

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT

SUPERVISOR: Principal or Superintendent or Coordinator/Director

GENERAL JOB DESCRIPTION: To assist administration, staff, and visitors in any way necessary with maximum attention devoted to the High School Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors and administrators.
2. Demonstrate ethical behavior
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do successfully to complete assigned work.
7. Project an over-all concern and personal appearance as it relates to job performance.
8. Perform usual office tasks to include, but not limited to: typing, filing, receiving, placing and routing phone calls, and correspondence.
9. Maintain and keep files current.
10. Assist with and type reports as directed.
11. Accounting and bookkeeping for student activity and booster accounts.
12. Gather, file and disseminate information as required including bulletins, requisitions, time sheets, leave, travel, etc.
13. Receipt and deposit monies and keep a true and accurate accounting of all activity accounts.
14. Ability to deposit money daily and understanding banking procedures.
15. Originate and account purchase orders, originate and verify purchases from Budget, ability to review and knowledge of purchasing.
16. Receive visitors to the office and respond to their needs.
17. Contribute to the welfare and effectiveness of the District by adhering to high ethical standards of performance and interpersonal relationships.
18. Assist with school activities and programs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and or the superintendent.
 2. Utilize the computer for various programs; graduation, plays, NHS, etc.
 3. Refer all medical emergencies to school nurse and follow district policies in administering medication.
 4. Assist with inventory and supply stocking.
 5. Perform other tasks as may deemed appropriate and necessary by the immediate supervisor and/or the superintendent.
 6. Other duties as assigned.
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QUALIFICATIONS:

1. High school diploma or GED equivalency
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge of purchasing procedure
5. Demonstrated knowledge and skill of computer function and operation.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: ATHLETIC/ACTIVITIES DIRECTOR

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: The Director of Athletics shall be responsible for the administration of the boys and girls inter-scholastic athletic programs, grade 7-12, and to provide leadership in establishing, implementing, and maintaining an educationally sound philosophy for the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
 2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
 3. Communicate accurately and effectively.
 4. Use supervision, staff development, and performance evaluation to improve the program of the district.
 5. Demonstrate leadership.
 6. Demonstrate an understanding of political theory.
 7. Comply with all School Board policies and administrative regulations. Evaluate athletic procedures, practices, current records, and information to determine if all local Board Policies and New Mexico Activities Association procedures are observed.
 8. Interpret all local Board of Education Policies (Athletic Related)
 9. Work with coaches and administration in recommending athletic policies. Maintain a current Athletic Handbook, listing detailed information regarding policy, procedures and practices to be followed in the athletic program.
 10. Direct the high school program through the high school principal. Coordinates the junior high school program in cooperation with junior high school principal.
 11. Serve as chairman of the athletic council, grades 7-12
 12. Assist with screening and recommending the employment of coaches. Recommend assignment of coaches in the athletic program.
 13. Participate in appropriate state and district meetings concerning athletics. Prepare a list of athletes from each sport at Cuba High School for eligibility purposes, as required by the NMAA.
 14. Make necessary reports to the Activities Association.
 15. Attend all home athletic events at Cuba High School. Provide proper climate for ensuring successful contests regarding teams, officials, players and spectators, with the assistance of the administration.
 16. Provide direction to athletic booster organizations, with the assistance of the head coach.
 17. Schedules and contracts all high school contests, with the assistance and approval of the principal.
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18. Attend out of town events when possible, and/or where necessary to have a representative present.
19. See that fields and facilities are maintained and in readiness for home contests and that needs are appropriately reported.
20. Propose and submit budgets to Central Office, with the approval of Principal.
21. Secure and contract all high school officials.
22. Make all requests for all athletic travel and schedule all busses, meals, and lodging for Cuba High School athletic trips.
23. Approve payments and reimbursements.
24. Keep up to date inventory of all athletic equipment.
25. Receive change and employs all necessary help for home athletic events.
26. Maintain a record of all Cuba High School athletic finances.
27. Administer all athletic event ticket sales.
28. Act as director of all home high school tournaments and meets.
29. Enforce yearly physical examination requirements for all athletics and provides a safe practice and competition environment.
30. Administer the athletic insurance program
31. Promote public support of athletic programs through effective publicity. Serve as spokesman for the Cuba Independent Schools athletic program.
32. Approve and submit to purchasing agent a list of athletic equipment and supplies as requested by head coaches for purchase each year.
33. Participate in the evaluation of coaches.
34. Help elementary principals in the coordination of their elementary physical education programs and with the supervision of their educational assistants for physical education.
35. Such other duties as may be assigned by the high school principal and/or Superintendent.

QUALIFICATIONS:

1. A Bachelor's degree
2. Must become a Certified Athletic Administrator within 2 years of starting position.
(Per NIAAA & NMAA Standards).
3. A valid New Mexico administrative license as required by the State of New Mexico.
4. A minimum of five years in public school administration and supervision and/or teaching.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
 2. Knowledge and training in first aid procedures should be required for handling athletic related injuries.
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EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology. Must know how to operate whirlpools, weigh machines, and sports aid equipment.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: BUSINESS MANAGER

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: Coordinates all budgeting and financial activities for CIS. Provides direct support to technical and clerical personnel in the preparation, analysis and evaluation of fiscal activities, to include purchasing, receipting, accounting, payroll, disbursements, operating budgets and investments. Responsible for the business office, information systems, and all fiscal operations of CIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Person in this position must be capable of performing these functions. Other duties may be assigned.

1) Legal Issues:

- a) Ability to identify state and federal constitutional rights that apply to individuals within the public education system.
- b) Review and analyze appropriate statutory and constitutional authority regarding the administration.
- c) Review and analyze significant statutory issues relative to financial resource management.

2) Financial Resource Management:

- a) Must be able to demonstrate, understand, and comprehend the principles associated with school finance, budgeting, financial planning, accounting, auditing, financial reporting, cash management, investments, debt management and technology for school business operations.

i) Principals of School Finance: Understand and demonstrate the ability to apply all New Mexico State Statutes and Regulations as they apply to public schools including but not limited to.

1. Procurement Code, 1.4.1 NMAC (11/15/01), as may be amended or reenacted.
2. New Mexico Department of Education Procedures in its most current form.
3. Department of Finance and Administration. Rules as set forth in Title 2 of the NMAC, as may be amended, replaced, or otherwise changed.
4. New Mexico State Auditor Rules as set forth in Title 2 of the NMAC, as may be amended, replaced, or otherwise changed

ii. Budgeting and Financial Planning: Understand and demonstrate the ability to

1. Apply the legal requirements for budget adoption.
 2. Prepare a local budget calendar to meet the time constraints of budget preparation.
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3. Recognize and analyze significant social, demographic and economic changes which may impact the financial plan of the district.
4. Recognize and forecast the major sources of revenue available to public schools from local, state, and federal levels of government.
5. Analyze the impact of shifts in local, state and federal funding and its effect on local spending plans.
6. Recognize and explain internal and external influences on the budget.
7. Recognize multiple approaches to determine reliable enrollment and personnel projections.
8. Interpret the State-funding model.
9. Prepare revenue projections and estimates of expenditures for school sites and district-wide budgets.
10. Identify various methods of budget analysis and management.
11. Exercise budgetary management.
12. Apply analytical procedures for budgetary analysis

iii. Accounting, Auditing, and Financial Reporting: Understand and demonstrate the ability to

1. Prepare and analyze monthly reconciliations of all bank accounts.
2. Prepare and analyze monthly SDE Cash Reconciliations & Cash Report.
3. Monitor budget to avoid negative balances and request appropriate BARs as needed.
4. Understand the use and role of internal and external audits.
5. Prepare and analyze interim and annual financial statements.
6. Report the financial status and operating results to the School Board.
7. Determine revenues and expenditures by fund.
8. Lead the development and maintenance of all fixed assets inventory in accordance with applicable Governmental Accounting Standards Board pronouncements.
9. Lead the development and maintenance of warehouse inventory tracking system.
10. Use the annual audit report to improve financial tracking and reporting.
11. Apply the appropriate basis of accounting in accordance with applicable Governmental Accounting Standards Board pronouncements in measuring financial position and operation results.
12. Responsible for leading and managing of all fiscal business office personnel and ensure that each individual understands their required tasks.

iv. Cash Management, Investments, and Debt Management: The School Business Manager understands and demonstrates the ability to

1. Apply lease purchasing and joint powers agreements.
2. Select banking and other financial services.
3. Recognize the statutory limitations on investment options available to the school district.
4. Apply procedures for implementing and monitoring internal transfers and loans.
5. Apply the process of issuing long-term general obligation bonds including the bond rating process and the role of the bonding attorney and rating services.

2. Participates on designated committees and maintains a working relationship with other state agencies.

3. Responsible for maintenance of depreciation schedules and physical inventories.
4. Responsible for Federal Programs Financial reporting requirements.
5. Responsible for requests of draw downs.
6. Employee must be able to handle high-levels of stress satisfactorily and be congenial with other employees, parents, students, and outside agencies.

SUPERVISORY RESPONSIBILITIES: Is responsible for the overall direction, coordination, and evaluation of Human Resource Coordinator, Payroll clerk, Purchasing clerk, and Accounts Payable clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (BA) or higher in Business Administration with a major in accounting or related area preferred; or four to ten years equivalent combination of education and experience and supervisory experience in the areas of business and finance.

CERTIFICATES, LICENSES, REGISTRATIONS Required to maintain School Business Official License through the State Board of Education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write speeches and presentations on controversial or complex topics to top management, public groups, and CIS.

MATHEMATICAL SKILLS: Ability to apply mathematical operations to such tasks such as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING SKILLS: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS: Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products (Word, Excel, Access, PowerPoint); Accounting Software packages (Visions preferred), and ability to be proficient in other programs as required.

CONTINUING EDUCATION REQUIREMENT: To continue to perform this job successfully, an individual must obtain at least 24-hours of accounting and finance education. In addition, it is expected that the individual will participate in applicable ASBO.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and listen. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

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5 POSITION: COUNSELOR

6

7 SUPERVISOR: Principal

8

9 GENERAL JOB DESCRIPTION: The Counselor will develop and implement a school
guidance

10 program focused on the physical, social, intellectual and vocational growth of each student.

11

12 ESSENTIAL DUTIES AND RESPONSIBILITIES:

13 1. Coordinated activities in the Guidance and Counseling program.

14 2. Provide information and facilitate guidance activities for students, staff and parents.

15 3. Serve as a consultant to the school and community.

16 4. Provide individual and group counseling.

17 5. Uphold the standards of the counseling profession.

18 6. Follow policies and administrative rules and regulations as specified in the Board policy
19 manual.

20 7. Provide individual and group counseling

21 8. Provide prevention strategies that address chemical dependency, pregnancy, suicide,
22 dropping out and abuse.

23 9. Provide educational and career counseling individually and in groups.

24 10. Conduct orientation and text interpretation to students and parents.

25 11. Provide referral services to community resources.

26

27 ADDITIONAL DUTIES AND RESPONSIBILITIES:

28 1. Determine guidance priorities based on local assessed needs.

29 2. Formulate measurable objectives from identified needs and priorities.

30 3. Coordinate a continuing evaluation of the program.

31 4. Coordinate with the appropriate administration for achievement.

32 5. Work with other staff members to encourage the inclusion of a student-oriented
33 philosophy in all school activities.

34 6. Help to integrate the guidance and counseling program within the total school program.

35 7. Communicate with parents and community about services available within the guidance
36 program.

37 8. Establish and maintain contact with school community and resources.

38 9. Assist others in their understanding of personal and social development.

39 10. Serve as a resource to facilitate groups and presentations on pertinent issues.

40 11. Provide prevention strategies which address current issues such as chemical dependency,
41 teenage pregnancy, suicide, dropping out, and various forms of abuse.

42 12. Conduct activities on educational and career themes.

43 13. Conduct orientation/training programs for students, parents, and staff.

44 14. Interpret test results to student, parents and staff.

45 15. Provide mediation for changes in behavior and conflict resolution.

46 16. Support the staff with assistance in developing positive rapport with students to maximize
47 learning potential.

48 17. Assist teachers in identifying students who would benefit from counseling and provide
49 feedback on referred students as appropriate.

15

1 18. Provide information to parents and students to aid in their understanding of educational
2 goals.

3 19. Provide resource materials and expertise dealing with issues affecting students, staff and
4 family.

5 20. Provide crisis intervention.

6 21. Use appropriate interventions in situations detrimental to the physical, mental,
7 educational, and emotional well being of the individual.

8 22. Provide support to individuals by addressing topics such as interpersonal relations,
9 communication, decision making, problem solving skills, academic programs, and career
10 and life planning.

11 23. Make referrals to school and community resources when necessary.

12 24. Meet the state competency standards and the requirements for preparation.

13 25. Participate in the development of policies concerning guidance and counseling.

14 26. Stay informed about developments and innovations within the profession at the local,
15 state and national levels.

16 27. Follow the legal and ethical standards of the counseling profession.

17 28. Responsible for supervising extra curricular activities as designated by the principal.

18 29. Determine schedules

19 30. Provide information on colleges, technical programs, military jobs, and other programs
20 for graduate planning.

21 31. Write recommendations for students for job and education applications.

22

23

24 QUALIFICATIONS:

25 1. A Master's Degree in school counseling or National Certified Counselor credential issued
26 by the National Board for Certified Counselors.

27 2. A valid New Mexico Counselor License

28 3. Three years of experience in public school teaching and/or related counseling experience.

29 4. Such alternatives to the above qualifications as the Board may find appropriate and
30 acceptable.

31

32 PHYSICAL REQUIREMENTS:

33 Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and
34 moving light furniture may be required.

35

36 SAFETY AND HEALTH:

37 2. Knowledge of universal hygiene precautions.

38

39 EQUIPMENT/MATERIAL HANDLED:

40 Must know how to properly operate or be willing to learn to operate all multi-media

41 equipment including current technology.

42

43 WORKING ENVIRONMENT:

44 Must be able to work within various degrees of noise, temperature, and air quality.

45 Interruptions of work are routine. Flexibility and patience are required. Must be self46
motivated and able to complete job assignments without direct supervision. After hour

47 work may be required. May make site or home visits when needed and appropriate.

48

49 TERMS OF EMPLOYMENT:

50 Salary and work year to be established by the Board.

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: DATA MANAGER

SUPERVISOR: Federal Programs/Special Education Director

GENERAL JOB DESCRIPTION:The Data Manager shall perform such duties as are delegated by the Federal Programs/Special Education Director. He/She will assist in the management of the district's Student Teacher Accountability Reporting System (STARS) and the Student Online Assessment Prep (SOAP). Will help the district utilize data more effectively, develop various modalities of interpreting data, to include comparative data, school wide and district wide data.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote and environment/climate conducive to a productive performance.
2. Plan for and manage the resources for which he/she is responsible, including coordination, training of personnel, and time.
3. Communicate accurately and effectively.
4. Work cooperatively with colleagues, supervisors, and administrators.
5. Engage in self-development.
6. Comply with all School Board policies and administrative regulations.
7. Assist in the compilation of all necessary data on a timely basis to include but not limited to STARS information, Drop Out Report, Attendance, SOAP, Measures of Academic Progress (MAP Testing) etc.
8. Perform data entry and operate data processing equipment.
9. Ensure that all data is reviewed for accuracy and compliance with standards.
10. Initiate all entry into the system, create hard copy documentation required and transmit all data on a timely basis.
11. Assist in the identification, tracking and solving of any problems related to STARS, SOAP
12. Project an overall concern for personal appearance as it relates to job performance.
13. Report problems and/or potential problems to Technology Coordinator and any deficiencies in the operation of the programs.
14. Carry out other duties as assigned by the Superintendent.

QUALIFICATIONS:

1. Two years of experience in managing a school district's database system.
 2. Familiarity with computer systems in a networking, document creation and data analysis environment.
 3. Experience in collecting data, developing information in a computer database and creating reports.
 4. Must be able to interact professionally with administrators and staff in the District and with other contacts at the Public Education Department.
 5. Such alternatives to the above qualification as the board may find appropriate and acceptable.
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PHYSICAL REQUIREMENTS:

Sitting, standing, lifting, and carrying (up to 30 pounds), reaching, squatting, kneeling, driving, and moving light furniture may be required.

SAFETY AND HEALTH:

Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

1. Knowledge of multimedia equipment and current technology.

WORK ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignment without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

My signature verifies that the job description was reviewed with me and I understand and agree to the content of the job description.

Employee Signature

Date

Supervisor Signature

Date

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: DIRECTOR OF SPECIAL EDUCATION, FEDERAL PROGRAMS, AND INSTRUCTION & CURRICULUM

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: The Director shall perform such duties as delegated by the Superintendent and will share in the development, application, and interpretation of school and administrative policies. The Director will be responsible for planning, development, coordination and management of all **special education and federal** programs, services, budgets and personnel and ensure compliance with local, state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
 2. Manage the resources for which he/she is responsible: personnel, finances, facilities, program and time.
 3. Communicate accurately and effectively.
 4. Use supervision, staff development, and performance evaluation to improve the program in the district.
 5. Demonstrate leadership.
 6. Demonstrate an understanding of political theory
 7. Comply with all School Board policies and administrative regulations.
 8. Oversee and monitor all federal programs i.e. Title I, II, III, V, VII.
 9. Complete required reports and communications throughout the year.
 10. Submit all reports due to PED and other entities for special education and federal programs in a concise and timely fashion.
 11. Participate in the hiring of new staff members.
 12. Serve in a liaison and/or mediation capacity between school and community.
 13. Attend and participate in all Board of Education Meetings regular and special.
 14. Serve as acting Superintendent in the absence of superintendent.
 15. Assist in updating and maintaining district policies and procedures manuals.
 16. Serve on Collective Bargaining Team.
 17. Familiarization with the various school educational programs.
 18. Serve as a resource person in the evaluation of Principals.
 19. Conduct the application process required for receipt of funds under federal grant projects.
 20. Work cooperatively with building administration, faculty and staff to plan, implement and manage programs and services of federal programs.
 21. Work cooperatively with building administration, faculty and staff to plan, implement and manage programs and services for student disabilities.
 22. Ensure that all students with disabilities in this district are provided a free and appropriate public education through the provision of instructional programs, and related services.
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23. Assist the Superintendent in the recruitment, and employment of licensed personnel as required to provide services to students with disabilities consistent with their IEP's.
24. Conduct on-going assessment to identify needs within the district for use in planning of budgets and programs.
25. Develop local policies and procedures to ensure compliance with state and federal regulations .
26. Develop policies and procedures to govern the delivery of special education and related services, including staff assignments.
27. Develop policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
28. Conduct performance evaluations for staff assigned to the special education office.
29. Coordinate staff development opportunities to enable staff to better serve the needs of special education students.
30. Approve all absences of Special Education Office Personnel.
31. In cooperation with building administrator, staff, parents, and community, conduct on-going evaluation of programs, services.
32. Coordinate the long range planning process to meet the needs of students.
33. Coordinate the delivery of homebound services when recommended through the IEP process.
34. Cooperate with the transportation department in planning and delivery of services to students whose IEP's require.
35. Establish and maintain on-going communication with the administration and regular/special education faculty and staff.
36. Develop positive relations with community members, parents, staff and students.
37. Encourage the acceptance of diversity.
38. Assist with the resolution of conflicts and stress.
39. Perform other duties as delegated by the Superintendent.

QUALIFICATIONS:

1. A Master's Degree
2. A valid New Mexico Administrative License as required by the State of New Mexico
3. A minimum of three years teaching experience and five years experience in public school administration.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

APPOINTMENT:

The Director of Special Education, Federal Programs, and Instruction & Curriculum shall be hired by the Superintendent.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
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EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: EDUCATIONAL ASSISTANT

SUPERVISOR: Teacher/Principal

GENERAL JOB DESCRIPTION: To provide opportunities for the teacher to attend to the individual needs of students. To provide assistance in preparing our students academically, socially, and physically to become positive, productive participants in the 21st century.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Communicate effectively both verbally and in writing.
5. Assist licensed personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness in school environment.
8. Assist with supplementary work for students and, supervise independent study in the school environment.
9. Use current technology for instructional management needs.
10. Assist licensed personnel with student discipline.
11. Assist in maintaining students' involvement in appropriate tasks.
12. Provide assistance with individualized program materials.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Work under supervision of certified teacher(s), prepare for classroom activities.
 2. Work with small groups of students to reinforce material initially introduced by the teacher.
 3. Assist individual children in need of special attention.
 4. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
 5. Set up audiovisual equipment as directed.
 6. Assist in drill work.
 7. Assist with reading and/or storytelling.
 8. Assist small groups of students in the library and other settings.
 9. Participate in in-service training programs.
 10. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
 11. Model acceptable social skills in working with students, teachers, parents and supervisors.
 12. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
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13. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

QUALIFICATIONS:

1. High School diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
5. Possess a valid New Mexico driver's license.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: Secretary for Federal Programs/Special Education and Curriculum & Instruction

SUPERVISOR: Federal Programs/Special Education and Curriculum & Instruction Director

GENERAL JOB DESCRIPTION: To support the Federal Programs/Special Education and Curriculum & Instruction Director to meet compliance with the federal, state and district guidelines. To assist the director, staff, parents, students, and community members in implementing federal programs, district grants, special education and curriculum and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators in a highly stressful environment.
 2. Maintains proper professional relationships and treats people with respect and dignity.
 3. Serves as a role model for students in demonstrating positive attitudes, appropriate professional appearance, and effective work ethics to present a positive image of the district.
 4. Maintains an organized functional office that is friendly and inviting, but also a professional and safe environment.
 5. Display ethical behavior and interpersonal relationships in working with students, parents, school personnel and outside agencies associated with the school.
 6. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
 7. Adhere to New Mexico school law, State Board of Education rules and regulations, District Board of Education policies and regulations, and school regulations and procedures.
 8. Communicates accurately and effectively in oral and written forms.
 9. Be flexible and able to prioritize tasks and manages time and resources.
 10. Show initiative while being dependable and fulfills duties as assigned.
 11. Maintain accurate and detailed records, i.e. federal logs, etc., producing high quality work performance.
 12. Perform work while constantly being interrupted.
 13. Responds positively to supervisor.
 14. Complete day-to-day clerical work – photo copying, mailing, typing, filing phone, email and fax messages, etc. while maintaining a regular filing system.
 15. Assist in compiling/retrieving information and grant data for all programs and grant applications, initiatives, reports, etc. while meeting deadlines.
 16. Maintain and organize documentation for compliance notebooks, PED reports, budget adjustments, etc. for all Federal Programs.
 17. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other materials and input data into computer when requested by supervisor.
 18. Makes arrangements for meetings and trainings for use of the boardroom.
 19. Schedule meetings and workshops as needed.
-

20. Process requisitions and leave requests.
21. Track professional, sick, and vacation leave for building and post in School Master.
22. Order, maintain, and distribute program supplies as needed.
23. Process requisitions for Federal Programs, curriculum and instruction, and special education as needed.
24. Duplicate and distribute copies of pertinent material and information.
25. Run errands for the support of all programs, i.e. Chapter Houses, parent's homes, etc.
26. Report to work on time and work no less than 8 hours per day.
27. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or GED; AA or certification preferred.
2. One year experience in a clerical position preferred.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 25 pounds regularly, 50 pounds on occasion) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Follows ergonomic lifting practices.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: Administers policies relating to all phases of human resource activity by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position exists to perform the following functions. Other duties may be assigned.

1. Maintains knowledge of legal requirements and governmental reporting regulations affecting human resource functions and ensures policies, procedures, and reporting are in compliance.
 2. Manages application and hiring process including preparation of employment advertisements.
 3. Recruits and assists in interviewing and selecting employees to fill vacant positions.
 4. Prepares employment contracts and provides credential verification services.
 5. Maintains driver records to ensure driver compliance and licenses.
 6. Plans and conducts new employee orientation to foster positive attitude toward CIS goals.
 7. Keeps records of personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting. STARS, T & E, and Budget.
 8. Advises management in appropriate resolution of employee relation issues.
 9. Responds to inquiries regarding policies, procedures, and programs.
 10. Administers salary administration program to ensure compliance and equity within organization.
 11. Compiles data and analyses past and current year training requirements to justify funds requested.
 12. Prepare reports of performance evaluations and monitor progress of new employees.
 13. Maintains STARS records for instructor certification and prepares 40-day, 80-day, and 120-day report. Also responsible for correcting errors on PED discrepancy report with Data Manager.
 14. Participates in preparation of school calendar for following year.
 15. Responsible for maintaining all employee records including training & experience certifications and responsible for ensuring zero findings on T & E audit.
 16. Responsible for all employment verification requests.
 17. Responsible for correspondence with appropriate outside agencies dealing with employment matters including direct communication with labor relations attorney.
 18. Responsible for correspondence with attorneys in regards to foreign teachers, Visas, and Green Cards.
 19. Must be able to handle high-levels of stress satisfactorily and be congenial with other employees, parents, students, and outside agencies at all times.
-

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Maintain filing system to include:

- Obtain an application from prospective applicant
- Set-up Child/Substance Abuse Workshop (Requirement)
- Assure all proper requirements are met for employee to begin to work.
- Review all official transcripts to place applicant on proper salary schedule.
- Calculate contract based on review of verifications of experience and official transcripts.
- Issue a contract based on review.
- Based on late verification of experience and transcript a second contract may be issues.
- Issue all Coaching and Increment Contracts.
- Send Contract to PED for approval.
- Deliver approved contract to payroll department on a timely bases.
- Attend Annual PED update on Licensure
- Develop Notice of Vacancies as per Superintendent, Assistant Superintendent, and Principals.
- Submit vacancies to Albuquerque Journal and community.
- Mail out vacancies to Colleges and Universities.
- Acquire proper equipment for fingerprinting process.
- Fingerprint all new employees
- Check Megan's Law on DPS Web Site
- Maintain a secure filing system for background results
- Process fingerprints and license applications to PED for proper licensing
- Process all fingerprints to Department of Public Safety
- Maintain a list of Staff and assure current and proper licensing.

Maintain all Substitute Teacher, Custodian and Cafeteria files to ensure all proper information is acquired to include:

- Fingerprint all Substitutes
- Set-up Substitute training
- Process fingerprints and PED application for Licensure
- Submit list of prospective Substitutes to Board Secretary for Board approval.
- Maintain an up-dated substitute list for school secretaries.

Transportation

Maintain an accurate and secure filing system on Contractors and Bus Drivers.

Obtain required documents to include:

Application

Current Drivers License

Certificates of contact hours

Physical

First Aide Cards

Drug Testing Results

- Assist Bus Contractor with information in regards to drug testing or driver's files.
- Assist Transportation Director when necessary.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE: High School Diploma or equivalent; four years related experience and/or training; Specific knowledge of Human Resource and Personnel laws are required including but not limited to Civil Rights Act, FMLA, EEOC, FLSA, etc. preferred.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages, and decimals. Ability to compute hourly rates and percentages.

REASONING SKILLS Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products (Word, Excel, Access, PowerPoint) and ability to be proficient in other programs as required.

CONTINUING EDUCATION REQUIREMENT To continue to perform this job successfully, an individual must obtain at least 20-hours of continuing education specific to the Human Resource function.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and listen. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

1 CUBA INDEPENDENT SCHOOLS
2 JOB DESCRIPTION

3
4 POSITION: LIBRARY MEDIA SPECIALIST

5
6 SUPERVISOR: PRINCIPAL or SUPERINTENDENT

7
8 GENERAL JOB DESCRIPTION: The Library Media Specialist will oversee each of the
9 school libraries and library assistants that are assigned to the position.

10
11 DUTIES AND RESPONSIBILITIES:

- 12 1. Oversee the scheduling of libraries and library assistants in coordination with the
13 school schedule.
- 14 2. Work with faculty in the selection and acquisition of appropriate print and electronic
15 resources.
- 16 3. Inform faculty when new items are added to the print, electronic, or technology
17 collections.
- 18 4. Maintain a comprehensive and efficient system for cataloging all print & audiovisual
19 materials.
- 20 5. Provide formal or informal training for students and/or faculty in basic library and
21 research skills.
- 22 6. Schedule the use of the library by class, small group, or individuals.
- 23 7. Provide and maintain a collection of materials for the professional development of the
24 faculty.
- 25 8. Maintain a current inventory of a library materials and equipment.
- 26 9. Remove obsolete and/or destroyed items from the library collection.
- 27 10. Repair damaged items when possible.
- 28 11. Encourage the use of the library resources through promotional displays or activities.
- 29 12. Model appropriate social behaviors in working with students, teachers, parents, and
30 supervisors.

31
32 QUALIFICATIONS:

- 33 1. Minimum: Bachelor's degree and teacher certification with a library media specialist
34 endorsement.
- 35 2. Preferred: MS in library science from an American Library Association accredited
36 university and teacher certification.
- 37 3. Highly Qualified Status
- 38 4. Must be able to pass employment verification.

39
40 PHYSICAL REQUIREMENTS:

41 Sitting, standing, lifting and carrying (up to 30 pounds), reaching, squatting, kneeling,
42 and moving light furniture may be required.

43
44 SAFETY & HEALTH:

- 45 1. Knowledge of universal hygiene precautions.
- 46 2. Ability to follow fire drill procedures.
- 47 3. Ability to follow lock-down procedures.

1 4. Maintain a folder containing information pertinent to the handling of any special
2 conditions that a current student may have (ie. Seizures, diabetes, etc.)

3
4 **EQUIPMENT/MATERIAL HANDLED:**

5 Must know how to properly operate or be willing to learn how to operate all multi-media
6 electronic equipment.

7
8 **WORKING ENVIRONMENT:**

9 Must be able to work within an environment that has fluctuating degrees of noise,
10 temperature, and air quality. Flexibility and patience are essential and required. Must be
11 self motivated and able to complete job assignments without direct supervision.

12
13 **TERMS OF EMPLOYMENT:**

14 Salary and work year to be established by the Board.

15
16 I have reviewed and agree to the above job description:

17
18 Signature: _____ Date: _____

19
20 Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: LIBRARY/MEDIA EDUCATIONAL ASSISTANT

SUPERVISOR: Principal/Library Media Specialist

GENERAL JOB DESCRIPTION: The Library Media Educational Assistant will manage and operate the library to which they are assigned under the supervision of the Library Media Specialist or District Librarian.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Open and close the library facility as the school demands.
2. Operate the circulation desk; check out/in books and help students find items via Destiny software.
3. Assist students in finding materials or operating library technology.
4. Assist teachers in finding materials and checking out/in technology for classroom use.
5. Supervise students using library computers for on-line course material.
6. Guide independent study, enrichment, and remedial work set up by teachers who have requested that their student work in the library.
7. Promote, encourage, and enforce appropriate behavior in the library area.
8. Organize the circulation of print material and tech equipment.
9. Arrange or create library-oriented bulletin boards and displays of interest to students.
10. Notify teachers concerning students with overdue materials.
11. Shelve returned items.
12. Assist students in performing research as small groups or individuals.
13. Work under the direct supervision of the District Librarian.
14. Set up audiovisual equipment as directed within the confines of the library area.
15. The Elementary Assistant will assist with reading and storytelling as needed.
16. Model appropriate social behaviors in working with students, teachers, parents, and supervisors.
17. Other tasks deemed appropriate or necessary by the immediate supervisor(s).

QUALIFICATIONS:

1. High School diploma or GED; additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. 60 college credit hours.
4. Demonstrated aptitude for the work to be performed.
5. Basic typing and filing skills recommended.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Possess a valid New Mexico driver's license.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Ability and knowledge to follow fire drill procedures.
3. Ability and knowledge to follow lock-down procedures.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media electronic equipment.

WORKING ENVIRONMENT:

Must be able to work within an environment that has fluctuating degrees of noise, temperature, and air quality. Flexibility and patience are essential and required. Must be self motivated and able to complete job assignments without direct supervision.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTIONS**

POSITION: MAINTENANCE EMPLOYEE

SUPERVISOR: Business Manager

GENERAL JOB DESCRIPTION: General maintenance and repair of facilities, grounds, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearances as it relates to job performance.
8. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
9. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
10. Work in a safe manner with personal safety and the safety of others as the number one priority.
11. Communicate with supervisor and co-workers.
12. Plan and execute work efficiently with the "work order" system.
13. Build, install, inspect, and repair playground equipment.
14. Maintain grounds in safe conditions with landscaping, leveling, mowing, and associated tasks dealing with the grounds.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting, and moving material, furniture, equipment, and supplies.
2. Maintain equipment, tools, and shop area in an operable, safe, and attractive manner.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.
6. Other tasks a may be deemed appropriate by the supervisor(s).

QUALIFICATIONS:

1. High school diploma or GED.
 2. Posses a valid New Mexico driver's license appropriate for operating vehicles required of this position.
 3. Experience in operating heavy equipment.
 4. Ability to work with gas and electricity
 5. Knowledge and ability to operate welding equipment, drilling equipment, saws, and
-

typical metal working equipment.

6. Ability to operate vehicles and machinery necessary in this position.

7. Physical ability to do manual work for 8 hours per day.

8. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.

9. Work overhead, work in tight areas, work off of ladders, and work at floor level (on knees).

10. Hand/eye coordination, normal range of sight.

11. Ability to move and operate vacuums, buffers, and other custodial related equipment.

12. Work safely from ladders.

13. Any lifting that would require more than 30 pounds of dead weight should be done by at least two people, if at all possible.

SAFETY AND HEALTH REQUIREMENTS:

1. Proper posture is required to eliminate acute and chronic low back pain.

2. Wear protective devices such as back supports, eye wear, and non skid pads on shoes, as job conditions demand.

3. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.

4. Complete all required training.

5. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

1. Hand tools, equipment, chemicals, vacuums, buffers, ladders, platforms, tractors, fork-lift and materials particular to this trade skill.

2. Chemicals, material safety data sheets.

WORK ENVIRONMENT:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme hot of the summer, to comfortable building, to working outside in very cold temperatures. Work schedule will vary on a daily basis. Overtime will be assigned on an as need basis to take care of emergency situations.

TERM OF EMPLOYMENT:

Salary and work year to be established by the Board.

My signature verifies that the job description was reviewed with me and I understand and agree to the content of the job description.

Employee Signature

Date

Supervisor Signature

Date

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: OFFICE PERSONNEL

SUPERVISOR: Principal

GENERAL JOB DESCRIPTION: To assist administration, staff, and visitors in any way necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors and administrators.
2. Demonstrate ethical behavior
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do successfully to complete assigned work.
7. Project an over-all concern and personal appearance as it relates to job performance.
8. Perform usual office tasks to include, but not limited to: typing, filing, receiving, placing and routing phone calls, and correspondence.
9. Maintain and keep files current.
10. Assist with and type reports as directed.
11. Accounting and bookkeeping for student activity and booster accounts.
12. Gather, file and disseminate information as required.
13. Receipt and deposit activity and booster monies and keep a true and accurate accounting of all activity and booster accounts.
14. Ability to deposit money daily and understanding banking procedures.
15. Originate and account for Activity, Budget, and Booster purchase orders, originate and verify purchases from General Operational Budget, ability to review and knowledge of purchasing.
16. Receive visitors to the office and respond to their needs.
17. Contribute to the welfare and effectiveness of the Schools and District by adhering to high ethical standards of performance and interpersonal relationships.
18. Submit all leave request to Central Office.
19. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and or the superintendent.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Keep an accounting of and assist with fire drills, student insurance, faculty activity tickets, supply orders, supplementary textbook orders, and times sheets for support staff.
 2. Receipt and deposit yearbook monies and keep a true and accurate accounting of all yearbook sales.
 3. Be available to work odd hours.
 4. Utilize the computer for various programs; graduation, plays, NHS, etc.
-

5. Refer all medical emergencies to school nurse and follow district policies in administering medication.
6. Perform other tasks as may deemed appropriate and necessary by the immediate supervisor and/or the superintendent.

QUALIFICATIONS:

1. High school diploma or GED equivalency
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge of purchasing procedure
5. Demonstrated knowledge and skill of computer function and operation.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: PAYROLL SPECIALIST

SUPERVISOR: Business Manager

GENERAL JOB DESCRIPTION: Compiles payroll data to maintain payroll record by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Process all payroll checks and/or direct deposits.
 2. Complies with federal and state withholding and reporting requirements.
 3. Maintains security of payroll records and keeps all data in audit-ready requirements (W-4 forms, I-9 forms, and insurance forms).
 4. Calculates salaries based on annual contracts, hours and rates of pay for each employee and computes authorized deductions.
 5. Figures and tracks payroll expenses by employee and multi-cost center.
 6. Applies knowledge of tax laws related to payroll, i.e. overtime, tuition assistance, fringe benefits, and third party sick leave pay.
 7. Observes CIS's policies for bereavement leave, holiday pay, teachers' summer pay and catastrophic sick leave pay and vacation leave.
 8. Complete all payroll reports including pay period audits, monthly audits, yearly reports, deduction reports, etc.
 9. Responsible for establishing/implementing/maintaining procedures for gathering information necessary for the accurate and timely processing of payroll.
 10. Reconciles statements and periodic reports to request payments for insurance, retirement, Garnishments, levies, employee's quarterly Federal Tax Return (941), and other supplemental insurances etc.
 11. Coordinates sick pay with paid Worker's Compensation benefits.
 12. Calculate each employee's percentage of paid benefits and CIS's percentage of expense based on employee annual salary.
 13. Prepare reports for Bureau of Labor Statistics, New Mexico Workforce/TALX, Income Support Division, W-2 forms, Bureau of Census, any additional state agency, etc.
 14. Must be able to handle high-level of stress satisfactorily and be congenial with other employees, parents, students and outside agencies at all times.
 15. Prepare and assist in yearend close out of payroll records and updating of accrual schedules on yearly basis.
 16. Prepare the District W-2's and reconciliations
 17. Report to the New Hires Directory
 18. Update and maintain all changes for each employee
 19. Process District invoices for payment
 20. Initiate and approve Bank Wires
 21. Filing/clerical work for Payroll/Accounts Payable
-

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience. Specific knowledge of Personnel laws are required including but not limited to, FMLA, FLSA, etc. preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages, and decimals. Ability to compute hourly rates and percentages.

REASONING SKILLS: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS: Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products (Word, Excel, Access, PowerPoint), Accounting software, and other programs as required.

CONTINUING EDUCATION REQUIREMENT: To continue to perform this job successfully, an individual must obtain at least 16-hours of continuing education specific to the Payroll function.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies, usually quiet.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: PLANT SUPERVISOR

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: To supervise all custodial staff and work they are assigned, to provide a clean, safe and attractive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Carry out assignments and instructions from supervisor in a competent and efficient manner.
9. Assign custodians in the most efficient manner to all facilities and work shifts.
10. Supervise all custodians, day and evenings crews.
11. Establish cleaning standards for all custodial staff to meet.
12. Inspect work by all staff members on a regular basis, and provide written copies of the inspections to staff involved.
13. Provide supervision and guidance to all custodial staff.
14. Provide a comprehensive training program for custodial staff.
15. Provide documentation and reports as appropriate.
16. Assign custodial staff for after hour building use in an equitable manner.
17. Collaborate with building principals to determine building cleaning needs.
18. Recommend products to be purchased and stocked.
19. Prepare specifications for equipment, materials, and supplies.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
 2. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.
 3. Account for supplies, materials, and equipment as required.
 4. Complete records and reports as required in a timely manner, many deadlines to meet.
 5. Maintain facilities security.
 6. Respond to calls during off duty hours when staff need help or vandalism reports.
 7. Mechanical ability to trouble shoot and repair vacuum cleaners, buffers and other electrically powered custodial work.
 8. Ability to teach subjects relating to custodial work.
 9. Other tasks as may be deemed appropriate by the supervisor(s).
-

QUALIFICATIONS:

1. High school diploma or GED, preferred.
2. Post secondary educational experience preferred
3. Word processing knowledge preferred.
4. Successful experience in custodial services.
5. Possess a valid New Mexico Drivers License appropriate for operating vehicles of the size required of this position.
6. Ability to supervise many people and maintain positive atmosphere.
7. Prior supervisory experience preferred.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladders, and work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers, and other custodial related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 30 pounds of dead weight should be done by at least two people, if at all possible.
8. Ability to move furniture.

SAFETY AND HEALTH

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Wear protective devices such as back supports, eye wear, and non skid pad shoes, as job conditions demand.
3. Read, observe, and understand an precautions and proper methods of handling chemicals, equipment, tools and materials.
4. Complete all required training.
5. Knowledge of universal hygiene precautions.

EQUIPMENT /MATERIAL HANDLED:

1. Hand tools, equipment, chemicals, vacuums, buffers, ladders, platforms, and materials particular to this trade skill.
2. Chemicals, material safety data sheets, Work vehicle, material handling equipment, ladders, and work platforms.

WORK ENVIRONMENT:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working

outside in the extreme hot of the summer, to comfortable building, to working outside in very cold temperatures. Work schedule will vary on a daily basis. This position requires the individual devise his/her own schedule so as to provide adequate supervision to all custodial staff.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: PRINCIPAL

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: The principal will use leadership, supervisory and administrative skills to promote the educational development of each student.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources, for which he/she is responsible, including personnel, finances, facilities program and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board Policies and administrative regulations.
8. Facilitate the planning and development of curriculum and instructional goals for school, staff and students.
9. Monitor and facilitate the progress of programs toward established goals.
10. Use supervision, staff development, and performance evaluation to improve the instructional process of the school. To do this, the principal follow procedures consistent with the state and local Teacher Performance Evaluation Plan.
11. Manage the resources of the school including personnel, finances, and facilities.
12. Stay current with the new school programs and practices through training and educational literature.
13. Comply with all school board policies and administrative regulations.
14. Complete required reports and communications throughout the year.
15. Participate in the hiring of new staff members.
16. Develops positive public relations with community members, parents, staff and students.
17. Encourages the acceptance of diversity.
18. Assists with the resolution of conflicts and stress.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervise all staff attached to the school
 2. Supervise all other resource and service personnel while functioning in assigned school.
-

3. Form and meet with or appoint individuals to meet with all committees (SAT, PAC, etc.)
in a consistent and timely manner.
4. Supervise extra curricular activities.
5. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.

QUALIFICATIONS:

1. A Master's Degree
2. A valid New Mexico Administrative License as required by the State of New Mexico
3. Five years of experience in public school administration and supervision and/or teaching
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: PURCHASING SPECIALIST

SUPERVISOR: Business Manager

GENERAL JOB DESCRIPTION: Compiles purchasing data to maintain purchasing records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position exists to perform the following functions. Other duties may be assigned.

1. Monitors changes in New Mexico law and policies, and recommends revisions and/or additions to purchasing and related policies and procedures.
 2. Insures compliance with State and Board policies in purchasing including obtaining all necessary approvals prior to purchase.
 3. Monitors processing of purchasing transactions to ensure timely support to departments and timely payments of vendors.
 4. Responsible for creating new vendor records including obtaining necessary Form W-9 information and issuing applicable Non-taxable Transaction Certificates.
 5. Responsible for preparation and filing of all Form 1099's.
 6. Responsible for monitoring and reconciling all encumbrances during the fiscal year.
 7. Calculates necessary per diem rates for traveling employees and students as necessary.
 8. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
 9. Prepares purchase order or bids, process specifications, test and progress reports, and other exhibits that may be required.
 10. Review bids from other firms for conformity to contract requirements and forwards acceptable bids to business manager.
 11. Administers contracts including final approval of payment.
 12. Advises administrative departments of contractual rights and obligations.
 13. Compiles data for preparing estimates and recommendations.
 14. Maintains contract, procurement records such as items or services purchased, costs, delivery, product quality or performance.
 15. Negotiates contract with customer or bidder and processes purchase requisitions within budgetary limitations and scope of authority.
 16. Requests appropriate approval for amendments or extensions of contracts.
 17. Reviews all correspondence concerning contractors and contractor status and responds as necessary or forwards correspondence to business manager.
 18. Establishes and maintains contact with contractors to ensure the smooth working of the contract awarding process.
 19. Discusses defective or unacceptable goods or service with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
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20. Employee must be able to handle medium levels of stress satisfactorily and be congenial with other employees, parents, students, and outside agencies at all times.
21. Gets Purchase Orders together for Accounts Payable payment.
22. Monitors bank accounts daily for ACH deposits.
23. Enters Leave
24. Dock's
25. Statements – reconciliations
26. RFR – Initiates
27. Receipting
28. Initiating wires
29. Utilities – School Dude

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma or equivalent; one to two years related experience and/or training; or equivalent combination of education and experience. Specific knowledge of State purchasing laws is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages, and decimals.

REASONING SKILLS: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS: Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products (Word, Excel, Access, PowerPoint) and ability to be proficient in other programs as required.

CONTINUING EDUCATION REQUIREMENT: To continue to perform this job successfully, an individual must obtain at least 16-hours of continuing education specific to the Purchasing function.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle, or feel, reach with hands and arms, and speak and listen. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: SCHOOL BOARD SECRETARY

SUPERVISOR: Superintendent/School Board

GENERAL JOB DESCRIPTION: To establish and maintain accurate and complete school district records and well-documented business transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Complete assignments as requested by the Board of Education.
2. Understand the priorities of the board.
3. Meet the board's quality expectations.
4. Handle details for the board.
5. Respond to special efforts required by the board.
6. Responds to the day-to-day priorities determined by the board.
7. Assists the board in meeting its goals
8. Understands, appreciates and is sensitive to the entire school district's corporate culture.
9. Modifies personal schedules to meet the needs of the board.
10. Demonstrates dedication to the school district's mission and goals.
11. Communicates frequently with those needing assistance.
12. Anticipates and attends to the tasks inherent in the board secretary's role (i.e. attendance at all Board of Education meetings, record minutes of these meeting and compile final draft of said minutes).
13. Comply with confidentiality requirements.
14. Understand the internal and external organizational relationships of the board.
15. Interact in a positive and professional manner.
16. Demonstrate self-discipline.
17. Possess communication, negotiation and mediation skills.
18. Be discrete, diplomatic, active and listen attentively.
19. Take notes and write well.
20. Organize people and tasks.
21. Coordinate and set priorities.
22. Research the School Code and other educational legal and technical terminology.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma or equivalent.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business governmental regulations. Ability to write minutes, agendas, and general correspondence. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS: Ability to operate a personal computer; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office Word and other programs as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies, usually quiet.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: HOME SCHOOL LIAISON

SUPERVISOR: Principal or designee

GENERAL JOB DESCRIPTION: The School Liaison develops positive working relationships among parents, school staff, and community agencies to enhance student achievement, promote student attendance, and increase student responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Be able to communicate well with parents, community member and school personnel.
2. Have extensive knowledge and involvement with the school area community and with adults in general and parents in particular.
3. Demonstrate the ability to work well with community at large, including parents and students.
4. Use computers and/or electronic equipment to fulfill job functions.
5. Hold and maintain a valid driver's license with no violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively both orally and in writing.
9. Translate written and/or verbal communications for the purpose of keeping parents informed of matters concerning the education of their children.
10. Conduct home visits for the purpose of monitoring concerns identified by the site administration.
11. Assist schools in involving parents in the activities of children.
12. Perform other duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED equivalency.
2. Possess good oral and written communication skills.
3. Demonstrates correct English usage, grammar, spelling, punctuation, and vocabulary.
4. Knowledge of CPR and first aid techniques.
5. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
6. Desire to continue career improvement.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, climbing, squatting, kneeling, and moving light furniture may be required. Must be able to climb stairs and use a small stepladder.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Predator Identification Training

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT

SUPERVISOR: Director of Special Education

GENERAL JOB DESCRIPTION: To assure the smooth and efficient operation of the Special education offices so that the maximum positive impact on the education of children can be realized.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Make reports that may be required.
6. Contribute to the welfare and effectiveness of the Administration office by adhering to high ethical standards of performance and interpersonal relationships.
7. Enter special education data in ADS system.
8. Schedule and track IEP's
9. Make contact with-out-of district schools to collect data from previous diagnostic reports and IEP's for proper placement in Special Education programs.
10. Receiving station for all Special Education transfer of records.
11. Liaison for districts outside, to contact for records to be sent to them on transfer students.
12. Know what to do successfully to complete assigned work.
13. Maintain and keep files current.
14. Assist with and type reports as directed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Perform the usual office routines and practices associated with an office including, but not limited to: answering the telephone, filing, typing, and copying materials.
 2. Maintain and adjust the equipment inventory as is required.
 3. Order, receive, and distribute materials and equipment as directed.
 4. Order, receive, and distribute test materials as directed.
 5. Make contact with out-of-district schools to collect data from previous diagnostic reports, and IEP's for proper placement in Special Education programs. Receiving station for all Special Education transfer of records.
 6. Liaison for districts outside, to contact for records to be sent to them on transfer students.
 7. Perform other tasks as may deemed appropriate and necessary by the immediate supervisor and/or the superintendent.
 8. Other duties as assigned.
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QUALIFICATIONS:

1. High School Diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skill of computer function and operation.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: COORDINATOR OF SPECIAL EDUCATION

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: The Coordinator of Special Education shall assist in the planning, development, coordination and management of all special education programs, services, budgets and personnel as appropriate and shall support the District's compliance with state and federal regulations governing the delivery of services to students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
 2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
 3. Communicate accurately and effectively.
 4. Use supervision, staff development, and performance evaluation to improve the program of the district.
 5. Demonstrate leadership.
 6. Comply with all School Board policies and administrative regulations.
 7. Work cooperatively with building administration and staff in planning, implementing and managing programs and services for student disabilities.
 8. Ensure that all students with disabilities in the Cuba Schools are provided a free and appropriate public education through the provision of instructional programs, and related services.
 9. Assist the Superintendent in the recruitment, and employment of properly licensed personnel as required to provide services to students with disabilities consistent with their IEP's.
 10. Conduct on-going assessment to identify needs within the district for use in planning of budgets and programs.
 11. Assist in developing policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
 12. Assist with performance evaluations for staff assigned to the special education office.
 13. Coordinate staff development opportunities as appropriate to enable staff to better serve the needs of special education students.
 14. Coordinate the delivery of homebound services when recommended through the IEP process.
 15. In cooperation with building administrator, staff, parents, and community assist with on-going evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
 16. Cooperate with the transportation department in planning and delivery of services to students whose IEP's require such.
 17. Establish and maintain on-going communication with the administration and regular/special education staff.
-

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Such other tasks as deemed appropriate by the supervisor(s).

QUALIFICATIONS:

1. A Master's degree
2. A valid New Mexico administrative license preferred.
3. A minimum of five years of public school experience in at least one area of special education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

APPOINTMENT:

The Coordinator of Special Education shall be recommended by the Superintendent.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: EDUCATIONAL ASSISTANT SPECIAL EDUCATION

SUPERVISOR: Teacher/Principal

GENERAL JOB DESCRIPTION: To provide opportunities for the teacher to attend to the individual needs of students. To provide assistance in preparing our students academically, socially, and physically to become positive, productive participants in the 21st century.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Communicate effectively both verbally and in writing.
5. Assist licensed personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness in school environment.
8. Assist with supplementary work for students and, supervise independent study in the school environment.
9. Use current technology for instructional management needs.
10. Assist licensed personnel with student discipline.
11. Assist in maintaining students' involvement in appropriate tasks.
12. Provide assistance with individualized program materials.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Work under supervision of certified teacher(s), prepare for classroom activities.
 2. Work with small groups of students to reinforce material initially introduced by the teacher.
 3. Assist individual children in need of special attention.
 4. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
 5. Set up audiovisual equipment as directed.
 6. Assist in drill work.
 7. Assist with reading and/or storytelling.
 8. Assist small groups of students in the library and other settings.
 9. Participate in in-service training programs.
 10. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
 11. Model acceptable social skills in working with students, teachers, parents and supervisors.
 12. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
 13. Respond to the unique needs of the special education student.
-

14. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

QUALIFICATIONS:

1. High School diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level I Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: TEACHER

SUPERVISOR: Principal

GENERAL JOB DESCRIPTION: The teacher will provide guidance and instructional experiences that are academically and developmentally appropriate for each student assigned to that classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Communicate accurately and effectively in the content area and maintain a professional rapport with students.
 2. Obtain feedback from and communicate with students in a manner which enhances student learning and understanding. Utilize a variety of teaching methods and resources for each area taught.
 3. Encourage the development of student involvement, responsibility, and critical thinking skills.
 4. Manage the classroom to ensure the best use of instructional time.
 5. Create an atmosphere conducive to learning, self-discipline.
 6. Follow board policies and administrative rules and regulations.
 7. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills, and use of standard English.
 8. Manage time appropriately.
 9. Cooperate with administration, parent, and co-workers.
 10. Create a positive atmosphere and arrange the physical environment of the classroom for optimum learning.
 11. Prepare for instruction and show written evidence of preparation.
 12. Take precautions to protect equipment, materials, and facilities.
 13. Maintain accurate and complete records as required by the school district, and reports progress or lack thereof to parents in a timely manner
 14. Attend and participate in faculty meetings.
 15. Complete duties (hall, bus, etc.) as assigned.
 16. Leave adequate preparations for a substitute when necessary.
 17. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
 18. Encourage cooperation among students.
 19. Maintain student involvement in appropriate tasks.
 20. Use and apply appropriate conflict resolution skills.
 21. Demonstrate public relations skills.
 22. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
 23. Adapt the curriculum to meet the needs of individual students.
 24. Use current technology for instruction and management purposes.
 25. Use diagnostic data to improve instructional programs.
 26. Select, use, and interpret evaluation data.
 27. Is available to parents, students, administration, and peers outside the school day, if needed.
 28. Attend extra- curricular activities.
-

29. Spend time beyond the school day grading, and recording papers, planning instruction, etc.
30. Report suspected child abuse and neglect.
31. Is responsible for students on field trips.
32. Act as a good role model within the context of the school.
33. May supervise educational assistants. Practicum students, student teachers, and high school vocational lab students.
34. Develop and use community and professional resources.
35. Understand and apply learning theories.
36. Accept other responsibilities as deemed necessary by the supervisor.

QUALIFICATIONS:

1. A bachelor's degree Experience as a secretary or equivalent work.
2. A valid New Mexico teaching license with endorsements as needed. Demonstrated knowledge and skill of computer function and operation; typing, accounting and other related skills.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: TRANSPORTATION SUPERVISOR

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: The Director/Coordinator of Transportation will administer a safe and efficient transportation program so that students may enjoy the fullest possible advantage from the district's curricular and extracurricular program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
 2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
 3. Communicate accurately and effectively.
 4. Use supervision, staff development, and performance evaluation to improve the program of the district.
 5. Demonstrate leadership.
 6. Demonstrate an understanding of political theory.
 7. Comply with all School Board policies and administrative and Public Education Department regulations.
 8. Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
 9. Prepare bus routes for all public schools in the district in cooperation with local contractors, and the Superintendent.
 10. Prepare and update bus schedules for all public schools, in the district, in consultation with the local contractors, and the Superintendent.
 11. Recruit, train, and supervise all district owned fleet transportation personnel, and make recommendations on their employment, transfer, promotion, and release.
 12. Maintain all district-owned equipment, and develop plans for preventive maintenance.
 13. Prepare and administer the district transportation budget, in coordination with the Superintendent.
 14. Prepare transportation reports in order that monthly payroll may be developed.
 15. Authorize transportation purchases in accordance with budgetary limitations and district rules.
 16. Maintain safety standards in conformance with state, and insurance regulations, and develop an accident prevention program.
 17. Cooperate with school principals, and others responsible for planning special school trips.
 18. Take an active role in solving discipline problems occurring on school buses, in conjunction with school principals, and/or sponsors.
 19. Develop recommendations for future equipment and personnel needs.
 20. Act as liaison with parents for complaints and special requests.
-

21. Conform with all state laws and regulations, regarding school, and activity transportation.
22. Prepare and submit all reports required by state authorities in coordination with the Superintendent.
23. Advise Superintendent on road hazards for decision on school closing during inclement weather.
24. Attend appropriate committee and staff meetings.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Prepare annual in-service programs for staff.
2. Other tasks as may be deemed necessary by the immediate supervisor(s).

QUALIFICATIONS:

1. High school diploma or GED equivalent.
2. Four years experience in transportation preferred.
3. Two years supervisory experience preferred.
4. Experience with a school district in some capacity preferred.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

The Transportation Supervisor could be expected to perform and or all the following to fulfill the physical requirements of the position. Standing, driving, sitting, bending, stooping, kneeling, lifting, reaching, carrying, crawling, stretching, pulling, pushing, tugging, squatting climbing ladders. Work overhead, work in tight areas, work off of ladders, and work at floor level (on knees). Lifting from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Must pass drug test.
3. Knowledge and awareness of OSHA regulations.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology. The following materials are handled: gasoline, oil, diesel fuel, transmission fluid, and gear lubricants.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to organize and supervise employees during inclement weather.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: SUPERINTENDENT OF SCHOOLS

SUPERVISOR: Board of Education

GENERAL JOB DESCRIPTION: The Superintendent will coordinate and execute all Board policies and recommend changes in policies to improve the system and its educational service to the pupils, teachers, and community. Will be responsible for the general welfare of students and teachers. Will be responsible for the efficient administration and supervision of the entire school system. Will share in the development, application, and interpretation of school and administrative policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
2. Communicate accurately and effectively.
3. Use supervision, staff development, and performance evaluation to improve the program of the district.
4. Demonstrate leadership.
5. Demonstrate an understanding of political theory.
6. Comply with all school Board policies and administrative regulations.
7. Serve as the immediate supervisor of the assistant superintendent, all administrators, coordinators, the athletic director and the maintenance director.
8. Sign all letters of employment
9. Will hire, demote, transfer, or dismiss personnel in accordance with the policies of the Board and Public Education Department.
10. Be informed by attending educational conferences and by participating in professional and instructional workshops.
11. Keep the Board informed as to educational trends, progress of the instructional program, and the general condition of the school organization.
12. Attend all meeting of the Board of Education; expect that part of a meeting when his/her own employment is under consideration.
13. Have the right to make recommendations to the Board.
14. Present a school calendar indicating the opening and closing days of schools, vacation dates, and teachers' meetings.
15. Make decisions when school is to be dismissed for bad weather conditions.
16. Maintain an instructional program to extend from the three and four year old level through the twelfth grade which will be broad and varied enough to meet the educational needs of all educable pupils as defined by state lay and as being the responsibility of the district.
17. Maintain a program of special education for exceptional children as is generally provided for and in accordance with policies and plans of the Public Education Department reflecting the needs of the pupils of the district.
18. Develop an organization chart, in concert with the Board, which assigns responsibilities to the superintendent and staff in definite, but broad general terms.

- 1 19. In cooperation with the Board, appraise and evaluate the results of the educational
2 process.
- 3 20. Sign contracts
- 4 21. Take an active part in school and community affairs.
- 5 22. Keep the staff updated with current information necessary for them to keep the schools
6 operating efficiently.
- 7 23. Responsible for good public relations with the community and media.
- 8 24. Responsible for developing the agendas for all Board meetings.
- 9 25. Responsible for developing resolutions for all Board elections, such as bond elections,
10 mill levy elections, and Board member elections.
- 11 26. Responsible for management of Administrative Council meetings.
- 12 27. Perform, in addition to the above duties, such other duties as may be required by the
13 Board.
- 14

15 ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 16 1. Will be indirectly responsible for all personnel.
- 17 2. Responsible for the selection and assignments of all school employees.
- 18 3. Responsible for the business management of the schools.
- 19 4. Responsible for the maintenance of school plant.
- 20 5. Responsible for all equipment.
- 21 6. Responsible for the coordination and supervision of the educational program.
- 22

23 QUALIFICATIONS:

- 24 1. A Master's Degree
- 25 2. A valid New Mexico Administrative License as required by the State of New Mexico
- 26 3. Five years of experience in public school administration and supervision and/or teaching
- 27 4. Demonstrate, by suitable experience, that he/she is capable of leading a staff and
28 community in a continuous program of school improvement.
- 29 5. Such alternatives to the above qualifications as the Board may find appropriate and
30 acceptable.
- 31

32 PHYSICAL REQUIREMENTS:

33 Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and
34 moving light furniture may be required.

36 SAFETY AND HEALTH:

- 37 1. Knowledge of universal hygiene precautions.
- 38

39 EQUIPMENT/MATERIAL HANDLED:

40 Must know how to properly operate or be willing to learn to operate all multi-media
41 equipment including current technology.

43 WORKING ENVIRONMENT:

44 Must be able to work within various degrees of noise, temperature, and air quality.
45 Interruptions of work are routine. Flexibility and patience are required. Must be self-
46 motivated and able to complete job assignments without direct supervision. After hour
47 work may be required. May make site or home visits when needed and appropriate.

1 **TERMS OF EMPLOYMENT:**
2 Salary and work year to be established by the Board.

3
4 I have reviewed and agree to the above job description:

5
6 Signature: _____ Date: _____

7
8 Supervisor: _____ Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: TECHNOLOGY SPECIALIST/COORDINATOR

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: Coordinate, organize and facilitate the effective utilization of instructional technology within the school setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Incorporate principals of the district technology plan into the development of the school technology plan.
2. Develop and coordinate implementation of the school technology plan.
3. Provide for on-going evaluation of the school technology plan and make program modifications as needed.
4. Design, coordinate and provide instructional technology in-service opportunities for school based personnel.
5. Contribute to the design of the integration of technology into schools curriculum.
6. Establish an environment which promotes utilization of lab, encourages creative and independent use of instructional technology throughout the school.
7. Contribute to student's development of skills in the use of instructional technology resources.
8. Assist educators in planning for the use and integration of technology in the instructional program.
9. Model effective uses of appropriate instructional technology in the classroom and the school computer lab.
10. Provide technical assistance to facilitate the use of technology-based communication networks by school educators.
11. Provide technical assistance to facilitate the implementation of existing and future media technologies such as laser disks, interactive video, CD-ROM, etc. in the school.
12. See educator and student participation in selection and evaluation of technology materials and equipment to support instructional objectives.
13. Assist in the implementation of standard inventory and repair procedures for technology resources.
14. Participating in study and training as necessary to update knowledge of technology in education.
15. Serve as chairperson of district technology committees for the development of activities, training materials, and program to disseminate technology information and promote cooperation among schools.
16. Recommend budget requirements for an effective school technology plan.
17. Provide technical assistance on uses of computers to staff, school and sites.
18. Participate in training to enhance technology education.
19. Update personal technological knowledge and skills.
20. Work with a grant writing team to establish alternative funding for technology.
21. Maintenance and manage of the school file server and local network system and wide area networks.
22. Develop/modify staff development programs and materials to meet specific school needs related to the instructional use of computers.

- 1 23. Act as a resource to all school personnel.
- 2 24. Maintain and update the technology inventory records.
- 3 25. Preview, evaluate, and recommend software and hardware purchases.
- 4 26. Develop a backup plan to implement in the absence of technology specialist.
- 5 27. All other duties as assigned by the Superintendent or designee.

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7

QUALIFICATIONS:

- 8 1. A bachelor's degree, masters in technology or related experience preferred.
- 9 2. A valid New Mexico license with endorsements as needed (preferred).
- 10 3. Such alternatives to the above qualifications as the Board may find appropriate and
- 11 acceptable.

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PHYSICAL REQUIREMENTS:

14 Sitting, standing, lifting and carrying (up to 40 pounds) reaching, squatting, kneeling, and
15 moving light furniture may be required.

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17

SAFETY AND HEALTH:

- 18 1. Knowledge of universal hygiene precautions.

19
20

EQUIPMENT/MATERIAL HANDLED:

21 Must know how to properly operate or be willing to learn to operate all multi-media
22 equipment including current technology.

23
24

WORKING ENVIRONMENT:

25 Must be able to work within various degrees of noise, temperature, and air quality.
26 Interruptions of work are routine. Flexibility and patience are required. Must be self-
27 motivated and able to complete job assignments without direct supervision. After hour
28 work may be required. May make site or home visits when needed and appropriate.

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TERMS OF EMPLOYMENT:

31 Salary and work year to be established by the Board.

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I have reviewed and agree to the above job description:

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Signature: _____ Date: _____

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Supervisor: _____ Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: HEAD COACH-All Cuba High School Sports

SUPERVISOR: Athletic Director

GENERAL JOB DESCRIPTION: The Head Coach will establish and maintain an athletic program of the highest caliber in the sport(s) to which they are assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help each participating student achieve a high level of skill, an appreciation for the values of discipline, teamwork, and sportsmanship, and an increased level of self-esteem.
2. Assist with screening, employment, supervising and assignment of assistant coaches in his/her major sport.
3. Responsible for the scouting program of assigned sport.
4. Responsible for monitoring, representing, and having a working relationship with radio, television, print media, and booster clubs.
5. Responsible for helping represent the district in his/her major sport.
6. Responsible for a coordinated program, in cooperation with the Athletic Director, in grades 7-12 in his/her major sport.
7. Responsible for monitoring effective working relationship with middle school coaches in his/her major sport.
8. Supervise the overall program to which the head coach is assigned in cooperation with the Athletic Director and the Principal.
9. Coach individual participants in the skills necessary for excellent achievement in the activity involved.
10. Plan and schedule a regular program of practice in season.
11. Work closely with the Athletic Director in scheduling interscholastic contests.
12. Monitor the response to all rules and regulations in all activities to which they are assigned responsibilities.
13. Recommend purchase of equipment, supplies, and uniforms as is appropriate.
14. Maintain necessary attendance forms, proof of insurance records, physical records, code of ethics, parent permission forms, and similar paper work.
15. Oversee the safety condition of the facility or area in which assigned sport and/or activity is conducted at all times that students are present.
16. Establish additional performance criteria for eligibility in interscholastic competition in his/her sport and or activity.
17. Enforce discipline and sportsmanship behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
18. Attend to the academic classroom work which may be assigned using acceptable methodology and techniques of teaching.
19. Prepare and submit to the athletic office:
 - A. A list of all athletes participating in your program at least two weeks before the first contest (for eligibility purposes).
 - B. A list of letterman in your program at the end of the season. (Requirements for lettering are determined by each head coach in their particular sport).
 - C. A complete inventory of equipment at the end of the season.

- 1 20. Compile and distribute to all faculty members, assistant principals, and attendance office,
2 a list of athletes that are to be excused from school on each road trip.
- 3 21. On all road trips, call transportation 2-3 days in advance to confirm the date and time or
4 your scheduled departure.
- 5 22. Provide a safe keeping for valuable during practice and game time.
- 6 23. See that all athletes under his/her jurisdiction are well informed as to all athletic
7 eligibility rules and regulations.
- 8 24. Limit the time athletes will be out of school to a minimum.
- 9 25. See that no student in his/her program participates in more than the maximum number of
10 games/contest that is permitted.
- 11 26. Be knowledgeable of rules and regulations regarding his/her sport as presented in the
12 NMAA handbook.
- 13 27. When serving in the capacity as a representative of the Cuba School System, conduct
14 him/herself in a manner that will not cause any embarrassment to the team, school or
15 community.
- 16 28. To demand the same expectation of all his/her assistant coaches.

17
18 NOTE: While many of the aforementioned responsibilities may be delegated to an assistant
19 coach, it remains the head coach's responsibility to see that his/her program is in total
20 compliance.

21
22 **QUALIFICATIONS:**

- 23 1. A Bachelor's degree preferred
- 24 2. A New Mexico Teaching license with a coaching endorsement.
- 25 3. Five years experience in teaching preferred.
- 26 4. Demonstrated interest and aptitude for performing the task(s) of Head Coach.
- 27 5. Such alternatives to the above qualifications as the Board may find appropriate and
28 acceptable.

29
30 **PHYSICAL REQUIREMENTS:**

31 Helpful (but not required) if the coach is able to demonstrate the appropriate skills and
32 techniques to be used by athletes to participate in their particular sport(s). Sitting,
33 standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving
34 light furniture may be required.

35
36 **SAFETY AND HEALTH:**

- 37 1. Knowledge of universal hygiene precautions.
- 38 2. Knowledge and training in first aid procedures should be required for handling athletic
39 related injuries.

40
41 **EQUIPMENT/MATERIAL HANDLED:**

42 Must know how to properly operate or be willing to learn to operate all multi-media
43 equipment including current technology.
44 Must know how to operate whirlpools, weigh machines, and sports aid equipment.

45
46 **WORKING ENVIRONMENT:**

47 Must be able to work within various degrees of noise, temperature, and air quality.
48 Interruptions of work are routine. Flexibility and patience are required. Must be self-
49 motivated and able to complete job assignments without direct supervision. After hour
50 work may be required. May make site or home visits when needed and appropriate.
51 Work surfaces will vary from concrete to grass to hard wood floors.

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TERMS OF EMPLOYMENT: As per salary schedule

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

1 **CUBA INDEPENDENT SCHOOLS**
2 **JOB DESCRIPTION**
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4

5 POSITION: TECHNOLOGY ASSISTANT
6

7 SUPERVISOR: Technology Coordinator
8

9 GENERAL JOB DESCRIPTION: Install and support hardware/software within the Cuba
10 School District
11

12 **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 13 1. Respond to and complete work orders submitted to our district's technology help desk.
- 14 2. Order and purchase all hardware/software needs for the district.
- 15 3. Perform a daily data backup of network servers and district databases.
- 16 4. Work cooperatively with colleagues, supervisors, and administrators.
- 17 5. Demonstrate ethical behavior.
- 18 6. Enforce district policies regarding technology related issues (software piracy, internet
19 policies, etc.....)
- 20 7. Maintain, install, upgrade and support educational and administrative software.
- 21 8. Must be able to communicate accurately and effectively.
- 22 9. Responsible for maintaining and supporting district wide hardware including, computers,
23 printers, phones, fax machines, servers, copiers, scanners, projectors, network
24 connectivity.
- 25 10. Maintain documentation of completed technology work orders and purchases.
- 26 11. Attend trainings to stay updated on current technology.
- 27 12. Engage in self development.
- 28 13. Follow district policies and administrative rules and regulations.
- 29 14. Provide technical assistance to facilitate the implementation of existing and future media
30 technologies such as laser disks, interactive video, CD-ROM, etc.... in the district.
- 31 15. Assist in the implementation of standard inventory and repair procedures for technology
32 resources.
- 33 16. Act as a resource to all school personnel.
34

35 **QUALIFICATIONS:**

- 36 1. Associates degree in technology and related experience preferred
- 37 2. A+ certification and MCSE certifications preferred
38

39 **PHYSICAL REQUIREMENTS:**

- 40 1. Sitting, standing, lifting and carrying (up to 80 lbs), reaching, squatting, kneeling and
41 moving computers, printers and furniture required.
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SAFETY AND HEALTH:

- 1. Knowledge of universal hygiene precautions

EQUIPMENT/MATERIAL HANDLED:

- 2. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site of home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the board.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

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2 **CUBA INDEPENDENT SCHOOLS**
3 **JOB DESCRIPTION**
4

5 POSITION: RECEPTIONIST AT CENTRAL OFFICE
6

7 SUPERVISOR: Superintendent's Secretary
8

9 GENERAL JOB DESCRIPTION: Greet incoming visitors courteously, determine their needs,
10 and direct or escort them to the proper person or place.
11

12 **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 13 1. Work cooperatively with colleagues, supervisors, and administrators.
- 14 2. Demonstrate ethical behavior
- 15 3. Engage in self development
- 16 4. Follow district policies and administrative rules and regulations.
- 17 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
- 18 6. Know what to do successfully to complete assigned work.
- 19 7. Project an over-all concern for personal appearance as it relates to job performance.
- 20 8. Receive all incoming telephone calls and direct calls to the appropriate person.
- 21 9. Report immediately the presence of any visitor presenting unusual behavior.
- 22 10. Type material from rough drafts or corrected copy; proofread materials.
- 23 11. Receive all mail for Central Office Staff, distribute to the appropriate person.
- 24 12. Open and sort business office mail.
- 25 13. Contribute to the welfare and effectiveness of the Administration Office by adhering to
26 high ethical standards of performance and interpersonal relationships.
- 27 14. Maintain a daily calendar of events and schedule of all meetings in the Administration
28 Office building.
- 29 15. Take complete and accurate messages for any personnel when needed.
- 30 16. Maintain complete and current listings of all school personnel and their telephone
31 numbers.
- 32 17. Have available any pertinent school information for the school personnel, and public such
33 as insurance forms, school board meetings, free or reduced lunch forms, and employment
34 applications.
- 35 18. Distribute employee pay checks.
- 36 19. Enter information on computer for weekly school calendar
- 37 20. Maintain an orderly receptionist area.
38

39 **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 40 1. Attend secretarial workshops when available
41

42 **SAFETY AND HEALTH:**

- 43 1. Knowledge of universal hygiene precautions.
44

45 **EQUIPMENT/MATERIAL HANDLED:**

46 Must know how to properly operate or be willing to learn to operate all multi-media
47 equipment including current technology.
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1 **WORKING ENVIRONMENT:**

2 Must be able to work within various degrees of noise, temperature, and air quality.
3 Interruptions of work are routine. Flexibility and patience are required. Must be self-
4 motivated and able to complete job assignments without direct supervision. After hour
5 work may be required.
6

7 **TERMS OF EMPLOYMENT:**

8 Salary and work year to be established by the Board.
9

10 I have reviewed and agree to the above job description:

11

12 Signature: _____ Date: _____

13

14 Supervisor: _____ Date: _____

1 CUBA INDEPENDENT SCHOOLS
2 JOB DESCRIPTION
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5 POSITION: SECRETARY TO THE HIGH SCHOOL PRINCIPAL
6

7 SUPERVISOR: Principal
8

9 GENERAL JOB DESCRIPTION: To assist administration, staff, and visitors in any way
10 necessary with maximum attention devoted to the High School Principal.
11

12 ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 13 1. Work cooperatively with colleagues, supervisors and administrators.
- 14 2. Demonstrate ethical behavior
- 15 3. Engage in self development.
- 16 4. Follow district policies and administrative rules and regulations.
- 17 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
- 18 6. Know what to do successfully to complete assigned work.
- 19 7. Project an over-all concern and personal appearance as it relates to job performance.
- 20 8. Perform usual office tasks to include, but not limited to: typing, filing, receiving, placing
21 and routing phone calls, and correspondence.
- 22 9. Maintain and keep files current.
- 23 10. Assist with and type reports as directed.
- 24 11. Accounting and bookkeeping for student activity and booster accounts.
- 25 12. Gather, file and disseminate information as required.
- 26 13. Receipt and deposit activity and booster monies and keep a true and accurate accounting
27 of all activity and booster accounts.
- 28 14. Ability to deposit money daily and understanding banking procedures.
- 29 15. Originate and account for Activity, Budget, and Booster purchase orders, originate and
30 verify purchases from General Operational Budget, ability to review and knowledge of
31 purchasing.
- 32 16. Receive visitors to the office and respond to their needs.
- 33 17. Contribute to the welfare and effectiveness of the High School and District by adhering to
34 high ethical standards of performance and interpersonal relationships.
- 35 18. Submit all leave request to Central Office.
- 36 19. Other tasks as may be deemed appropriate and necessary by the immediate supervisor
37 and or the superintendent.

38
39 ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 40 1. Keep an accounting of and assist with fire drills, student insurance, faculty activity
41 tickets, supply orders, supplementary textbook orders, and times sheets for support staff.
- 42 2. Receipt and deposit yearbook monies and keep a true and accurate accounting of all
43 yearbook sales.
- 44 3. Be available to work odd hours.
- 45 4. Utilize the computer for various programs; graduation, plays, NHS, etc.
- 46 5. Refer all medical emergencies to school nurse and follow district policies in
47 administering medication.
- 48 6. Perform other tasks as may deemed appropriate and necessary by the immediate
49 supervisor and/or the superintendent.
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QUALIFICATIONS:

- 1. High school diploma or GED equivalency
- 2. Experience as a secretary or equivalent work.
- 3. Demonstrated knowledge of basic office procedure.
- 4. Demonstrated knowledge of purchasing procedure
- 5. Demonstrated knowledge and skill of computer function and operation.
- 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

- 1. Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

1
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3 CUBA INDEPENDENT SCHOOLS
4 JOB DESCRIPTION
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7 POSITION: SECRETARY TO THE ATHLETIC DIRECTOR

8
9 SUPERVISOR: Athletic Director

10
11 GENERAL JOB DESCRIPTION: To assist and relieve the Athletic Director so they may devote
12 maximum attention to the operations of the Athletic Program
13

14 ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 15 1. Work cooperatively with colleagues, supervisors and administrators.
- 16 2. Demonstrate ethical behavior
- 17 3. Engage in self development.
- 18 4. Follow district policies and administrative rules and regulations.
- 19 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
- 20 6. Know what to do successfully to complete assigned work.
- 21 7. Project an over-all concern and personal appearance as it relates to job performance.
- 22 8. Perform usual office tasks to include, but not limited to: typing, filing, receiving, placing
23 and routing phone calls, and correspondence.
- 24 9. Assist with and type reports as directed.
- 25 10. Gather, process and account for all gate receipts.
- 26 11. Make deposit of athletic funds.
- 27 12. Process and type purchase orders, requisitions, and reimbursements.
- 28 13. Maintain files, lists, schedules, calendars, and other data.
- 29 14. Sale pre-game and pre-season tickets account for funds.
- 30 15. Maintain a valid list of equipment.
- 31 16. Possess an understanding of eligibility rules and participation requirements.
- 32 17. Prepare a list of athletes from each sport for eligibility purposes.
- 33 18. Maintain a record of athletic finances.
- 34 19. Assist Athletic Director, School Nurses, Coaches, and physicians with yearly physicals
- 35 20. Assist in the administration of insurance.
- 36 21. Assist in the preparation of bids for athletic equipment and supplies.
- 37 22. Assist athletic director in the typing of evaluations.
- 38 23. Contribute to the welfare and effectiveness of the school and the district by adhering to
39 high ethical standards of performance and interpersonal relationships.
- 40 24. Other tasks as deemed appropriate and necessary by the immediate supervisor and/or the
41 superintendent.

42
43 ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 44 1. Possess a working knowledge of other offices at Cuba High School in order to assist in
45 those areas as the need arises.

46
47 QUALIFICATIONS:

- 48 1. High school diploma or GED equivalency
- 49 2. Experience as a secretary or equivalent work.
- 50 3. Demonstrated knowledge of basic office procedure.

- 1 4. Demonstrated knowledge of purchasing procedure
2 5. Demonstrated knowledge and skill of computer function and operation; typing,
3 accounting and other related skills.
4 6. Such alternatives to the above qualifications as the Board may find appropriate and
5 acceptable.
6

7 **PHYSICAL REQUIREMENTS:**

8 Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and
9 moving light furniture may be required.
10

11 **SAFETY AND HEALTH:**

- 12 1. Knowledge of universal hygiene precautions.
13

14 **EQUIPMENT/MATERIAL HANDLED:**

15 Must know how to properly operate or be willing to learn to operate all multi-media
16 equipment including current technology.
17

18 **WORKING ENVIRONMENT:**

19 Must be able to work within various degrees of noise, temperature, and air quality.
20 Interruptions of work are routine. Flexibility and patience are required. Must be self-
21 motivated and able to complete job assignments without direct supervision. After hour
22 work may be required.
23

24 **TERMS OF EMPLOYMENT:**

25 Salary and work year to be established by the Board.
26

27 I have reviewed and agree to the above job description:
28

29 Signature: _____ Date: _____
30

31 Supervisor: _____ Date: _____
32

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

JOB: **Bus Driver**

REPORTS TO: **Director of Transportation**

GENERAL JOB DESCRIPTION: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

QUALIFICATIONS:

- Valid New Mexico Commercial Drivers License, class B, with passenger and bus endorsement and insurable driving record
- CPR Certification
- First Aid Certification
- Defensive Driving Course
- Physical Form
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus
4. Reports undisciplined students to the proper authority
5. Keeps assigned bus clean
6. Keeps to assigned schedule
7. Checks bus before each operation for mechanical defects
8. Notifies proper authorities in case of mechanical failure or lateness.
9. Discharges students only at authorized stops
10. Exercises responsible leadership when on out-of-district school trips
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.
14. Performs other duties as assigned or directed by the immediate supervisor.

PHYSICAL REQUIREMENTS:

Driving, sitting, standing, bending, stooping, reaching, squatting, kneeling, and lifting.

SAFETY AND HEALTH REQUIREMENTS:

- ❖ Knowledge of universal hygiene precautions.
- ❖ 8 hours per semester of state certified school bus training

EQUIPMENT / MATERIAL HANDLING:

Must know how to properly operate school buses

WORK ENVIRONMENT:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision.

EVALUATION:

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

TERMS OF EMPLOYMENT:

Nine or ten-month year. Salary is established by salary schedule.

The job description indicates the general nature and level of work expected of incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of incumbent. Incumbent may be asked to perform other duties as required.

This job/position description for Bus Driver is effective upon receipt. Personnel policies adopted by the Board of Education, and deemed appropriate for the job / position, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job / position description may be revised at any time in response to District needs.

Date of description: _____

Employer

Supervisor

Date

By my signature below, I affirm that: The duties and requirements listed on this job description have been explained to me; I have been able to ask questions to clarify matters I do not understand; and I understand and accept them. In accepting this job, I certify that I am able to perform these duties, with or without accommodation, and that I will inform my supervisor immediately of any change in this regard. I also agree to follow District safety rules and accident prevention procedures.

Print Employee Name

Employee Signature

Date

1 CUBA INDEPENDENT SCHOOLS
2 JOB DESCRIPTION
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5 POSITION: ACTIVITY BUS DRIVER
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7 SUPERVISOR: Director of Transportation
8

9 GENERAL JOB DESCRIPTION: To provide safe and efficient transportation so that students
10 may enjoy the fullest possible advantage from the district's curricular and extracurricular
11 programs.
12

13 ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 14 1. Work cooperatively with colleagues, supervisors, and administrators.
- 15 2. Demonstrate ethical behavior.
- 16 3. Engage in self development.
- 17 4. Follow district policies and administrative rules and regulations.
- 18 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
- 19 6. Know what to do to successfully complete assigned work.
- 20 7. Project over-all concern for personal appearance as it relates to job performance.
- 21 8. Obey all traffic laws.
- 22 9. Observe all mandatory safety regulations for school buses.
- 23 10. Maintain discipline when students are on the bus.
- 24 11. Report undisciplined students to the proper authority.
- 25 12. Keep assigned bus interior clean.
- 26 13. Keep to assigned schedule, and report any delays to proper authorities.
- 27 14. Perform pre-trip inspection prior to each operation for mechanical, and safety defects. 15.
28 Notify the proper authority in case of mechanical failure, or lateness.
- 29 15. Discharge students only at authorized stops.
- 30 16. Exercise responsible leadership at all times.
- 31 17. Transport only authorized students, sponsors, and staff.
- 32 18. Report all accidents and complete required reports.
- 33 19. Enforce regulations against smoking, or drugs on the bus.
- 34 20. Complete all training requirements including local, state, and federal.
- 35 21. If traveling out-of-state, become familiar with other state laws.
- 36 22. Perform other tasks as may be deemed appropriate and necessary by the immediate
37 23. supervisor(s) .

38
39 ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 40 1. Check seats after each trip to monitor the condition of the bus interior.
- 41 2. Obtain a list of passengers with addresses, and phone numbers from the sponsor, in. the
42 3. event of a delay and/or emergency.
- 43 4. Attend an annual 8 hour in-service for all drivers.
44

45 QUALIFICATIONS:

- 46 1. A Valid Commercial Drivers license with passenger and air brakes endorsements.
- 47 2. Required to attend New Mexico Pupil Training Institute every three years.
- 48 3. A monthly driving record from MVD (SAMBA).
- 49 4. Pass a pre-employment drug test and additional testing as needed.
50

51 PHYSICAL REQUIREMENTS:

1 The bus driver could be expected to perform any or all of-the following to fulfill the
2 physical requirements of the position:

- 3 • Standing
- 4 • Sitting
- 5 • Lifting
- 6 • Reaching
- 7 • Bending
- 8 • Carrying
- 9 • Climbing
- 10 • Crawling
- 11 • Kneeling
- 12 • Stretching
- 13 • Pulling
- 14 • Pushing
- 15 • Tugging
- 16 • Mopping
- 17 • Sweeping
- 18 • Squatting

19
20 **SAFETY AND HEALTH:**

- 21 1. Knowledge of universal hygiene precautions.
- 22 2. Attend CPR and First Aid Course
- 23 3. Familiar with emergency evacuation procedures
- 24 4. Must pass an annual physical examination

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27 **EQUIPMENT/MATERIAL HANDLED:**

- 28 1. Forms and small hand tools

29
30 **WORKING ENVIRONMENT:**

- 31 1. Able to work during inclement weather
- 32 2. Must be flexible in work schedule
- 33 3. Must be able to work with/without close supervision.

34
35 **TERMS OF EMPLOYMENT:**

36 Salary and work year to be established by the Board.

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38 I have reviewed and agree to the above job description:

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40 Signature: _____ Date: _____

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42 Supervisor: _____ Date: _____

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2 CUBA INDEPENDENT SCHOOLS
3 JOB DESCRIPTION
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6 POSITION: REGISTRAR-CUBA HIGH GUIDANCE OFFICE
7

8 SUPERVISOR: Guidance Counselor/Principal
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10 GENERAL JOB DESCRIPTION: The Registrar will maintain, update, and insure accuracy of
11 all student records.
12

13 ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 14 1. Work cooperatively with colleagues, supervisors, and administrators.
- 15 2. Demonstrate ethical behavior.
- 16 3. Engage in self development.
- 17 4. Follow district policies and administrative rules and regulations.
- 18 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
- 19 6. Know what to do to successfully complete assigned work.
- 20 7. Project over-all concern for personal appearance as it relates to job performance.
- 21 8. Register new students and returning students to CHS each year.
- 22 9. Develop, maintain and distribute student records as directed.
- 23 10. Process student transcripts with grades and testing.
- 24 11. Process, maintain, and update student grades and report cards.
- 25 12. Process withdrawal and re-entry of students.
- 26 13. Assist with and maintain records of student testing.
- 27 14. Prepare, distribute, collect, and check teacher grade sheets for data processing.
- 28 15. Figure and maintain cumulative grade point average and class rank on all students.
- 29 16. Certify and verify various forms needed by students and parents.
- 30 17. Perform the usual office routine, practices, and tasks of a secretary, receptionist, and
31 registrar.
- 32 18. Assist with reports and other materials as may be required.
- 33 19. Assist Guidance Counselor with Summer School.
- 34 20. Assist Guidance Counselor with Night School grades and testing.
- 35 21. Process records for outside agencies such as income Support Division and insurance
36 Companies, and recruiters.
- 37 22. Order and prepare diplomas, marching lists, etc. for graduation.
38

39 ADDITIONAL DUTIES AND RESPONSIBILITIES:

40 Other tasks as may be deemed appropriate and necessary by the immediate supervisor
41 and/or the Superintendent.
42

43 QUALIFICATIONS:

- 44 1. High School diploma or GED
- 45 2. Experience as a secretary or equivalent work; demonstrated knowledge of basic office
46 procedures and current technology; typing/keyboarding; general accounting procedures;
47 and other secretarial skills.
- 48 3. Such alternatives to the above qualifications as the Board may find appropriate and
49 acceptable.
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1 **PHYSICAL REQUIREMENTS:**
2 Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and
3 moving light furniture may be required.
4

5 **SAFETY AND HEALTH:**
6 1. Knowledge of universal hygiene precautions.
7

8 **EQUIPMENT/MATERIAL HANDLED:**
9 Must know how to properly operate or be willing to learn to operate all multi-media
10 equipment including current technology.
11

12 **WORKING ENVIRONMENT:**
13 Must be able to work within various degrees of noise, temperature, and air quality.
14 Interruptions of work are routine. Flexibility and patience are required. Must be self-
15 motivated and able to complete job assignments without direct supervision. After hour
16 work may be required. May make home visits when needed and appropriate.
17

18 **TERMS OF EMPLOYMENT:**
19 Salary and work year to be established by the Board.
20

21 I have reviewed and agree to the above job description:

22
23 Signature: _____ Date: _____

24
25 Supervisor: _____ Date: _____

**CUBA INDEPENDENT SCHOOLS
JOB DESCRIPTION**

POSITION: CUSTODIAN

SUPERVISOR: Principal

GENERAL JOB DESCRIPTION: The custodian will provide a clean and safe learning environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Carry out assignments and instructions from supervisor in a competent and efficient manner.
9. Maintain exterior of buildings and grounds in such a manner they are free of trash and debris.
10. Water and care for lawn areas as directed.
11. Report electrical and mechanical problems of the building to the Maintenance office.
12. Order, stock, and maintain adequate levels of supplies in the building.
13. Wear protective back belts whenever lifting or doing strenuous work.
14. Assume responsibility for building security.
15. Assume responsibility for fire safety of the building.
16. Perform emergency minor repair and cleaning as necessary.
17. Maintain a safe environment for staff and students.
18. Wear protective wear as directed when cleaning up body fluids.
19. Respond to the needs of the principal and staff of the building.
20. Use all chemicals exactly as directed by container labels.
21. Provide a basic set of hand tools to accomplish minor repairs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner, many deadlines to meet.
5. Maintain facilities security.
6. Install light bulbs as needed.
7. Shovel snow
8. Other tasks as may be deemed appropriate by the supervisor(s).

QUALIFICATIONS:

1. High school diploma or GED, preferred.
2. Ability to work with large number of co-workers, students, staff and maintain a positive

- 1 attitude.
- 2 3. Word processing knowledge preferred.
- 3 4. Possess a valid New Mexico Drivers License appropriate for operating vehicles of the
- 4 size required of this position.
- 5 5. Such alternatives to the above qualifications as the Board may find appropriate and
- 6 acceptable.

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8 **PHYSICAL REQUIREMENTS:**

- 9 1. Physical ability to do manual work for 8 hours per day.
- 10 2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting
- 11 from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to
- 12 shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40
- 13 pounds) occasionally, carrying (75 pounds) maximum occasionally.
- 14 3. Work overhead, work in tight areas, work off of ladders, work at floor level (on knees).
- 15 4. Hand/eye coordination, normal range of sight.
- 16 5. Ability to move and operate vacuums, buffers, and other custodial related equipment.
- 17 6. Work safely from ladders.
- 18 7. Any lifting that would require more than 30 pounds of dead weight should be done by at
- 19 least two people, if at all possible.
- 20 8. Ability to move furniture.

21

22 **SAFETY AND HEALTH**

- 23 1. Proper posture is required to eliminate acute and chronic low back pain.
- 24 2. Wear protective devices such as back supports, eye wear, non skid pad shoes, as job
- 25 conditions demand.
- 26 3. Read, observe, and understand an precautions and proper methods of handling chemicals,
- 27 equipment, tools and materials.
- 28 4. Complete all required training.
- 29 5. Knowledge of universal hygiene precautions.

30

31 **EQUIPMENT /MATERIAL HANDLED:**

- 32 1. Hand tools, equipment, chemicals, vacuums, buffers, ladders, platforms, and materials
- 33 particular to this trade skill.

34

35 **WORK ENVIRONMENT:**

36 The work environment varies greatly in the place of work from working in a building alone to

37 working in school facilities with large numbers of people. Conditions range from working

38 outside in the extreme hot of the summer, to comfortable building, to working outside in very

39 cold temperatures. Work schedule will vary on a daily basis. This position requires the individual

40 devise his/her own schedule so as to provide adequate supervision to all custodial staff.

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43 **TERMS OF EMPLOYMENT:**

44 Salary and work year to be established by the Board.

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46 I have reviewed and agree to the above job description:

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48 Signature: _____ Date: _____

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50 Supervisor: _____ Date: _____

1 CUBA INDEPENDENT SCHOOLS
2 JOB DESCRIPTION
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5 POSITION: MECHANIC/MAINTENANCE DEPARTMENT
6

7 SUPERVISOR: Superintendent
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9 GENERAL JOB DESCRIPTION: Maintain all district vehicles and equipment in a safe
10 operational condition.
11

12 ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 13 1. Work cooperatively with colleagues, supervisors, and administrators.
- 14 2. Demonstrate ethical behavior.
- 15 3. Engage in self development.
- 16 4. Follow district policies and administrative rules and regulations.
- 17 5. Maintain behavior appropriate to performing and accomplishing assigned duties.
- 18 6. Know what to do to successfully complete assigned work.
- 19 7. Project over-all concern for personal appearance as it relates to job performance.
- 20 8. Carry out assignments and instructions from supervisor in a competent and efficient
21 manner.
- 22 9. Perform assignments in such a manner so as not to interrupt the classroom learning
23 environment.
- 24 10. Work in a safe manner with personal safety and the safety of others as the number one
25 priority.
- 26 11. Communicate with supervisor and co-workers.
- 27 12. Plan and execute work efficiently within the "work order" system.
- 28 13. Perform preventive maintenance on all pickups, vans, trucks, tractors, and mowing
29 equipment.
- 30 14. Diagnose and repair diesel and gasoline engines, transmissions, third members, hydraulic
31 pumps, and motors, gear boxes, electrical systems, fuel systems on vehicles, and
32 equipment.
- 33 15. Maintain a clean and safe shop environment.
- 34 16. Repair of some components by welding.

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36 ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 37 1. Manual physical labor, lifting, and moving materials, equipment, and supplies.
- 38 2. Maintain assigned uniforms, equipment, tools and shop area in operable, safe and
39 attractive status.
- 40 3. Account for supplies, materials and equipment as required.
- 41 4. Complete records and reports as required in a timely manner.
- 42 5. Maintain facilities security.
- 43 6. Other tasks as may be deemed appropriate by the supervisor(s).

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45 QUALIFICATIONS:

- 46 1. High school diploma or GED.
- 47 2. Possess a valid New Mexico driver's license appropriate for operating vehicles.
- 48 3. Three years experience as a line mechanic or completion of a vocational school course of
49 study.
- 50 4. Experience on gasoline and diesel powered equipment.

- 1 5. Certification or specialized training in brakes, electronic ignitions, and refrigeration
- 2 systems preferred.
- 3 6. Such alternatives to the above qualifications as the Board may find appropriate and
- 4 acceptable.

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PHYSICAL REQUIREMENTS:

- 7 1. Physical ability to do manual work for 8 hours per day.
- 8 2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting
- 9 from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to
- 10 shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40
- 11 pounds) occasionally, carrying (75 pounds) maximum occasionally.
- 12 3. Work overhead, work in tight areas, work off of ladders, and work at floor level (on
- 13 knees).
- 14 4. Hand/eye coordination, normal range of sight.
- 15 5. Any lifting that would require more than 30 pounds of dead weight should be done by at
- 16 least two people, if at all possible.
- 17 6. Work under and over vehicles.

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SAFETY AND HEALTH

- 20 1. Proper posture is required to eliminate acute and chronic low back pain.
- 21 2. Wear protective devices such as back supports, eye wear, non skid pad shoes, as job
- 22 conditions demand.
- 23 3. Read, observe, and understand all precautions and proper methods of handling chemicals,
- 24 equipment, tools and materials.
- 25 4. Complete all required training.
- 26 5. Knowledge of universal hygiene precautions.

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EQUIPMENT /MATERIAL HANDLED:

29 Hand tools, equipment, chemicals, and materials particular to this trade skill. Work vehicle,
30 material handling equipment, ladders and work platforms, and all vehicles and equipment owned
31 by the schools. Jacks, lifts, welding equipment, hydraulic press, pullers, and all manner of shop
32 equipment.

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WORK ENVIRONMENT:

35 The work environment usually is solitary shop work but repair becomes necessary where ever
36 equipment breaks down. Conditions range from working outside in the extreme hot of the
37 summer, to comfortable building, to working outside in very cold temperatures. Overtime will be
38 assigned on an as needed basis to take care of emergency situations

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TERMS OF EMPLOYMENT:

41 Salary and work year to be established by the Board.

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44 I have reviewed and agree to the above job description:

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46 Signature: _____ Date: _____

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48 Supervisor: _____ Date: _____

1 CUBA INDEPENDENT SCHOOLS
2 JOB DESCRIPTION
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5 POSITION: SCHOOL NURSE
6

7 SUPERVISOR: Principal
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9 GENERAL JOB DESCRIPTION: The Department of School Health and Nursing Service strives
10 to strengthen the educational development of the student through good health and safety.
11 Personnel of School Health Services are enthusiastic advocates of the prevention of illness
12 through education in nutrition, physical fitness, drug and alcohol abuse, safety and first aid,
13 hygiene, family living, health careers and other related topics. The Department promotes good
14 health by working with teachers and staff to help students make responsible decisions for their
15 own health.
16

17 ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 18 1. Promote an environment/climate conducive to productive performance.
- 19 2. Plan for and manage the resources for which he/she is responsible, including personnel,
20 finances, facilities program, and time.
- 21 3. Communicate accurately and effectively.
- 22 4. Use supervision, staff development, and performance evaluation to improve the program
23 of the district.
- 24 5. Demonstrate leadership.
- 25 6. Demonstrate an understanding of political theory.
- 26 7. Comply with all School Board policies and administrative regulations.
- 27 8. Work cooperatively with colleagues, supervisors, and administrators.
- 28 9. Plan, implement, and evaluate school nursing programs with staff participation including
29 emergency first aid programs for students and employees.
- 30 10. Participate in the formulation and interpretation of policies pertaining to school health.
- 31 11. Coordinate school health services with those of city, county, and state agencies.
- 32 12. Perform the personnel functions of selecting, orientation, training, assignment,
33 evaluation, and staff development of school nurse with the assistance of nursing
34 specialists.
- 35 13. Participate in planning health service units for new or remodeled facilities.
- 36 14. Maintain liaison and cooperate with individuals, and community agencies that provide
37 health related or supportive services contributory to school health.
- 38 15. Maintain current manuals for school nurses with staff participation.
- 39 16. Arrange for ordering, care, and distribution of supplies and equipment for nursing service
40 units.
- 41 17. Assemble, date, and prepare reports of the school health activities for distribution to the
- 42 18. Assistant Superintendent for Instruction, Superintendent, official, and voluntary agencies
43 as appropriate.
- 44 19. Assist and help prepare the departmental budget and administer the allocated funds.
- 45 20. Coordinate the operation of the school nurses office.
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47 ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 48 1. The nurse must drive from building to building.
- 49 2. Perform other tasks as may be deemed appropriate and necessary by the supervisor(s).
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QUALIFICATIONS:

- 1. Valid certificate as a School Nurse established by the State Department of Education.
- 2. Current professional registered Nurse's license issued by the New Mexico Board of Nursing.
- 3. 30 C.E.U's in nursing every 2 years.
- 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

School Nursing is a very demanding job. You stand for long periods *of* time screening children, sit very little, drive from building to building, lift and carry all weights *of* equipment and children. You climb, crawl, squat, and knell at different times in administering care to children.

SAFETY AND HEALTH

- 1. Knowledge *of* safety, food handling, communicable and contagious disease.
- 2. First aid and CPR training.
- 3. Knowledge *of* universal hygiene precautions.

EQUIPMENT /MATERIAL HANDLED:

Key stone and audiometers are carried in and out *of* buildings. First aid materials, telephones, and driving

WORK ENVIRONMENT:

The work environment varies greatly in the place *of* work from solitary office work to working in school facilities with large numbers of people. School nurses are required at times to use very limited work areas. Must be able to work within various degrees *of* noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____ Date: _____

Supervisor: _____ Date: _____

CUBA INDEPENDENT SCHOOLS JOB DESCRIPTION

POSITION: NURSE AIDE

SUPERVISOR: Principal/District Nurse

GENERAL JOB DESCRIPTION: The Nurse Aide provides support and assistance with the efficient operation of nursing services of the school. To accomplish these tasks, the Nurse Aide, under direct supervision of the nursing staff, provides support to district nurse(s), teachers, and administration of the Cuba Independent Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide support to assist with the efficient operation of all nursing responsibilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all health equipment as required.
6. Support the value of a healthy and safe school environment.
7. Support the philosophy and vision of Cuba Independent Schools

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Assist in maintaining student health records.
2. Assist with all health screenings as performed by the school nurse; record results and assist in referrals and follow up.
3. Screen student health records for required immunizations, communicate with parents and ensure compliance with state/school district immunization policy. Update immunization records as needed.
4. Perform routine first aid procedures assist in screening ill or injured students according to established procedures.
5. Refer suspected child abuse or serious illness/injuries to CYFD as stated in statute.
6. Record all health information and encounters on district data collection system.
7. Assist school nurse with classroom inspections for communicable diseases.
8. Distribute medications according to established procedures.
9. Maintain CPR and First Aid certifications.
10. Perform related duties as assigned by school nurse or principal.

QUALIFICATIONS:

1. High school diploma or GED equivalency.
 2. Public Education Department License.
 3. Knowledge of modern office practices, procedures, policies, and objectives.
 4. Possess good oral and written communication skills.
 5. Demonstrated correct English usage, grammar, spelling, punctuation, and vocabulary.
 6. Knowledge of CPR and first aid techniques.
-

7. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
8. Desire to continue career improvement.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required. Must be able to climb stairs and use a small stepladder.

SAFETY AND HEALTH:

Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Working knowledge of oxygen cylinder, blood pressure cuff, otoscope, glucometer, nebulizer, height and weight scales and hearing and vision machines preferred.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noisy and crowded environments. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignments without direct supervision.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

I have reviewed and agree to the above job description:

Signature: _____

Date: _____

Supervisor: _____

Date: _____