid claims and other administrative forms requested by the federal, state or regional offices prior to the due date.	Annually 10%	
10.	Performs other duties of a similar nature or level.	As Required	

### Knowledge (position requirements at entry):

Knowledge of:

- Educational administration;
- Personnel management;
- School district operations.

### Skills (position requirements at entry):

Skill in:

- Supervising and evaluating the work of staff;
- Organizing and prioritizing multiple tasks;
- Maintaining budgets;
- Preparing and giving reports;
- Working under the direction of a governing board;
- 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: Executive Director of St. Croix River Education District**

**Training and Experience** (position requirements at entry):

Master's Degree in Educational Administration or related field and two years of teaching or administrative 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):

- State of Minnesota Administrative License is 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; Reviewed April 2017

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Superintendent**

BAND	GRADE	SUBGRADE
E	9	1
<b>DEPARTMENT:</b> Administration	<b>ACCOUNTABLE TO:</b> Board of Education	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for managing the financial and educational operations of the School District. Duties include: preparing Board agenda and ensuring proper completion of School District legal responsibilities; recommending the hiring of staff and providing supervision, training and evaluation; providing budget planning, recommending budgets and ensuring the proper expenditures of District's funds; interpreting and administering the policies and employment contracts of the School District; developing administrative policies and procedures; supervising and administering the various departments of the District including building and grounds, transportation and community education; coordinating the program and curriculum development of the District; planning for the development of the district; and, providing for the communication of information about the School district to the community.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Superintendent classification is distinguished from other classes by its responsibility for managing the financial and educational operations of the School District.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises and administers the various departments of the District including building and grounds, transportation and community education.	Daily 20%	
2.	Recommends the hiring of staff and provides supervision, training and evaluation.	Daily 20%	
3.	Provides budget planning, recommends budgets and ensures the proper expenditures of District's funds.	Daily 20%	

# Rush City Schools

## CLASS SPECIFICATION

**CLASS TITLE: Superintendent**

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Interprets and administers the policies and employment contracts of the School District.	Daily 10%	
5.	Develops administrative policies and procedures.	Monthly 10%	
6.	Prepares Board agenda and ensures proper completion of School District legal responsibilities.	Monthly 5%	
7.	Coordinates the program and curriculum development of the District.	Monthly 5%	
8.	Plans for the development of the district.	Monthly 5%	
9.	Provides for the communication of information about the School district to the community.	Varies 5%	
10.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Educational administration;
- Personnel management;
- Federal, State and local laws;
- School district financial, educational and maintenance operations;
- Financial management.

# **Rush City Schools**

## **CLASS SPECIFICATION**

**CLASS TITLE: Superintendent**

### **Skills** (position requirements at entry):

Skill in:

- Supervising and evaluating the work of staff;
- Organizing and prioritizing multiple tasks;
- Overseeing the operations of various departments;
- Planning special projects;
- Preparing and maintaining budgets;
- Preparing and giving reports;
- Troubleshooting problems;
- 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):

Bachelor's or Master's Degree in business or educational administration and three years of teaching or administrative 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):

- State of Minnesota Administrative License 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:**

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