

# **Class Specifications for Noncertified Public School Employees**

**School Personnel Support Section**

**Division of Financial and Business Services**

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**Public Schools of North Carolina  
State Board of Education • Eric Davis, Chairman  
Department of Public Instruction • Catherine Truitt, State Superintendent**

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## INTRODUCTION

*This document contains class specification that have been developed in compliance with General Statutes 115C-12(15) which authorizes the State Board of Education “...to develop position evaluation descriptions covering those positions in local school administrative units for which certification by the State Board of Education is not normally a prerequisite. The position evaluation descriptions required in this subdivision are to be used by local boards of education as the basis for assignment of noncertified employees to an appropriate pay grade in accordance with salary grades adopted by the State Board of Education.” The purpose of this document is to assist Local Education Agencies with the tools and skills to develop and manage a comprehensive, equitable personnel management system. As noted in the law. These specifications are to be used by LEAs as the basis for assignment of noncertified employees to an appropriate pay grade in accordance with salary grades and ranges adopted by the State Board of Education. These specifications are broadly written by design to encompass all employees within a given class. Furthermore, these specifications should be used to guide each LEA in writing individual job descriptions.*

*The class specifications contained in this document may be used for many purposes, such as:*

- Providing information for recruitment standards,
- Providing documentation of work requiring an employee or employees,
- Providing guidance for training needs,
- Providing background for the description of an individual position,
- Providing a foundation for performance evaluations, and
- Providing a basis for determining appropriate salaries for individual positions.

The class specification is not to be perceived as a job description. The class specification does not outline the essential functions of a particular job as required by the provisions of the Americans with Disabilities Act. It will describe the work and employee characteristics to be found in a group of positions, perhaps in different locations that are sufficiently alike to require the same worker characteristics and to warrant the same salary range. The class specification defines multiple positions and should be interpreted by its totality.

The class specification design contains the following parts:

1. **TITLE:** The title is a brief and descriptive designation of the type of work to be represented.
2. **NATURE OF THE WORK:** This is a general definition of the work found in the class and introduces the elements of the work distinguishing the various levels within the class. The definition will focus on six factors, which include: variety and scope of work, mental application, problem solving, consequences of error, supervision received, and supervision given.
3. **ILLUSTRATIVE EXAMPLES OF WORK:** Examples of work performed in the class are provided to illustrate and amplify the general definition under the Nature of Work.

4. **KNOWLEDGE, SKILLS, AND ABILITIES:** Brief statements in this section use descriptive terms to show the scope and degree of the needed trait. Knowledge is a range of practical information or understanding of a subject, theory, principal, and procedures that must be possessed to perform the work successfully. Skill is the ability to apply knowledge, and ability is the capacity to acquire skill.
5. **SUGGESTED TRAINING AND EXPERIENCE:** A brief statement or statements of the background of experience and training needed to allow the worker to be successful are included.
6. **SPECIAL REQUIREMENTS:** This section is used only when licenses or other special certifications are mandatory.

*In addition to serving as a basis for setting salary ranges for groups of similar positions, the class specifications can provide a starting point for the development of job descriptions. Job descriptions describe individual positions and include the complexity and uniqueness of the position. By including information about the functions that are essential for the job, the job description permits the school system to comply with employee rights legislation, especially the Americans with Disabilities Act.*

*Finally, class specifications can provide a basis for developing performance instruments.* The development of evaluation instruments should ensue after the workability of the class specification has been ascertained. The LEA personnel can then decide whether separate or generic appraisal instruments would meet the needs of employers and employees.

**BRAILLIST**  
Salary Grade 59

**NATURE OF WORK**

An employee in this class is responsible for decoding and transcribing materials into braille and assisting students with access to educational materials in braille, embossed or refreshable. The employee receives general assignments and follows precedent courses of action. The employee is expected to problem solve regarding braille materials. While this position works in direct collaboration with the Teacher of the Visually Impaired, limited supervision is received from the teacher and principal.

**ILLUSTRATIVE EXAMPLES OF WORK**

Transcribes classroom and supplementary materials into braille. This person may register and serve as an Accessible Materials Producer (AMP) through the State NIMAC Coordinator. Reviews student work completed in braille for accuracy of the code. Prepares corresponding printed text of braille work student's team members. Assists the Teacher of the Visually Impaired in gathering progress monitoring data. Attends IEP meetings and other meetings as needed in which educational programs for visually impaired students are planned and materials are reviewed.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of standard technologies and equipment typically used for the production of embossed and electronic braille materials for the visually impaired. Considerable knowledge of correct English usage, spelling, grammar, and punctuation. Working knowledge of elementary and secondary level subject content to accurately and efficiently transcribe materials into braille. Ability to plan and organize work. Ability to establish and maintain positive relationships to effectively collaborate and work with students and teachers.

**SUGGESTED TRAINING AND EXPERIENCE**

Demonstrate successful completion of a reputable braille program.

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# **CABINETMAKER**

Salary Grade 61

## **NATURE OF WORK**

An individual in this class performs skilled carpentry work in building and repairing wooden cabinets, counters, bookshelves, desks and other high grade wood articles. Work assignments are usually in the form of rough sketches or oral instructions. Unusual assignments are accompanied by blueprints or detailed instructions. The employee is frequently expected to develop exact work designs from minimal description of the object. Errors may be costly in loss of materials and work hours. Work is checked infrequently and general supervision is received.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Studies instructions accompanying assignment.
- Prepares specifications for requested product, as needed.
- Plans materials needed.
- Marks outline or dimensions on materials.
- Cuts and shapes parts from wood stock and synthetics.
- Matches materials for color, grain or texture.
- Trims component parts to ensure snug fit.
- Inserts screws, or glues, fits or clamps parts to assemble the article.
- Sands and scrapes surfaces to prepare article for finishing.
- Installs hardware such as hinges, catches and drawer pulls.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of a variety of hand tools and machines used in cabinet making.
- Skill in operation and use of these various tools and machines.
- Skill in conceptualizing an article from limited information.
- Skill in matching materials.
- Ability to work from blueprint.
- Ability to adapt a schema to size, etc. of desired article.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable woodworking experience with a large variety of cabinetwork or an equivalent combination of education and experience.

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# **CARPENTER I**

Salary Grade 57

## **NATURE OF WORK**

An employee in this class performs simple tasks in the field of carpentry. The appearance and finish of work produced at this level is not critical. Examples of such work are building and repairing frameworks, scaffolds, supports, and simple wooden articles. The employee is given specific instructions for work to be done. A higher level employee is available to assist in solving any problems that may arise. Since work is closely checked while in progress, errors of any serious consequence are unlikely to occur. Direct supervision is given to employees at this level.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Gathers materials to be used.
- Measures and marks materials for cutting.
- Cuts and drills wood and other materials using hand and power tools.
- Joins materials with nails, screws or glue.
- Checks accuracy of work with levels, rulers and measuring tapes.
- Fits and nails sheathing on outer walls and roofs in preparation for boards.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Some knowledge of methods of carpentry work.
- Some skill in using tools to cut and join wooden materials.
- Ability to follow simple written instructions.
- Ability to follow oral instructions with little need for repetition.

## **SUGGESTED TRAINING AND EXPERIENCE**

Some aptitude for carpentry work demonstrated in prior work, school experience or personal activities.

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## **CARPENTER II**

Salary Grade 61

### **NATURE OF WORK**

An employee in this class performs all levels of carpentry with emphasis on finish work where appearance is as important as the integrity of structure. Much of the work is performed with oral or roughly sketched, general directions, requiring the application of standard practices. Unusual assignments are accompanied by detailed directions. The employee is expected to resolve most problems that may arise. Difficult problems are cleared through discussion with the crew leader or supervisor. Errors in work can result in costly waste of materials and have the potential for resulting in human injury. Limited supervision is received as the work is usually only reviewed upon completion.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Determines type of materials needed.
- Gauges quantities of materials needed.
- Requests materials projected to be needed.
- Marks cutting and assembly points on materials.
- Cuts and shapes material to prescribed directions.
- Assembles prepared materials.
- Verifies accuracy of product by measuring alignment and fit.
- Installs and repairs glass, as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the use of a variety of tools such as power saw, drill press, planer, mortising machine and jointer.
- Working knowledge of the methods and techniques used in carpentry.
- Working knowledge of applicable building codes and specifications.
- Skill in the use of hand and power tools.
- Ability to read and work from most blueprints, sketches and drawings.
- Ability to make exacting measurements.
- Ability to make accurate arithmetic calculations.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable, and progressively advanced experience in carpentry or an equivalent combination of education and experience.

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## **CARPENTRY CREW LEADER**

Salary Grade 63

### **NATURE OF WORK**

An employee in this class performs skilled carpentry work and provides leadership to carpenters in a woodworking shop or a small group of carpenters in the repair, alteration and construction of wooden structures. Assignments are received in the form of written work orders. The employee is expected to develop and initiate work methods. Most work problems are solved personally or by guiding subordinates in developing a solution. Errors can lead to expensive loss of work hours and materials. Structural errors may lead to injury to the employee or others. Limited supervision is received as work is rarely reviewed in progress but evaluated through results. The employee serves as a lead worker in providing directions to crew members.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Studies work orders.
- Develops and issues work assignments.
- Coordinates work flows.
- Provides on-the-job instruction.
- Observes performance of other carpenters.
- Reports outstanding or unsatisfactory work and behavior to supervisors.
- Checks materials and supplies to ensure sufficient amounts on hand.
- Requisition materials and supplies as needed.
- Performs duties of skilled carpentry.
- Keeps time, material and work records.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the carpentry trade.
- Considerable knowledge of applicable building codes and specifications.
- Skill in the use of hand and power tools.
- Ability to read and work from plans, blueprints and sketches.
- Ability to maintain accurate records.
- Ability to project accurately materials to be needed.
- Ability to plan, organize and direct work.
- Ability to communicate orally in an effective manner.
- Ability to establish productive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in carpentry with some experience in leading or managing other people.

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## **CARPENTER SUPERVISOR**

Salary Grade 65

### **NATURE OF WORK**

An employee in this class supervises the entire carpentry operation in a school system that includes a variety of work activities in a variety of settings. The employee is expected to manage completely an activity from the initiation of a reported need or to recognize independently other needed work and complete it. Only major activities require approval from higher authority. Problems from work sites and those arising in other areas of responsibility are expected to be solved independently with only rare and unique ones passed to higher level. Errors may be serious and result in considerable loss of time, costly work hours and materials. Only general supervision is received. The employee is expected to work independently. Supervision is given to carpenters employed in the school system.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Prioritizes carpentry work.
- Prepares time schedules for initiation and completion of work.
- Prepares plans and sketches to accompany work orders.
- Determines work hours for individual carpentry activities and assigns carpenters accordingly.
- Estimates needs for materials and orders them in bulk.
- Inspects materials as received.
- Maintains inventory of carpentry equipment and materials.
- Prepares cost reports for all projects.
- Visits work sites to study progress, to evaluate performance of carpenters and to inspect work to ensure it meets specifications.
- Makes recommendations for reward or punishment of carpenters.
- Participates in screening applicants for positions in carpentry.
- Provides training of carpenters in use of new/improved techniques or equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the carpentry trade.
- Thorough knowledge of applicable building codes and specifications.
- Working knowledge of the properties of different kinds of wood and synthetic wood products.
- Ability to inspect materials to determine level of quality.
- Ability to plan, organize work, and direct work.
- Ability to compile and prepare accurate reports.
- Ability to read and work from blueprints.
- Ability to prepare schemata of products desired.
- Ability to prepare material estimates.
- Ability to develop and maintain positive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

Extensive experience in all aspects of the carpentry trade or an equivalent combination of education and experience.

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## **CHILD NUTRITION ASSISTANT I**

Salary Grade 50

### **NATURE OF WORK**

An employee in this class assists a cook specialist or journey level cook through the performance of a variety of semi-skilled tasks. Detailed instructions are given for work to be done. The employee is expected to make simple adjustments as necessary with problems referred to higher level employees. Errors are observed by others and corrected with little loss. The employee receives direct supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Reads simple recipes and directions for quantity and follows directions.
- Gathers items as directed by recipe.
- Weighs and measures designated ingredients.
- Stores food and equipment in specified locations.
- Mixes and stirs ingredients.
- Slices and chops food.
- Adds garnishes to food.
- Places food in proper place on serving line.
- Proportions and serves foods on serving line.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Some knowledge of food preparation and serving practices.
- Some knowledge of safety and sanitation standards.
- Some knowledge of simple arithmetic.
- Skill in the use of kitchen utensils and equipment.
- Ability to perceive size and serve standard portions.
- Ability to read and understand simple written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience in quantity food preparation is preferred.

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## **CHILD NUTRITION ASSISTANT II**

Salary Grade 52

### **NATURE OF WORK**

An employee in this class is a cook specialist as a main dish cook, baker, and dessert cook or salad chef. The employee prepares food by standardized recipes and specified quantities. Problems that arise that cannot be solved by choosing action to take from several alternatives are referred to the supervisor. Errors can result in spoiled food and possible illness in the consumer. The employee receives limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Reads recipes and directions for numbers of meals to be served.
- Calculates amount of ingredients for number of portions to be served.
- Measures and mixes ingredients.
- Computes time to be used in preparing and finishing products on time.
- Proportions product into prescribed serving size.
- Arranges food and supplies to retain sanitation and quality.
- Notifies manager of equipment repairs needed.
- Records material and supplies needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of food preparation and serving practices.
- Working knowledge of safety and sanitation standards.
- Skill in the use of food preparation equipment.
- Ability to make computations necessary for conversion of recipe quantities and timely food preparation.
- Ability to plan sequence of steps in food preparation.
- Ability to read and comprehend recipes and directions for use of equipment.

### **SUGGESTED TRAINING AND EXPERIENCE**

Sufficient education to read training materials and other directions and experience in quantity food preparation.

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## **CHILD NUTRITION ASSISTANT III**

Salary Grade 54

### **NATURE OF WORK**

An employee in this class serves as a journey level cook with complete knowledge of preparation of common foods or is a cook specialist who delegates and oversees the work of lower level assistants. The employee must plan sequence of steps for work to be done by self and assistants. The employee is expected to solve most problems independently. Errors can result in spoiled food, illness among consumers and significantly wasted work hours. The employee receives limited supervision.

### **ILLUSTRATIVE EXAMPLES OR WORK**

- Prepares and serves a variety or specialized foods.
- Uses standardized recipes and makes substitutions with approval of the manager.
- Confers with the manager in projecting quantities of food to be needed.
- Determines tasks to be performed.
- Assigns selected tasks to assistants with deadlines.
- Instructs other employees in food preparation and serving techniques.
- Makes minor repairs to equipment.
- Inspects kitchen activities to insure safety and sanitation procedures are followed.
- Reports improper actions to the manager.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of food preparation and standards of sanitation and safety.
- Skill in use of food preparation equipment.
- Ability to schedule tasks for self and others.
- Ability to read and comprehend equipment manuals and other routine written materials.
- Ability to make minor repairs of equipment.
- Ability to communicate and establish positive relationships with others.

### **SUGGESTED TRAINING AND EXPERIENCE**

Sufficient education to read at level of written materials and make arithmetic calculations with considerable experience in quantity food preparation.

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## **CHILD NUTRITION ASSISTANT IV**

Salary Grade 55

### **NATURE OF WORK**

An employee in this class assists the manager by performance of some managerial tasks and takes charge in absence of the manager. The employee has knowledge of preparation of foods served in school cafeterias. General guidelines are provided for work to be done. The employee is expected to solve almost all problems that arise in the preparation and serving of food. Errors made by the employee can cause serious disruption of the food service and even allow contaminated food to be served. General supervision is provided for the employee.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Inspects, on a continuing basis, all departments within the cafeteria area.
- Checks production schedule and ensures that all assistants know their assignments.
- Observes operation of total program and performance of staff.
- Notes needed changes in work activities and reports them to the manager.
- Prepares food as needed.
- Assists manager in checking deliveries for accuracy in quantities and acceptability of quality.
- Stores food and supplies in appropriate area.
- Assists manager in conducting inventories.
- Assists manager in preparing reports by gathering needed information.
- Directs day to day activity in absence of manager.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of food preparation and standards of sanitation and safety.
- Skill in the use of food preparation equipment.
- Ability to coordinate various activities in the preparation and serving processes.
- Ability to maintain accurate records.
- Ability to read, comprehend guidelines and explain these to others.
- Ability to establish and maintain positive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCES**

Sufficient education to read and make arithmetic computations to be found in the work. Considerable experience in quantity food preparation, some of which has been in school food service.

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## **CHILD NUTRITION MANAGER**

Salary Based on ADM

### **NATURE OF WORK**

An employee in this class performs a variety of duties in the direct supervision of the food service program in one or more schools. Tasks are performed according to established guidelines and procedures. The employee is expected to resolve most problems that arise in the operation of a school cafeteria. Errors by the employee may result in serious disruption of the food service or loss of time and money. The employee receives general supervision. The employee directly supervises other employees in the school cafeteria.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### Food Production and Service

- Schedules work to be done.
- Follows planned menus with occasional substitutions as allowed.
- Applies prescribed quality standards and quantity controls.
- Observes food preparation and line service to assure quality and proper presentation of food.
- Displays food to reflect school and seasonal activities.
- Plans use of left-over foods.

#### Purchasing, Storage, and Inventory

- Requisitions foods and supplies as needed.
- Verifies cost, quantity, and quality, of items received.
- Advises supervisor concerning improper quality/condition of items received.
- Sets up and ensures proper storage of all items according to prescribed standards.
- Inventories items according to established system.
- Rotates stock in a timely manner.

#### Equipment and Facility Management

- Oversees the use of equipment.
- Requests repairs and replacement of equipment as needed.
- Maintains a constant check of conditions of sanitation and safety and makes needed corrections.
- Oversees use of facility by other groups.

#### Personnel Management and Supervision

- Assigns work to staff.
- Maintains time sheets and leave records.
- Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.
- Evaluates performance of each employee.
- Counsels employees to maintain productive working relationships.
- Recommends hiring and disciplining of employees.
- Conducts staff meetings.

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*Continued on next page*

## **Child Nutrition Manager**

### **Page 2**

Prepares purchase records and reports.

Prepares free/reduced/full-price lunch records and reports.

Submits reports on a timely basis.

#### **Sanitation and Safety**

Develops and implements cleaning schedule.

Enforces employee sanitation procedures.

Enforces dress/personal hygiene codes.

Follows established procedures to avoid food contamination.

#### **Public Relations**

Provides information on food service program to students, parents, and school staff.

Responds to customer concerns and complaints.

Assists in the planning and production of special functions involving child nutrition program.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of food preparation and standards of sanitation and safety.

Working knowledge of basic arithmetic.

Skill in the use of food preparation equipment.

Ability to develop schedules for the use of personnel and material resources.

Ability to train personnel in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.

Ability to coordinate various activities in the preparation and serving process.

Ability to inventory and record information accurately.

Ability to comprehend and apply written and verbal guidelines and directions, and explain these to others.

Ability to establish and maintain positive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

High school diploma and two years experience in commercial or institutional food service, preferably in a school setting, or an equivalent combination of education and experience.

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## **CHILD NUTRITION SUPERVISOR**

Salary Based on Number of Sites/Programs Supervised

### **NATURE OF WORK**

An employee in this class provides support to the Director by supervising a group of school cafeterias or by managing a specialized program area within the child nutrition program. The employee participates in the development, implementation, and oversight of the policies and procedures that govern the school system's child nutrition program. The employee exercises discretionary judgment within broad policies and procedures. Errors by the employee could result in serious disruption of the food service, undesirable facilities, and/or loss of money. The employee receives general direction. The employee may provide general supervision to several site managers.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### Human Resource Management

- Supervises child nutrition managers,
- Identifies problems and counsels managers regarding possible solutions.
- Determines child nutrition staffing patterns in the schools.
- Recommends hiring and disciplining of employees.
- Provides orientation programs for employees.
- Provides on-the-job training.
- Prepares and presents management training sessions.
- Plans staff development activities,

#### Financial Reporting and Recordkeeping

- Plans expenditures within budgetary limits.
- Recommends prices for items and meals.
- Implements financial control procedures.
- Monitors expenditure of funds.
- Audits and verifies free/reduced price lunch applications.
- Trains managers to complete reports.
- Monitors compliance to state and federal regulations.
- Facilitates visits of USDA and other auditors.

#### Purchasing/Inventory Control

- Verifies quality of products received.
- Reviews product storage and inventories.
- Facilitates "choice menus" to reduce inventories.
- Drafts product specifications.
- Surveys new products and equipment.
- Maintains contact with vendor and industry representatives.

#### Equipment/Facility Management

- Inspects for proper equipment maintenance.
- Assesses major equipment needs.
- Recommends major equipment purchases.
- Provides training in equipment use.

#### Sanitation and Safety

- Inspects facilities for cleanliness, health, and safety.
- Follows-up on sanitation, health and safety reports.
- Distributes written rules on sanitation.

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*Continued on next page*

## **Child Nutrition Supervisor**

### **Page 2**

#### Food Production and Service

- Plans menus that are nutritional.
- Develops and conducts surveys on food quality and service.
- Assures that planned menus are followed.
- Enforces standardized recipes.
- Provides new products and recipes to managers.

#### Nutrition Education/Public Relations

- Develops and implements nutrition education activities.
- Markets/promotes the school lunch program.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of food preparation, and standards of sanitation and safety.
- Considerable knowledge of nutrition.
- Considerable knowledge of state and federal regulations governing school food service programs.
- Considerable knowledge of the principles of adult learning.
- Working knowledge of equipment maintenance procedures.
- Skill in the use of kitchen utensils and equipment.
- Ability to compute servings per purchased unit.
- Ability to develop and present training.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain positive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

A degree from four year college in foods and nutrition, home economics, business administration or related field and two years of experience in food service management in a commercial or institutional setting or an equivalent combination of education and experience.

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## **CHILD NUTRITION DIRECTOR**

Salary Based on ADM

### **NATURE OF WORK**

An employee in this class is responsible for the administration of the food service program of a school system. Work is directed through the interpretation of state and federal regulations and a variety of local operational and financial policies and procedures. This employee exercises considerable discretionary judgment and analysis in the resolution of problems. Errors may not be recognized internally and thus may result in great loss of money and detriment to the program. The employee receives general direction. Administrative supervision is exercised over supervisors, managers, clerical, and cooking staff.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **Purchasing and Contracting**

- Develops and reviews purchasing plans.
- Ascertain availability of equipment.
- Develops and submits product bid specifications to prospective bidders and vendors.
- Evaluates bids and product quality prior to awarding of the contract.
- Recommends vendors to receive product contracts.
- Monitors user satisfaction after purchase.
- Oversees testing of products.
- Assesses portion and case costs.

#### **Equipment/Facility Management**

- Evaluates and projects facility and equipment needs for food service program.
- Coordinates maintenance and repair of equipment and facilities with internal and external sources.
- Conducts follow-up on completed repairs and maintenance.

#### **Food Production and Service**

- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.
- Provides leadership in developing recipes following USDA guidelines.
- Plans menus to meet USDA guidelines.
- Plans offerings for breakfast, lunch, snack, summer and catering programs.
- Ensures that servings meet USDA requirements.
- Sets food presentation standards.
- Plans/oversees special events catering.

#### **Financial Management and Recordkeeping/Reporting**

- Installs and operates inventory and financial control systems.
- Projects operational costs.
- Projects appropriations and revenues.
- Prepares justification for budget requests.
- Prepares program budget requests and amendments.
- Monitors budget.
- Recommends meal and supplemental sales prices.
- Tracks revenue and spending by sources.
- Verifies cash receipts.
- Oversees payment of bills.
- Maintains fixed asset inventory.

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*Continued on next page*

## **Child Nutrition Director**

### **Page 2**

Prepares required reports.

Retain appropriate financial and participation records.

#### **Compliance**

Adapts federal guidelines to meet local conditions.

Implements free/reduced lunch program.

Ensures compliance with USDA and ACCU regulations.

Reviews inspection forms.

Conducts routine inspections.

Follow-up to remediate identified deficiencies.

#### **Personnel Management**

Establishes staffing formula for schools.

Conducts labor analysis.

Prepares job descriptions.

Interviews candidates for employment.

Recommends employment and placement of personnel.

Develops/Implements employee evaluation system.

Maintains appropriate personnel records.

Conducts appropriate staff meetings.

Determines staff training needs.

Develops/Implements appropriate staff development.

#### **Marketing and Public Relations**

Develops school marketing plans.

Seeks and responds to consumer concerns.

Maintains relationships with community agencies.

Prepares appropriate newsletters, news releases, and brochures.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of food preparation, and standards of sanitation and safety.

Thorough knowledge of the principles of good nutrition.

Thorough knowledge of state and federal regulations governing school food service programs.

Considerable knowledge of fiscal control and management practices.

Considerable knowledge of purchasing procedures.

Considerable knowledge of personnel management practices.

Considerable knowledge of principles of adult learning.

Working knowledge of facility/equipment maintenance procedures.

Ability to compute servings per purchased unit.

Ability to develop and present training.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain positive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

A degree from a four year college or university in foods and nutrition, dietetics, home economics, business administration or related field with at least five years experience in food service in a commercial or institutional setting and two years experience at the management or administrative level, or an equivalent combination of education and experience.

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## **CUSTODIAN I**

Salary Grade 50

### **NATURE OF WORK**

An employee in this class performs routine, manual work cleaning and maintaining buildings. The employee also controls building heating and air conditioning equipment. The employee performs recurring tasks in accordance with established practices and cleaning schedules. When problems arise, an employee in this class will refer them to a lead worker or supervisor. Errors will be revealed by inspection of work and are not likely to result in loss of time or resources. Supervision is direct with frequent inspections to assure completion of assignments in accordance with instructions and standards of cleanliness.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in rooms, hallways and closets.
- Dusts and arranges furniture.
- Washes windows, woodwork, walls and other surfaces.
- Scrubs and cleans rest room fixtures.
- Replenishes tissue, towels, and soap in rest rooms, kitchens and classroom facilities.
- Empties wastebaskets and other trash receptacles.
- Locks and unlocks doors.
- Sorts and stores material for recycling program.
- Reports to supervisor any damages or needed repairs.
- Picks up paper and other trash in school building or on school grounds.
- Turns heating and air conditioning equipment on and off.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Some knowledge of cleaning methods, materials and equipment.
- Some skill in the use of small equipment used in routine cleaning.
- Ability to understand and follow simple oral or written directions.

### **SUGGESTED TRAINING AND EXPERIENCE**

- Successful work experience.

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## **CUSTODIAN II**

Salary Grade 51

### **NATURE OF WORK**

An employee in this class performs a variety of manual activities cleaning and maintaining buildings. An employee in this class also controls and performs minor maintenance to the building heating and air conditioning equipment. The employee performs a variety of duties in accordance with established practices and cleaning schedules. An employee in this class will introduce minor changes in procedures and solve simple problems before contacting a supervisor. Errors will be revealed by inspection of work and are not likely to result in major loss of time or resources. The employee receives limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in rooms, hallways and closets.
- Washes windows, woodwork, walls and other surfaces.
- Scrubs and cleans rest room fixtures.
- Replenishes tissue, towels, and soap in rest rooms, kitchens and classroom facilities.
- Replaces light bulbs and florescent tubes.
- Empties wastebaskets and other refuse receptacles.
- Locks and unlocks doors.
- Sorts and stores material for recycling program.
- Makes minor repairs to furniture or facilities.
- Reports to supervisor damages or needed repairs requiring outside attention.
- Turns heating and air conditioning equipment on and off.
- Performs routine maintenance on heating and air conditioning systems.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of cleaning methods, materials and equipment.
- Some knowledge of procedures to operate heating and air conditioning equipment.
- Skill in the use of small equipment used in routine cleaning.
- Ability to maintain positive working relations.
- Ability to understand and follow simple oral or written directions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience in housekeeping.

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## **CUSTODIAN CREW LEADER**

Salary Grade 52

### **NATURE OF WORK**

An employee in this class performs a variety of manual activities cleaning and maintaining buildings and functions as a crew leader for a small number of lower level custodial workers. The employee also controls and performs routine maintenance to heating and air conditioning equipment on the worksite. The employee exercises considerable judgement in most activities. An employee in this class will solve most problems, including those referred by other workers, although complex problems will be referred to a supervisor. Errors will be revealed by inspection of work, and some errors may result in loss of time because of the involvement of other workers. Limited supervision is given to check completion of tasks in accordance with instructions and standards of cleanliness. An employee in this class oversees the work of lower level employees.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Assigns tasks to other custodians.
- Demonstrates work procedures.
- Observes work of lower level custodians and identifies any needed improvement.
- Tends heating and air conditioning equipment.
- Cleans and makes minor repairs and adjustments to heating and air conditioning equipment.
- Moves equipment and supplies as directed.
- Makes minor repairs to furniture or facilities.
- Reports to supervisor damages or needed repairs requiring outside attention.
- Washes windows, woodwork, walls and other surfaces.
- Cleans and polishes floors.
- Replaces light bulbs and florescent tubes.
- Empties wastebaskets and other trash receptacles.
- Sorts and stores material for recycling program.
- Locks and unlocks doors.
- Maintains adequate supplies and materials on site.
- Maintains records of work schedules and assignments.
- Reports outstanding or unsatisfactory work and behavior to supervisors.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of cleaning methods, materials and equipment.
- Working knowledge of procedures to operate heating and air conditioning equipment.
- Skill in the use of small equipment used in routine cleaning.
- Ability to work with other people, including making assignments.
- Ability to understand and follow simple oral or written directions.
- Ability to keep simple records.

### **SUGGESTED TRAINING AND EXPERIENCE**

- Experience in housekeeping.

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## **CUSTODIAN SUPERVISOR I**

Salary Grade 56

### **NATURE OF WORK**

An employee in this class supervises custodial services in a small district or in an area within a large district. The employee receives general instructions regarding work assignments and independently directs the details of assignments. The employee assigns custodial personnel to work locations and determines their work loads. The employee resolves minor problems independently and consults a superior when complex problems arise. Errors may be costly and result in loss of resources or inefficient operations. The employee receives general supervision.

### **ILLUSTRATIVE EXAMPLES**

- Explains and/or demonstrates work procedures to custodians and other employees.
- Provides in-service training for custodians and other employees.
- Plans work schedules.
- Assigns custodians to work areas and duties.
- Makes rounds to determine if work stations are manned.
- Inspects work of custodians.
- Directs correction of deficiencies discovered during inspections.
- Maintains simple clerical records of supplies and personnel information.
- Notes needs to repair or replace equipment and submits notice to supervisor.
- Requisitions cleaning supplies and materials.
- Issues cleaning supplies and materials to custodians.
- Recommends persons to be hired, disciplined, discharged, or promoted.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of custodial work and associated supplies, materials, and equipment.
- Working knowledge of office repairs and maintenance.
- Ability to supervise other custodians.
- Ability to establish and maintain good working relationships with a variety of people.
- Ability to estimate long-range requirements for custodial personnel, supplies, materials, and equipment.

### **SUGGESTED TRAINING AND EXPERIENCE**

- Experience in custodial work.
- Some leadership experience is preferred.

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## **CUSTODIAN SUPERVISOR II**

Salary Grade 58

### **NATURE OF WORK**

An employee in this class supervises custodial services in a medium-sized district. The employee receives general instructions regarding work assignments and independently directs the details of assignments. The employee assigns custodial personnel to work locations and determines their work loads. The employee resolves minor problems independently and consults a superior when complex problems arise. Errors may be costly and result in loss of resources or inefficient operations. The employee receives general supervision.

### **ILLUSTRATIVE EXAMPLES**

- Explains and/or demonstrates work procedures to custodians and other employees.
- Provides in-service training for custodians and other employees.
- Plans work schedules.
- Assigns custodians to work areas and duties.
- Makes rounds to determine if work stations are manned.
- Inspects work of custodians.
- Directs correction of deficiencies discovered during inspections.
- Maintains simple clerical records of supplies and personnel information.
- Notes needs to repair or replace equipment and submits notice to supervisor.
- Requisitions cleaning supplies and materials.
- Issues cleaning supplies and materials to custodians.
- Recommends persons to be hired, disciplined, discharged, or promoted.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of custodial work and associated supplies, materials, and equipment.
- Working knowledge of office repairs and maintenance.
- Ability to supervise other custodians.
- Ability to establish and maintain good working relationships with a variety of people.
- Ability to estimate long-range requirements for custodial personnel, supplies, materials, and equipment.

### **SUGGESTED TRAINING AND EXPERIENCE**

- Some experience in custodial work.
- Some leadership experience is preferred.

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## **CUSTODIAN SUPERVISOR III**

Salary Grade 60

### **NATURE OF WORK**

An employee in this class supervises custodial services in a large district. The employee receives general instructions regarding work assignments and independently directs the details of assignments. The employee assigns custodial personnel to work locations and determines their work loads. The employee resolves minor problems independently and consults a superior when complex problems arise. Errors may be costly and result in loss of resources or inefficient operations. The employee receives general supervision.

### **ILLUSTRATIVE EXAMPLES**

- Explains and/or demonstrates work procedures to custodians and other employees.
- Provides in-service training for custodians and other employees.
- Plans work schedules.
- Assigns custodians to work areas and duties.
- Makes rounds to determine if work stations are manned.
- Inspects work of a large number of custodians.
- Directs correction of deficiencies discovered during inspections.
- Maintains simple clerical records of supplies and personnel information.
- Notes needs to repair or replace equipment and submits notice to supervisor.
- Requisitions cleaning supplies and materials.
- Issues cleaning supplies and materials to custodians.
- Recommends persons to be hired, disciplined, discharged, or promoted.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of custodial work and associated supplies, materials, and equipment.
- Working knowledge of office repairs and maintenance.
- Ability to supervise other custodians.
- Ability to establish and maintain good working relationships with a variety of people.
- Ability to estimate long-range requirements for custodial personnel, supplies, materials, and equipment.

### **SUGGESTED TRAINING AND EXPERIENCE**

- Experience in custodial work.
- Some leadership experience is preferred.

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# **DISTANCE LEARNING INSTRUCTIONAL ASSISTANT**

Salary Grade 54

## **NATURE OF WORK**

An individual in this class supports the delivery of instruction at a distance learning facility. The assistant facilitates the interaction between the student and the distant learning instructor. This individual assists in the monitoring of student behavior and class participation. Assistants are expected to be familiar with the functioning of system hardware to ensure satisfactory program transmission during instructional hours. The assistant is responsible for the distribution and collection of instructional materials.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Monitors work assigned by instructor.
- Monitors student behavior.
- Monitors equipment operation.
- Reports technical difficulties.
- Records courses for replay.
- Distributes and collects instructional materials.
- Monitors and facilitates instruction.
- Keep records, e.g., registration, attendance, facility scheduling, evaluations.
- Receives direction from the distance learning instructor.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to operate equipment.
- Ability to record data accurately.
- Ability to effectively manage and monitor students.
- Effective communication and interpersonal skills.

## **SUGGESTED TRAINING AND EXPERIENCE**

High school diploma or GED. Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position. Training on specific distance learning equipment.

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# **EDUCATIONAL INTERPRETER I TRANSLITERATOR I (HEARING IMPAIRED)**

Salary Grade 64

## **NATURE OF WORK**

An employee in this class is responsible for interpreting/transliterating in the classroom or at school-related activities for students who are deaf or hard of hearing. Daily directions are provided by the general education teacher and/or the teacher of the deaf. The employee consults with the teachers when problems arise. Errors can seriously inhibit the progress of student learning. Limited supervision is provided.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Facilitates communication between the student and his peers and the student and adults in the school environment.  
Studies the content of the lessons prior to class to ensure accurate representation of the lesson.  
Tutors students who are deaf or hard of hearing under the direction of the teacher.  
Provides feedback to teachers upon request.  
Serves as a liaison to promote positive and cooperative relationships within the school environment.  
May teach beginning sign language to students or staff.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Competence in the communication modality used by the student who is deaf and hard of hearing.  
Competence in English grammar, including syntax, spelling, and punctuation.  
Working knowledge of typical language development  
Strong interpersonal skills in relating to students and adults.  
Working knowledge of subjects being interpreted.  
Understanding of deafness and its impact on language development.  
Skill in expressive transliterating/interpreting at a rate commensurate with conversational speech and class lectures.  
Adequate reverse interpreting/transliterating skill while maintaining the integrity of the message.  
Ability to work as part of an Individualized Education Program team.

## **TRAINING AND EXPERIENCE**

A minimum of a 3.3 on the Educational Interpreter Proficiency Assessment (EIPA) and at least an AA degree in Educational Interpreting (or related field) from an accredited program or the Cued Speech Transliterating, Evaluation, and Certification Unit (TECUnit). Persons serving as an Educational Interpreter I must annually complete 20 hours of training related to interpreting that has been approved by the local education agency.

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## **EDUCATIONAL INTERPRETER/TRANSLITERATOR II (HEARING IMPAIRED)**

Salary Grade 66

### **NATURE OF WORK**

An employee in this class is responsible for transliterating/interpreting in the classroom or at school-related activities for students who are deaf or hard of hearing. Daily directions are provided by the general education teacher and/or the teacher of the deaf. The employee consults with the teachers when problems arise. Errors can seriously inhibit the progress of student learning. Limited supervision is provided.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Facilitates communication between the student and his peers and the student and adults in the school environment.  
Studies the content of the lessons prior to class to ensure accurate representation of the lesson.  
Tutors students who are deaf or hard of hearing under the direction of the teacher.  
Provides feedback to teachers upon request.  
Serves as a liaison to promote positive and cooperative relationships within the school environment.  
May teach beginning or intermediate sign language to students or staff.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Mastery of the communication modality used by the student who is deaf or hard of hearing.  
Mastery of English grammar, including syntax, spelling, and punctuation.  
Basic knowledge of typical language development  
Strong interpersonal skills in relating to students and adults.  
Basic knowledge of subjects being interpreted.  
Understanding of deafness and its impact on language development.  
Skill in expressive transliterating/interpreting at a rate commensurate with conversational speech and advanced level class lectures.  
Skill in reverse transliterating/interpreting while maintaining the integrity of the message.  
Ability to work as part of an Individualized Education Program team.

### **TRAINING AND EXPERIENCE**

A score of 3.5 on the Educational Interpreter Proficiency Assessment (EIPA) and an AA degree in Educational Interpreting from an accredited program or a related field, and a minimum of three years of experience in an educational setting; or for Cued Language Transliterators, an AA degree in Educational Interpreting or a related field, and a score of level 2 on the Cued Speech Transliterators Training, Evaluation, and Certification Unit (TECUnit). Persons serving as an Educational Interpreter II must annually complete 20 hours of training related to interpreting that has been approved by the local education agency.

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## **EDUCATIONAL INTERPRETER III (HEARING IMPAIRED)**

Salary Grade 68

### **NATURE OF WORK**

An employee in this class is responsible for transliterating/interpreting in the classroom or at school-related activities for students who are deaf or hard of hearing. Daily directions are provided by the general education teacher and/or the teacher of the deaf. The employee consults with the teachers when problems arise. Errors can seriously inhibit the progress of student learning. Limited supervision is provided.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Facilitates communication between the student and his peers and the student and adults in the school environment.

Studies the content of the lessons prior to class to ensure accurate representation of the lesson.

Tutors students who are deaf or hard of hearing under the direction of the teacher.

Provides feedback to teachers upon request.

Serves as a liaison to promote positive and cooperative relationships within the school environment.

May teach beginning, intermediate, (or advanced) sign language to students or staff.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Mastery of the communication modality used by the student who is deaf or hard of hearing.

Mastery of English grammar, including syntax, spelling, and punctuation.

Advanced knowledge of typical language development

Strong interpersonal skills in relating to students and adults.

Knowledge of subjects being interpreted.

Understanding of deafness and its impact on language development.

Superior skill in expressive transliterating/interpreting at a rate commensurate with conversational speech and advanced level class lectures.

Superior skill in reverse transliterating/interpreting while maintaining the integrity of the message.

Ability to work as part of an Individualized Education Program team.

### **TRAINING AND EXPERIENCE**

A score of 4.0 on the Educational Interpreter Proficiency Assessment (EIPA) and at least an AA degree in Educational Interpreting from an accredited program or a related field, and a minimum of five years of experience in an educational setting or certification from Registry of Interpreters for the Deaf, Inc. (RID), National Association for the Deaf (NAD); for Cued Language Transliterators, score a level 3 on the Cued Speech Transliterators Training, Evaluation, and Certification Unit (TECU), and a minimum of five years of experience in an educational setting. Persons serving as an Educational Interpreter III must annually complete 20 hours of training related to interpreting that has been approved by the local education agency.

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# **ELECTRICIAN I**

Salary Grade 59

## **NATURE OF WORK**

Employee will perform several duties in the maintenance and repair of electrical systems, equipment, and fixtures. Work includes the independent performance of less technical tasks of the electrical trade for which detailed instructions are available. As experience is gained, more technical tasks are performed under supervision. Simple problems are resolved by the employee with more complex problems referred to supervisor. Errors could result in loss of life and/or extensive damage to property. Work is reviewed to determine that assigned tasks are completed satisfactorily. This employee receives direct supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Installs fixtures, outlets, and switches, and makes wire connections.  
Cuts, threads, and bends conduit and pulls wire through conduit.  
Replaces defective wiring and makes connections to electrical installations being renovated.  
Replaces faulty electrical components.  
Makes minor repairs to equipment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of electrical systems, maintenance, and repair.  
Some knowledge of the practices and methods of the electrical trade.  
Skill in the use and care of tools and equipment of the electrical trade.  
Ability to understand and work from simple pencil drawings.  
Ability to follow oral or written instructions.

## **SUGGESTED TRAINING AND EXPERIENCE**

Sufficient experience in performing a variety of tasks associated with electrical work or an equivalent combination of technical education and experience.

## **SPECIAL REQUIREMENTS**

This employee will need to hold an electrician's license based on state requirements as directed by the North Carolina Board of Electrical Examiners.

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## **ELECTRICIAN II**

Salary Grade 63

### **NATURE OF WORK**

Employees perform a moderate to large variety of duties in the installation, maintenance, and repair of electrical systems, equipment, and fixtures. Work requires interpretation of prepared sketches, diagrams, schematics, and blueprints. Work assignments are performed in accordance with accepted practices. Employees resolve most problems independently, except for work of an unusual nature, in which a supervisor may be consulted. Errors in work could cause serious consequences, such as loss of human life and facilities. Employees receive limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Tests malfunctioning electrical systems and equipment.  
Installs, maintains, alters, and repairs wiring, electrical devices, machinery and equipment.  
Measures, cuts, threads, bends, assembles, and installs conduit.  
Draws wire through conduit and completes necessary splicing, soldering, and application of friction tape.  
Installs and connects equipment to wiring systems.  
Replaces damaged or broken wires and cables.  
Replaces faulty electrical components.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods, practices, tools, and materials used in electrical installation, maintenance, and repair work.  
Skill in the use and care of tools and equipment necessary to electrical work.  
Ability to locate and correct defects in electrical systems and equipment.  
Ability to understand and work from blueprints, schematics, sketches or pencil drawings.  
Ability to follow oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in performing most of the tasks associated with electrical work.

### **SPECIAL REQUIREMENTS**

This employee will need to hold an electrician's license based on State requirements as directed by the North Carolina Board of Electrical Examiners.

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# **ELECTRICIAN CREW LEADER**

Salary Grade 64

## **NATURE OF WORK**

Employee performs a moderate to large variety of duties in the installation, maintenance, and repair of electrical systems, equipment, and fixtures. Work requires interpretation of prepared sketches, diagrams, schematics, and blueprints. Work assignments are performed in accordance with accepted practices. The employee resolves most problems independently, except for work of an unusual nature, in which a supervisor may be consulted. Errors in work could cause serious consequences, such as loss of human life and facilities. Employee functions as a lead worker for electricians. Employee receives limited supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Tests malfunctioning electrical systems and equipment.  
Installs, maintains, alters, and repairs wiring, electrical devices, machinery and equipment.  
Measures, cuts, threads, bends, assembles, and installs conduit.  
Draws wire through conduit and completes necessary splicing, soldering, and application of friction tape.  
Installs and connects equipment to wiring systems.  
Replaces damaged or broken wires and cables.  
Replaces faulty electrical components.  
Acts as a lead worker.  
Reports outstanding or unsatisfactory work and/or behavior to supervisors as necessary.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods, practices, tools, and materials used in electrical installation, maintenance, and repair work.  
Skill in the use and care of tools and equipment necessary to electrical work.  
Ability to locate and correct defects in electrical systems and equipment.  
Ability to understand and work from blueprints, schematics, sketches or pencil drawings.  
Ability to follow oral or written instructions.  
Ability to provide leadership to employees in this class.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in performing most of the tasks associated with electrical work.

## **SPECIAL REQUIREMENTS**

This employee will need to hold an electrician's license based on State requirements as directed by the North Carolina Board of Electrical Examiners.

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# **ELECTRICIAN SUPERVISOR I**

Salary Grade 66

## **NATURE OF WORK**

An employee in this class supervises the construction, installation, maintenance, and repair of electrical systems, equipment, and fixtures in small to medium size school systems. Work involves organizing and planning the work of the electricians and assisting in the administration of procedures as they relate to the day- to-day operation and maintenance of the electrical systems. The employee is expected to resolve most problems. Blueprints may accompany large installation jobs; however, the employee is expected to draw complementary sketches, supervise, and carry work to completion. Errors could produce serious consequences, including loss of human life and facilities. Work is performed under general supervision. The employee supervises groups of electrical workers.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Plans and designs proposed secondary electrical installations from blueprints, sketches, or diagrams.  
Determines the type, sizes, and quality of wires, panel boards, switch boxes, and other equipment necessary to perform assigned job.  
Requisitions materials as needed.  
Draws sketches for electricians to follow in repair and/or installation jobs.  
Supervises the maintenance, repair, testing, and installation of electrical equipment in existing buildings.  
Makes inspections to diagnose electrical trouble and assigns and supervises correction tasks.  
Diagnoses equipment trouble and initiates corrective measures.  
Assigns work to other employees in this class.  
Provides training for remediation and new techniques.  
Submits a cost estimate for the amount of materials and labor necessary for a particular job.  
Reviews work of outside contractors for adherence to plans and specifications.  
Recommends persons to be hired, disciplined, discharged or promoted.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard practices, materials, and processes of electrical trade.  
Considerable knowledge of the design, installation, and maintenance of electrical instruments, apparatus, and equipment.  
Skill in the use and care of tools and equipment necessary to electrical work.  
Ability to understand and work from blueprints, schematics, sketches and oral instructions.  
Ability to plan work and to develop designs from sketches and oral instructions.  
Ability to plan and supervise the work of others.  
Ability to follow oral or written instructions.  
Ability to estimate and procure materials and labor.  
Skill in effective oral and written communication.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in performing full range of tasks associated with electrical work.

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**SPECIAL REQUIREMENTS**

This employee must hold an electrician's license based on State requirements as directed by the North Carolina Board of Electrical Examiners.

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## **ELECTRICIAN SUPERVISOR II**

Salary Grade 68

### **NATURE OF WORK**

An employee in this class plans and supervises the construction, installation, maintenance, and repair of electrical systems, equipment, and fixtures in medium to large size school systems. Work involves organizing and planning the work of the electricians and assisting in the administration of procedures as they relate to the day-to-day operation and maintenance of the electrical systems. The employee is expected to resolve most problems. Blueprints may accompany large installation jobs; however, the employee is expected to draw complementary sketches, supervise, and carry work to completion. Errors could produce serious consequences, including loss of human life and facilities. Work is performed under limited supervision. The employee supervises groups of electrical workers.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Plans and designs proposed primary and secondary electrical installations from blueprints, sketches, or diagrams.  
Determines the type, sizes, and quality of wires, panel boards, switch boxes, and other equipment necessary to perform assigned job.  
Requisitions materials as needed.  
Draws sketches for electricians to follow in repair and/or installation jobs.  
Supervises the maintenance, repair, testing, and installation of electrical equipment in existing buildings.  
Makes inspections to diagnose electrical trouble and assigns and supervises correction tasks.  
Diagnoses equipment trouble and initiates corrective measures.  
Assigns work to other employees in this class.  
Provides training for remediation and new techniques.  
Submits a cost estimate for the amount of materials and labor necessary for a particular job.  
Reviews work of outside contractors for adherence to plans and specifications.  
Recommends persons to be hired, disciplined, discharged or promoted.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard practices, materials, and processes of electrical trade.  
Considerable knowledge of the design, installation, and maintenance of electrical instruments, apparatus, and equipment.  
Skill in the use and care of tools and equipment necessary to electrical work.  
Ability to understand and work from blueprints, schematics, sketches and oral instructions.  
Ability to plan work and to develop designs from sketches and oral instructions.  
Ability to plan and supervise the work of other electricians.  
Ability to follow oral or written instructions.  
Ability to estimate and procure materials and labor.  
Skill in effective oral and written communication.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in performing full range of tasks associated with electrical work.

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**SPECIAL REQUIREMENTS**

This employee must hold an electrician's license based on State requirements as directed by the North Carolina Board of Electrical Examiners.

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# **ELECTRONIC TECHNICIAN I**

Salary Grade 64

## **NATURE OF WORK**

Employee performs skilled work in the maintenance and repair of standard electronic devices. This employee uses standard test equipment to repair, replace, install and alter material or equipment relating to electronic systems. Work involves interpretation and application of prepared sketches, diagrams, schematics, manuals, and manufacturer's specifications. Employee resolves most problems with minimum supervision. Complex problems are resolved jointly with supervisor or referred to supervisor. Errors are usually not discovered while work is in progress with the consequences of losses reflected in time, money and equipment. Employee receives general supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Installs and repairs electronic equipment, such as computers, electronic controls, audio and video systems, transmitters, and antennas.

Converses with equipment operators to ascertain problems.

Tests faulty equipment and identifies malfunctions.

Tests electronic components and circuits to locate defects.

Replaces defective components and wiring and adjusts mechanical parts.

Aligns, adjusts, and calibrates equipment according to specifications.

Maintains records of repairs, calibrations, and tests.

Reads manuals, printed instructions, maintenance bulletins, and related publications.

## **KNOWLEDGES, SKILLS AND ABILITIES**

Working knowledge of the methods, practices, and materials used in general electronic installation, maintenance and repair work.

Skill in the use and care of tools and equipment necessary to electronic work.

Ability to understand and work from manuals, schematics, sketches or penciled drawings, and manufacturer's specifications.

Ability to follow oral or written instructions.

## **SUGGESTED TRAINING AND EXPERIENCE**

Experience in electronic repairs and/or technical school training in electronic repair.

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## **ELECTRONIC TECHNICIAN II**

Salary Grade 67

### **NATURE OF WORK**

Employee performs skilled work in the installation, alteration, maintenance and repair of standard electronic devices, electronic subsystems, and electronic systems. Employee studies prepared sketches, diagrams, schematics, blueprints, manuals, and manufacturer's specifications to conduct repairs. Employee may modify existing circuitry to improve performance or layout circuitry to provide for special functions such as the interfacing of individual devices into systems. Employee is expected to resolve most problems with a minimum of assistance. Errors are usually not discovered while work is in progress with consequences of costly losses in time and equipment. Employee receives limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Installs and repairs electronic equipment following manuals, schematic diagrams, blueprints, and manufacturer's specifications.

Uses hand tools, power tools, and electronic test equipment.

Reviews work order to ascertain problems.

Tests faulty equipment and applies knowledge to diagnose cause of malfunction.

Replaces defective components and wiring and adjusts mechanical parts.

Aligns, adjusts, and calibrates equipment according to specifications.

Maintains records of repairs, calibrations, and tests.

Evaluates and installs electronic devices and systems.

Compiles technical/electronic literature.

Maintains an inventory of electronic replacement parts.

Recommends purchase of additional shop equipment or replacement of equipment.

Designs or redesigns computer control circuitry to improve performance.

### **KNOWLEDGES, SKILLS AND ABILITIES**

Considerable knowledge of electronic principles.

Considerable knowledge of the methods, practices, tools, and materials used in general electronic maintenance and repair work.

Skill in the use and care of tools and equipment necessary to electronic work.

Ability to understand and work from blueprints, schematics, sketches or penciled drawings, manuals, and manufacturer's specifications.

Ability to establish and maintain positive working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in electronic repairs and technical school training in electronic repair.

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# **EXCEPTIONAL CHILDREN DATA MANAGER**

Salary Grade 63

## **NATURE OF WORK**

An employee in this class is responsible for gathering and managing a wide variety of records that are required in an Exceptional Children Program. Procedural manuals are available for most of the work from which the employee plans the sequence of steps to be undertaken. The employee is expected to develop other procedures for non-complex activities. Errors may result in lost or destroyed critical financial or student record data. The employee receives limited supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Tracks paperwork and timeliness related to referral, evaluation, placement and re-evaluation of individual students, notifying appropriate personnel of due date.  
Verifies compliance of individual student records with State and Federal regulations.  
Gathers required records for transfer students.  
Provides guidance to school staff in efficient recordkeeping and understanding compliance issues.  
Compiles data for exceptional children reports to federal, state or local agencies.  
Compiles data and other information for non-routine requests by the State Board of Education, the General Assembly, the local school board and the school system's administrative team.  
Directs researchers to the source of needed information.  
Maintains records relating to properties of the Exception Children Program such as computers, software, journals, books, and other materials.  
Identifies needed information and gathers this for the program administrator to use in planning budgets.  
Participates with the administrator in developing and implementing a recording and tracking system for students who exit the program in order to evaluate the effectiveness of the program.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of data and information collection systems, including computerized ones.  
Some knowledge of basic accounting procedures.  
Ability to learn and comprehend the laws and regulations governing exceptional children programs.  
Ability to develop procedures for recordkeeping and retrieval.  
Ability to maintain accurate records.

## **SUGGESTED TRAINING AND EXPERIENCE**

Some education in office and business practices beyond high school with a year of experience in computer data base management, spreadsheets, and collection and reporting of data or an equivalent combination of experience and education.

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## **FLOOR MAINTENANCE ASSISTANT I**

Salary Grade 53

### **NATURE OF WORK**

An employee in this class cleans and maintains various types of floor surfaces. This employee performs semi-skilled work following established floor cleaning and finishing techniques using and disposing of a variety of cleaning agents. When problems arise, an employee in this class refers to established and detailed procedures or reports problems to a lead worker or supervisor. Errors result in obvious damage to floor surfaces. Direct supervision is provided.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Strips, rinses, and washes tile and linoleum floors.  
Washes and refinishes terrazzo floors.  
Sands and refinishes wood floors.  
Vacuums, cleans, and makes minor repairs to carpets.  
Maintains special surfaces on gymnasium floors.  
Operates equipment used for floor maintenance including floor sanders, buffing machines, and vacuum cleaners.  
Disposes of cleaning agents according to established procedures.  
Moves furniture to clear work area.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of floor care, finishing, and cleaning.  
Some skill in use and care of floor maintenance equipment.  
Some skill in use of floor cleaning and finishing agents.  
Ability to follow instructions.  
Ability to follow step-by-step directions in the use of floor cleaning equipment and products.  
Ability to follow step-by-step directions for disposing of floor maintenance products.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience with floor maintenance is preferred.

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## **FLOOR MAINTENANCE ASSISTANT II**

Salary Grade 55

### **NATURE OF WORK**

An employee in this class cleans and maintains various floor surfaces. This employee selects appropriate equipment and cleaning and finishing agents to accomplish broad general work assignments. When problems arise, an employee in this class will try standard remedies or initiate minor changes in procedures before referring problems to a supervisor. Errors will result in obvious damage to floor surfaces and loss of time. Employees in this class receive limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Determines needed supplies and equipment.  
Strips, rinses, and washes tile and linoleum floors.  
Washes and refinishes terrazzo floors.  
Sands and refinishes wood floors.  
Vacuums, cleans, and makes minor repairs to carpets.  
Maintains special surfaces on gymnasium floors.  
Operates equipment used for floor maintenance.  
Disposes of finishing and cleaning agents according to established procedures.  
Keeps simple records of materials, labor costs, and time required to accomplish assignments.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of floor cleaning and maintenance including familiarity with established techniques, equipment, and cleaning and finishing agents.  
Skill in use of and care for floor maintenance equipment.  
Ability to keep simple records.  
Ability to follow instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Experience in floor finishing and maintenance.

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## **FLOOR MAINTENANCE CREW LEADER**

Salary Grade 56

### **NATURE OF WORK**

An employee in this class cleans and maintains various floor surfaces and serves as crew leader of an on-site work team. This employee selects appropriate equipment and cleaning and finishing agents to accomplish broad general work assignments and makes assignments to lower-level workers. When problems arise, an employee in this class will try standard remedies or initiate minor changes in procedures before referring problems to a supervisor. Errors will result in obvious damage to floor surfaces and loss of time. Employees in this class receive limited supervision. Employees in this class serve as lead workers.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Determines needed supplies and equipment.
- Strips, rinses, and washes tile and linoleum floors.
- Washes and refinishes terrazzo floors.
- Sands and refinishes wood floors.
- Vacuums, cleans, and makes minor repairs to carpets.
- Maintains special surfaces on gymnasium floors.
- Operates equipment used for floor maintenance.
- Disposes of finishing and cleaning agents according to established procedures.
- Keeps simple records of materials, labor costs, and time required to accomplish assignments.
- Accounts for equipment and materials signed out to crew members.
- Assists in training new employees.
- Directs crew in performance of assigned duties.
- Reports outstanding or unsatisfactory work and behavior to supervisors.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of floor cleaning and maintenance including familiarity with established techniques, equipment, and cleaning and finishing agents.
- Skill in use of and care for floor maintenance equipment.
- Ability to perform simple record keeping.
- Ability to follow instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Experience in floor finishing and maintenance.

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# **FLOOR MAINTENANCE SUPERVISOR**

Salary Grade 62

## **NATURE OF WORK**

An employee in this class directs the entire floor cleaning and maintenance program. This work entails scheduling crews and equipment to clean and to maintain the various floor surfaces. The employee determines the cleaning and finishing agents to be used and assures that cleaning materials and supplies are used and disposed of following industrial and environmental requirements. An employee in this class will be expected to resolve problems that arise as crews are on the job or in meeting scheduling demands throughout the school system. Errors may be identified while work is in progress or upon inspection of the completed job, when correction will require considerable time. An employee in this class receives general supervision. An employee in this class supervises, coordinates, and directs the work of crews assigned throughout the school system.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Establishes floor cleaning and finishing standards.
- Inspects work of floor maintenance crews.
- Schedules crews in accordance with district requests and maintenance needs.
- Requisitions and maintains an adequate stock of materials and supplies.
- Requests needed floor cleaning, finishing, and maintenance equipment.
- Oversees upkeep of floor cleaning, finishing, and maintenance equipment and its assignment to jobs.
- Arranges disposal of residual supplies and materials from job sites.
- Disposes of unneeded or obsolete equipment.
- Trains employees in all phases of floor care.
- Compiles and prepares reports, such as costs per job and tests of new products and equipment.
- Recommends persons to be hired, discharged, and promoted.
- Maintains workers' time and benefit records.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of floor cleaning, finishing, and maintenance practices including established techniques, equipment, and cleaning and finishing agents.
- Skill in planning and scheduling to accommodate routine and emergency floor maintenance and cleaning needs.
- Skill in calculating job costs.
- Ability to supervise and manage a work force.
- Ability to determine time requirements for specific jobs.
- Ability to train employees in floor cleaning and maintenance work.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in floor maintenance and cleaning, including some experience in a supervisory capacity.

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**GLAZIER**  
Salary Grade 60

**NATURE OF WORK**

An employee in this class is engaged in cutting, installing, and repairing glass in windows, doors, display cases and cabinets. The employee must be able to make accurate measurements and follow simple installation instructions. It is necessary occasionally to judge adjustments for fitting when pattern does not exactly match actual setting. Improper cutting or fitting can result in waste and breakage of glass. The employee is expected to follow work order with some independence. The employee is given limited supervision.

**ILLUSTRATIVE EXAMPLES OF WORK**

Measures space for placement of glass.  
Selects glass approximated to be of size needed.  
Marks outline of existing pattern on glass.  
Cuts glass using glass cutter.  
Breaks off excess glass by hand or by using a notched tool.  
Fastens glass panes into wood sash or metal grooves with glazier's points.  
Spreads and smoothes putty around edge of panes with putty knife to seal joints.  
Sets glass doors into frames and fits hinges.  
Installs metal windows and door frames into which glass panels are to be fitted.

**KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of glass work externally and internally in buildings.  
Skill in the use of a glass cutter.  
Ability to follow simple instructions.  
Ability to adapt cutting pattern to differing size.  
Ability to make simple, but exact, measurements.

**SUGGESTED TRAINING AND EXPERIENCE**

Experience in the installation and repair of glass sufficient to do work assignments with limited supervision and direction.

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# **GROUNDS KEEPER I**

Salary Grade 56

## **NATURE OF WORK**

An employee in this class uses simple tools to maintain grounds including planting, cultivating, pruning and cutting plants, trees, shrubs, grass, and flowers. Assignments are generally routine and repetitive in nature. Detailed instructions are given, and problems are referred to a supervisor. Work performance is inspected and evaluated based on grounds appearance, and errors are quickly revealed. The employee receives direct supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Cuts lawns.  
Trims and edges.  
Prunes shrubs and trees to shape and improve growth.  
Removes damaged leaves, branches, and twigs.  
Rakes and composts or disposes of leaves.  
Cleans grounds and removes litter.  
Shovels snow from walks and driveways.  
Spreads salt and sand on public passage ways to prevent ice buildup.  
Plants grass, flowers, trees, and shrubs.  
Waters lawn, shrubs, and flowers.  
Cleans out drainage ditches and culverts.  
Sharpens tools, such as weed cutters, edging tools, and shears.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of grounds maintenance.  
Some knowledge of the planting, cultivating, pruning, and trimming requirements of flowers, shrubs and trees.  
Ability to use and sharpen gardening tools.  
Ability to follow simple oral or written instructions.

## **SUGGESTED TRAINING AND EXPERIENCE**

Some experience in the care and maintenance of plants, trees, flowers, and shrubs is preferred.

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## **GROUNDS KEEPER II**

Salary Grade 58

### **NATURE OF WORK**

An employee in this class uses a variety of tools and equipment to maintain grounds including planting, cultivating, spraying, pruning, and cutting plants, trees, shrubs, grass, and flowers. This employee determines the care and treatment necessary to maintain grounds in good condition. Routine problems concerning the selection, placement, care, and treatment of plants are handled by the employee. Errors may be quickly revealed or may only be revealed upon loss of plant life, and may be expensive. Limited supervision is given.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Cuts lawns.

Trims and edges.

Prunes shrubs and trees to shape and improve growth.

Removes damaged leaves, branches, or twigs.

Sprays lawns, plants, shrubs, and trees with fertilizer, herbicides, and pesticides, using hand or automatic sprayer.

Conditions and prepares soils and transplants or plants seeds, seedlings or bulbs according to instructions and planned design of landscaped area.

Plants grass, flowers, trees, and shrubs following sketches and designs when available.

Waters lawns, shrubs, and flowers.

Maintains paths or road surfaces.

Performs ground maintenance duties, using tractor equipped with attachments, such as mowers, lime or fertilizer spreaders, lawn roller, and snow removal equipment.

Operates heavy power equipment.

Drives dump trucks and transports tractor and ground maintenance equipment.

Makes minor repairs to mowers and other equipment.

Sharpens tools.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of grounds keeping and elementary horticultural practices.

Working knowledge of planting, cultivating, pruning, spraying, and trimming requirements of flowers, shrubs, and trees.

Skill to drive dump trucks.

Skill to transport tractors and other maintenance equipment.

Skill to operate heavy power equipment.

Ability to use, sharpen and make minor repairs to tools and equipment.

Ability to follow oral or written instructions.

Ability to follow simple landscape sketches and designs.

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**SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the care and maintenance of plants, trees, flowers, and shrubs.

**SPECIAL REQUIREMENTS**

The employee must hold a pesticide applicator's license based on State requirements, as directed by the North Carolina Department of Agriculture.

This employee must hold an appropriate North Carolina driver license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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## **GROUNDS CREW LEADER**

Salary Grade 59

### **NATURE OF WORK**

An employee in this class uses a variety of tools and equipment to maintain grounds including planting, cultivating, spraying, pruning, and cutting plants, trees, shrubs, grass, and flowers, and provides on-site leadership. This employee determines the care and treatment necessary to maintain grounds in good condition. To assure an attractive and orderly landscape, non-routine problems concerning the selection, placement, care, and treatment of plants are referred to a supervisor or nursery dealer for advice. Errors may be quickly revealed or may only be revealed upon loss of plant life, and may be expensive. Limited supervision is given. The employee serves as a lead worker in providing direction to crew members

### **ILLUSTRATIVE EXAMPLES OF WORK**

Cuts lawns.  
Trims and edges.  
Prunes shrubs and trees to shape and improve growth.  
Removes damaged leaves, branches, or twigs.  
Sprays lawns, plants, shrubs, and trees with fertilizer, herbicides, and pesticides, using hand or automatic sprayer.  
Conditions and prepares soils and transplants or plants seeds, seedlings or bulbs according to instructions and planned design of landscaped area.  
Plants grass, flowers, trees, and shrubs following sketches and designs when available.  
Waters lawns, shrubs, and flowers.  
Maintains paths or road surfaces.  
Performs ground maintenance duties, using tractor equipped with attachments, such as mowers, lime or fertilizer spreaders, lawn roller, and snow removal equipment, and operates heavy power equipment.  
Drives dump trucks and transports tractor and ground maintenance equipment.  
Makes minor repairs to mowers and other equipment.  
Sharpens tools.  
Trains employees.  
Assigns work to crew members.  
Observes work in progress.  
Gives directions for corrections as needed.  
Reports outstanding or unsatisfactory work and behavior to supervisors.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of grounds keeping and elementary horticultural practices.  
Working knowledge of planting, cultivating, pruning, spraying, and trimming requirements of flowers, shrubs, and trees.  
Skill to drive dump trucks.  
Skill to transport tractors and other maintenance equipment.  
Skill to operate heavy power equipment.  
Ability to use, sharpen and make minor repairs to tools and equipment.  
Ability to follow oral or written instructions.  
Ability to follow simple landscape sketches and designs.

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## **Grounds Crewleader**

### **Page 2**

Ability to coordinate the efforts of a group of employees.

Ability to train other workers.

Ability to provide leadership to employees in this class.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the care and maintenance of plants, trees, flowers, and shrubs.

### **SPECIAL REQUIREMENTS**

The employee must hold a pesticide applicator's license based on State requirements, as directed by the North Carolina Department of Agriculture.

This employee must hold an appropriate North Carolina driver license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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# **GROUNDS SUPERVISOR I**

Salary Grade 63

## **NATURE OF WORK**

An employee in this position is responsible for the design and implementation of district-wide landscaping plans and the coordination and direction of a grounds maintenance program in a small to medium size system. The employee develops plans, makes assignments, and oversees the project from implementation to completion. Most problems are resolved by exercising discretionary judgement and analysis, consulting a qualified horticultural expert when necessary. Errors may be quickly revealed, or may only be revealed upon loss of plant life, and may be costly. General supervision is received by this employee and work performance is inspected and evaluated on the basis of grounds appearance. Work assignments are achieved through the employee's coordination, direction, and supervision of employees in this class.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Observes routine grounds maintenance needs, sets priorities, and makes work assignments.  
Oversees the maintenance of school grounds including athletic playing fields, playgrounds, driveways, paths, and parking areas.  
Performs field surveys, and sketches landscape plans for individual buildings, facilities, or undeveloped areas.  
Submits a cost estimate for the amount of material and labor necessary for a particular job. Supervises the development of landscaped areas in accordance with working drawings.  
Estimates labor and materials needed to maintain or develop grounds.  
Confers with commercial landscape firms and nursery suppliers on the purchase of equipment, supplies, and nursery stock.  
Supervises the upkeep of road surfaces, playing fields, formal gardens, and the removal of trash, leaves, and snow.  
Selects appropriate number and type of plants, shrubs, trees and grasses suited to the location, soil, amount of sun received, and availability of water.  
Selects disease resistant plants, or plants which require little maintenance.  
Inspects plants for diseases and determines the appropriate treatment.  
Selects the type and amount of insecticide, herbicide, or pesticide and instructs employees on proper application.  
Selects the type and amount of fertilizer and instructs employee on proper application.  
Reviews the work of outside contractors for adherence to plans and specifications.  
Supervises the construction of sidewalks, drainage ditches, and terraces.  
Conducts a quality check of work in progress or upon completion to assure acceptability.  
Trains staff in the proper use of tools and work procedures.  
Informs staff of latest technological advances and environmental compliance procedures.  
Keeps records of work orders, inventory, and expenditures.  
Instructs employees on safety procedures.  
Recommends persons to be hired, disciplined, discharged, or promoted.

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**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of grounds keeping and horticultural principles and practices.  
Considerable knowledge of ornamental shrubs, plants, and flowers, as well as their uses in landscaping grounds.  
Considerable knowledge of planting, cultivating, pruning, spraying, and trimming requirements of flowers, shrubs, trees, and grass.  
Working knowledge of grounds maintenance equipment.  
Skill in calculating job costs.  
Skill in communicating effectively.  
Ability to estimate the amount of material and labor.  
Ability to prioritize, plan, assign, coordinate and direct the work of employees.  
Ability to supervise and participate in the maintenance and repair of tractors, mowers, and other equipment used in grounds maintenance.

**SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the development and implementation of landscape plans, and the care and maintenance of plants, trees, flowers, and shrubs.

**SPECIAL REQUIREMENT**

This employee must hold a pesticide applicator's license based on State requirements, as directed by the North Carolina Department of Agriculture.

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## **GROUNDS SUPERVISOR II**

Salary Grade 65

### **NATURE OF WORK**

An employee in this position is responsible for the design and implementation of district-wide landscaping plans and the coordination and direction of a grounds maintenance program in a medium to large size system. The employee develops plans, makes assignments, and oversees the project from implementation to completion. Most problems are resolved by exercising discretionary judgement and analysis, consulting a qualified horticultural expert when necessary. Errors may be quickly revealed or may only be revealed upon loss of plant life and may be costly. General supervision is received by this employee and work performance is inspected and evaluated on the basis of grounds appearance. Work assignments are achieved through the employee's coordination, direction, and supervision of employees in this class.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Observes routine grounds maintenance needs, sets priorities, and makes work assignments.  
Oversees the maintenance of school grounds including athletic playing fields, playgrounds, driveways, paths, and parking areas.  
Performs field surveys, and sketches landscape plans for individual buildings, facilities, or undeveloped areas.  
Submits a cost estimate for the amount of material and labor necessary for a particular job. Supervises the development of landscaped areas in accordance with working drawings.  
Estimates labor and materials needed to maintain or develop grounds.  
Confers with commercial landscape firms and nursery suppliers on the purchase of equipment, supplies, and nursery stock.  
Supervises the upkeep of road surfaces, playing fields, formal gardens, and the removal of trash, leaves, and snow.  
Selects appropriate number and type of plants, shrubs, trees and grasses suited to the location, soil, amount of sun received, and availability of water.  
Selects disease resistant plants, or plants which require little maintenance.  
Inspects plants for diseases and determines the appropriate treatment.  
Selects the type and amount of insecticide, herbicide, or pesticide and instructs employees on proper application.  
Selects the type and amount of fertilizer and instructs employee on proper application.  
Reviews the work of outside contractors for adherence to plans and specifications.  
Supervises the construction of sidewalks, drainage ditches, and terraces.  
Conducts a quality check of work in progress or upon completion to assure acceptability.  
Trains staff in the proper use of tools and work procedures.  
Informs staff of latest technological advances and environmental compliance procedures.  
Keeps records of work orders, inventory, and expenditures.  
Instructs employees on safety procedures.  
Recommends persons to be hired, disciplined, discharged, or promoted.

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**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of grounds keeping and horticultural principles and practices.  
Considerable knowledge of ornamental shrubs, plants, and flowers, as well as their uses in landscaping grounds.  
Considerable knowledge of planting, cultivating, pruning, spraying, and trimming requirements of flowers, shrubs, trees and grass.  
Working knowledge of grounds maintenance equipment.  
Skill in calculating job costs.  
Skill in communicating effectively.  
Ability to estimate the amount of material and labor.  
Ability to prioritize, plan, assign, coordinate and direct the work of employees.  
Ability to supervise and participate in the maintenance and repair of tractors, mowers, and other equipment used in grounds maintenance.

**SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the development and implementation of landscape plans, and the care and maintenance of plants, trees, flowers, and shrubs.

**SPECIAL REQUIREMENT**

This employee must hold a pesticide applicator's license based on State requirements, as directed by the North Carolina Department of Agriculture.

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# HVAC MECHANIC I

Salary Grade 65

## **NATURE OF WORK**

An employee in this class performs the full range of duties associated with installation, maintenance, and repair of ventilation, air conditioning and environmental control systems. A larger, costlier, exceptional, or more complex job may be reviewed by a technical supervisor to determine appropriate procedures and to assure that proper work methods are being followed. Employees receive work orders indicating the nature of the work to be done. They are expected to determine the materials, tools, and repair procedures needed. Errors may be quickly revealed or may only be located after involvement of a supervisor and may be costly to fix. Limited supervision is given to this employee.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Troubleshoots and repairs electrical control circuits, using electrical test devices.
- Replaces faulty thermostats, wiring, and controls.
- Checks accuracy and calibrates electrical, pneumatic, and electronic control systems.
- Overhauls small reciprocal compressors.
- Cleans, lubricates and services ventilation, air conditioning, and environmental control equipment.
- Sets ventilation, air conditioning, and environmental control equipment into place.
- Wires controls.
- Forms metal sheeting into duct.
- Connects and installs piping and duct.
- Removes and replaces joints or lengths of pipe and duct in distribution systems.
- Adjusts and balances distribution systems to achieve maximum energy efficiency.
- Uses recycle and recovery equipment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of ventilation and refrigeration theory.
- Working knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of ventilation, air conditioning and environmental control equipment.
- Working knowledge of electricity.
- Working knowledge of the design and operation of reciprocal compressors.
- Working knowledge of the design and operation of pneumatic control systems.
- Ability to diagnose equipment malfunctions and prescribe repair procedures.
- Ability to follow specific written or oral instructions.
- Ability to use recycle and recovery equipment.
- Skill in the use of tools and equipment utilized in the repair of ventilation, air conditioning, and environmental control equipment.

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**SUGGESTED TRAINING AND EXPERIENCE**

Experience in the installation, maintenance, and repair of ventilation, air conditioning and environmental control systems is preferred.

**SPECIAL REQUIREMENTS**

The employee or agency must hold a heating and/or air conditioning license based on State requirements, as directed by the Board of Examiners of Plumbing, Heating, Air Conditioning, and Fire Sprinkler Contractors.

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## **HVAC MECHANIC II**

Salary Grade 67

### **NATURE OF WORK**

An employee in this class constructs, modifies, or repairs heating, ventilation, and air conditioning equipment and environmental control systems. This employee may serve as the technical expert in one or more areas of the heating, ventilation, and air conditioning fields. Employees at this level review the heating and cooling requirements and make recommendations to achieve optimum system effectiveness and efficiency. The employee is expected to resolve most problems. Errors may or may not be quickly revealed, and they may result in inefficient and potentially dangerous situations. Work is performed independently under general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Overhauls large reciprocal, absorption, and centrifugal compressors.  
Troubleshoots and repairs complex chiller or control problems, determines parts needed and work procedures.  
Analyzes HVAC system requirements recommending new systems or modifications.  
Researches new equipment or procedures for possible adoption and use.  
Reads blueprints and diagrams.  
Sets heating, air conditioning, ventilation and environmental control equipment into place.  
Wires controls and other related electrical equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of heating, ventilation and refrigeration theory.  
Considerable knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of HVAC equipment.  
Considerable knowledge of the design and operation of centrifugal and reciprocal compressors.  
Working knowledge of electricity.  
Working knowledge of the design and operation of pneumatic control systems.  
Ability to diagnose equipment malfunctions and prescribe repair procedures.  
Ability to follow broad written or oral instructions.  
Ability to follow blueprints and diagrams.  
Ability to analyze building heating and air conditioning requirements and recommend systems or modifications.

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## **HVAC Mechanic II**

**Page 2**

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the installation, maintenance, and repair of HVAC and related environmental control systems.

### **SPECIAL REQUIREMENTS**

The employee or agency must hold a heating and/or air conditioning license based on State requirements, as directed by the Board of Examiners of Plumbing, Heating, Air Conditioning, and Fire Sprinkler Contractors.

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# **HVAC SUPERVISOR**

Salary Grade 69

## **NATURE OF WORK**

An employee in this class is responsible for all installation, maintenance, and repair of heating, ventilation, and air conditioning units and associated air handling, chilled water distribution, and environmental control systems. The employee plans individual jobs and long-term work operations, develops a preventive maintenance program, and controls the quality of repair work. Responsibilities also include designing smaller air conditioning systems, designing modifications to existing systems, reviewing plans and specifications for contracted work, and reviewing the work of outside contractors. This employee is expected to resolve most problems exercising discretionary judgement and analysis even in the most complex situations. Errors may result in considerable loss of time and resources. General direction is received. This employee coordinates, directs, and supervises all other employees engaged in this type of work.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Receives oral or written work requests and sets priorities.  
Assigns personnel to jobs.  
Supervises major overhaul or installation of environmental control systems to assure that work is carried out according to plans and specifications.  
Conducts a quality check of work in progress or upon completion to assure acceptability.  
Oversees repair and replacement of faulty thermostats, wiring and controls.  
Oversees repair and replacement of all compressors.  
Reviews the work of contractors for adherence to plans and specifications and for quality assurance.  
Informs staff of latest technological advances and environmental compliance requirements.  
Trains staff in the proper use of tools, and proper work procedures.  
Keeps records of work orders, inventory, and expenditures.  
Estimates and orders needed equipment and supplies.  
Determines the appropriate HVAC equipment.  
Designs air flow control systems.  
Designs modifications to existing systems to achieve efficient operation.  
Reviews plans and specifications for new construction to determine compatibility with existing equipment or acceptability of design.  
Recommends persons to be hired, disciplined, discharged, or promoted.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of heating, ventilation and refrigeration theory.  
Considerable knowledge of the design and operation of centrifugal and reciprocal compressors.  
Considerable knowledge of the design and operation of pneumatic control systems.  
Considerable knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of HVAC equipment.  
Working knowledge of electricity.  
Ability to diagnose equipment malfunctions and prescribe repair procedures.  
Ability to train and supervise others.  
Ability to prioritize, plan, assign, coordinate and direct the work of HVAC mechanics and crew leaders.

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**HVAC Supervisor**  
**Page 2**

Ability to design smaller systems or design modifications to larger systems.  
Ability to review and critique plans and specifications for HVAC and environmental control systems.

**SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the installation, maintenance, or repair of HVAC and related environmental control systems; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS**

The employee or agency must hold a heating and/or air conditioning license based on State requirements, as directed by the Board of Examiners of Plumbing, Heating, Air Conditioning, and Fire Sprinkler Contractors.

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## **LABORER**

Salary Grade 50

### **NATURE OF WORK**

An employee in this class assists higher level employees in a variety of routine and repetitive manual tasks. Any problem or situation encountered, that is out of the ordinary, is referred to a supervisor. Errors are generally easily detected and remedied. This employee receives direct supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Loads and unloads material, equipment, parts, and supplies.
- Transports tools and materials to and among work sites.
- Helps dismantle machines and equipment.
- Removes dust, dirt, grease, and waste material from machines.
- Lubricates machine parts.
- Connects objects using a hammer, screwdriver, drill, or glue.
- Picks up trash.
- Digs holes, ditches, trenches.
- Cleans the work area after repair or installation.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Skill in the use and care of equipment and tools used in performing work assignments.
- Ability to follow simple instructions.
- Ability and physical strength sufficient to move objects.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience in the performance of manual tasks is preferred.

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# **LOCAL AREA NETWORK (LAN) ENGINEER**

Salary Grade 74

## **NATURE OF WORK**

An individual in this class is responsible for designing and implementing local area networks in a school environment. Employee supervises the installation, maintenance, and operation of local area networks and associated computer hardware and software. Employee coordinates with the Director of Technology the evaluation of school system networking needs and recommends improvements and modifications to existing infrastructure. Employee diagnoses and resolves complex local area network issues.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Installs local area networks including network servers, hubs, routers, workstations, printers, and other peripheral devices.

Operates and maintains local area networks, tracks significant problems, monitors performance, and performs upgrades to hardware and software as required.

Installs or modifies existing installations of networked computer hardware, software, and other components.

Participates in long- and short-range technology planning.

Trains technical staff at the building level to follow proper operating procedures necessary to maintain the integrity of the network.

Maintains documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.

Assists in developing and providing training to building level faculty and staff in the proper operation of the local area network.

Attends classes, seminars, conferences and reviews professional literature to enhance knowledge of trends and developments related to local area network systems.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Strong knowledge of local area network architecture.

Strong knowledge of computers and related technologies.

Strong knowledge of infrastructure requirements and components of local area networks.

Strong knowledge of network operating systems.

Considerable knowledge of local area network protocols and diagnostic tools.

Ability to supervise technical support staff.

Ability to communicate effectively with all levels of technology users.

## **SUGGESTED TRAINING AND EXPERIENCE**

Completion of a four-year degree in Computer Science, or a related field with coursework in networking and one year of work experience with networking, and supervisory training or experience; or a two year degree in Computer Science or a related field, with specialized coursework in networking, and two years' experience in a network environment, and supervisory training or experience; or an equivalent combination of training and experience. Certification in network operating system's software such as Novell Administrator, Novell Engineer, or Microsoft Engineer preferred.

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# **LOCKSMITH**

Salary Grade 62

## **NATURE OF WORK**

An employee in this class installs, repairs, rebuilds and services mechanical or electrical locking devices using hand tools and special equipment. An employee must apply the principles and practices of the locksmith trade to a variety of locks. Much of the work will be performed solely by general written or oral work orders. Unusual operations will usually be accompanied by detailed instructions. Resolution of problems encountered in the malfunctions of locks and hardware is an essential part of the work. Failure to work with close tolerance and precise adjustments will result in damage to doors and locks and may cause property to be unsecured. General supervision is given as the work is reviewed by observation of the quality and effectiveness of its finished state.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Disassembles locks.
- Diagnoses operational problems in locks.
- Repairs or replaces worn tumblers, springs and other parts.
- Inserts new or repaired tumblers into lock to change the combination.
- Follows specification for the installation of complex systems.
- Makes measurements and cuts materials to exact specification for placement of locks.
- Inserts locks.
- Secures locks by installing holding hardware.
- Maintains set of master keys for the school system.
- Cuts blanks to duplicate keys.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the principles and practices of the locksmith trade.
- Skill in the use of the tools of the trade.
- Skill in making the precise adjustments to parts of locks.
- Ability to work to close tolerances.
- Ability to follow detailed instructions, oral or written.
- Ability to modify instructions to fit the situation.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable and progressively complex experience in the locksmith trade; or an equivalent combination of education and experience.

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# **MACHINE OPERATOR**

Salary Grade 57

## **NATURE OF WORK**

The employee operates medium-sized or large capacity machinery, such as bulldozers, motor graders, and backhoes. Work is generally routine and repetitive with detailed instructions for any unusual assignments. Problems are referred to employee's immediate supervisor. Errors may result in incomplete assignments and work stoppage or delays. Employee receives direct supervision including specific instructions as to the tasks to be performed.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Operates backhoe digging trenches for underground lines and drainage ditches.  
Operates bulldozer moving earth, stumps, rocks and other debris.  
Operates motor grader leveling ground surfaces and maintaining dirt and gravel roads.  
Maintains machinery log.  
Contacts supervisor by telephone.  
Inspects equipment and supplies and requests service and repairs as needed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the principles of operation for the machinery assigned.  
Working knowledge of ground preparation and maintenance.  
Working knowledge of road maintenance and construction procedures.  
Skill to operate machinery controls.  
Ability to follow oral or written instructions.

## **SUGGESTED TRAINING AND EXPERIENCE**

Some experience operating medium to large size machinery.

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## **MAINTENANCE DIRECTOR**

Salary Grade Based on ADM

### **NATURE OF WORK**

An employee in this position is responsible for a large variety of facility maintenance duties throughout the school system. Work involves application of many technical guidelines. This employee exercises discretionary judgment and analysis in most situations. Errors may not be readily discovered thus may result in great loss. General direction is given. Administrative supervision is exercised over a number of skilled, semi- skilled and unskilled employees.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Selects and recommends persons to be hired, disciplined, discharged, or promoted.  
Plans, directs, and reviews the work of maintenance employees.  
Supervises the work of contracted labor.  
Supervises and inspects the work of contracted skilled tradespersons.  
Coordinates activities of the maintenance crews.  
Insures the storage and security of materials.  
Plans and reviews fiscal matters related to plant operations.  
Insures employees are provided needed training.  
Informs staff of changes in technology, laws, codes, or regulations with regard to general facility maintenance.  
Inspects the condition of school buildings to determine needed repairs and maintenance.  
Receives, authorizes, prioritizes and delegates work requests.  
Evaluates project sketches or blueprints and cost estimates to make implementation decisions.  
Plans and monitors the departmental budget.  
Keeps records and prepares required reports.  
Determines need, selects and purchases equipment.  
Prepares or participates in preparation of specifications for materials and equipment required.  
Inspects the work of outside contractors for adherence to plans and specifications.  
Consults with outside authorities and agencies regarding facility maintenance and environmental issues.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the proper handling of hazardous materials.  
Thorough knowledge of acceptable maintenance and repair in all phases of building maintenance.  
Considerable knowledge of materials, methods and equipment used in maintenance of school plants and buildings.  
Considerable knowledge of environmental regulations.  
Working knowledge of electrical, plumbing and other related codes as required by law and pertaining to schools.

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## **Maintenance Director**

### **Page 2**

Skill in analyzing problems and arriving at a reasonable and economical solution.

Skill in estimating the cost and amount of materials needed for repair and maintenance of building structures and mechanical equipment.

Skill in preparing budgets.

Ability to plan and direct the work of subordinate employees.

Ability to establish and maintain effective working relationships with employees and others.

Ability to establish a training program for employees at all levels in the department.

### **SUGGESTED TRAINING AND EXPERIENCE**

Extensive, broad and intensive experience in the area of facility maintenance, and prior experience planning, coordinating and directing the work of employees is preferred.

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# MASON

Salary Grade 63

## **NATURE OF WORK**

An employee in this class is responsible for laying bricks, blocks, or tiles. The employee receives work assignment and plans a sequence of steps. Most problems are resolved by the employee and performance is evaluated on stability and quality of masonry work. Some errors may be revealed upon inspection while others may go undetected resulting in considerable costs. The employee operates with general supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Estimates amount of material and labor necessary for a particular job.

Works from rough sketches.

Measures distance from reference points and marks guidelines on working surface to prepare work area.

Mixes mortar.

Spreads mortar that serves as a base and binder for block, using trowel.

Lays bricks, blocks, or tiles in constructing and repairing walls, partitions, walks, room additions, and similar structures.

Operates brick saw in cutting blocks and bricks.

Determines vertical and horizontal alignment of courses.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the practices and techniques of masonry.

Working knowledge of bricks, blocks, tiles, cement, and related building materials.

Skill in visualizing, measuring, and preparing work area.

Skill in laying blocks, bricks, or tiles.

Skill to vertically and horizontally align using a plumb bob, gauge line, and level.

Ability to follow simple oral or written instructions.

Ability to work from rough sketches.

Ability and physical strength to work at heavy labor for considerable periods of time.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable masonry experience or an equivalent combination of education and experience.

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# **OCCUPATIONAL THERAPIST ASSISTANT**

Salary Grade 64

## **NATURE OF WORK**

An employee in this class administers occupational therapy to students to assist a therapist in providing living skills. The work is guided by individual plans with the assistant planning exact sequences of various activities. The employee is expected to initiate minor changes in the plan and make adaptations of equipment and therapeutic environment. Errors in treatment could cause serious harm to students and potential liability for the school system. The employee receives limited supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Evaluates students to determine the extent of their limitations.  
Administers a variety of activities to accomplish the planned improvement in functioning.  
Analyzes and measures students' behavior.  
Prepares records and reports of students' progress.  
Designs and adapts equipment to meet the needs of individual students.  
Instructs students and families in care and use of adaptive equipment.  
Requisitions equipment and materials.  
Consults with therapist and school staff to schedule students for treatments.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the theory and methods of occupational therapy and their application.  
Skill in modifying and constructing adaptive equipment and devices.  
Skill in applying and using therapeutic equipment.  
Ability to communicate with students, parents and teachers.  
Ability to prepare and maintain accurate records.

## **SUGGESTED TRAINING AND EXPERIENCE**

Completion of an accredited educational curriculum for occupational therapist assistants and two years of experience or an equivalent combination of education and experience.

## **SPECIAL REQUIREMENT**

License as an occupational therapist assistant in North Carolina.

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# **OCCUPATIONAL THERAPIST**

Salary Grade 76

## **NATURE OF WORK**

An employee in this class participates in the development, implementation, and coordination of an occupational therapy program to provide screening, evaluation and treatment of exceptional students. The employee must select, from a wide range of activities, the program activity appropriate for each student. Problems that arise in the treatment program are expected to be resolved independently. Errors in the treatment could cause serious harm to students and potential liability to the school system. The employee receives general direction from the Director of Exceptional Children. Direct supervision may be exercised over support personnel.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Evaluates students' abilities through a variety of functional and behavioral assessments and collection of information.  
Provides direct therapy through various activities to develop and maintain living skills.  
Participates in the multi-disciplinary meetings to develop Individual Education Plans.  
Designs and constructs or modifies special equipment to meet individual needs.  
Instructs and monitors educational personnel, community agencies and parents in the program to increase strength and dexterity of exceptional students.  
Coordinates the development and evaluation of a school-wide occupational therapy program.  
Projects budget needs, prepares and maintains budget.  
Documents needs for equipment and materials.  
Maintains clinical and administrative records in accordance with State guidelines and school policy.

## **KNOWLEDGE, SKILLS AND ACTIVITIES**

Thorough knowledge of the theory, principles and methods of occupational therapy.  
Working knowledge of normal child development.  
Working knowledge of general management practice.  
Skill in adapting or designing equipment for individual needs.  
Skill in administering treatment.  
Ability to select and administer appropriate assessment and treatment activities.  
Ability to plan, implement, administer and coordinate a physical therapy program.  
Ability to plan, coordinate and conduct on the job training and continuing education for a variety of individuals.  
Ability to communicate effectively orally and in writing.

## **SUGGESTED TRAINING AND EXPERIENCE**

Graduation from a four-year accredited program of occupational therapy and two years of experience or a master's degree in physical therapy.

## **SPECIAL REQUIREMENT**

License as an occupational therapist in North Carolina.

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## **OFFICE SUPPORT I**

Salary Grade 55

### **NATURE OF WORK**

An employee in this class performs several duties to provide clerical assistance within a small work unit or sub-unit of a larger department. Detailed instructions are given and most tasks are routine and repetitive in nature. Minor problems may be solved by the employee; all others are referred to the supervisor. Errors usually are quickly revealed or may be located only after involvement of other employees working in the same work unit; however, they are easily remedied and generally not costly. The employee in this position receives direct supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Compiles data from several established sources.
- Records readily available information obtained from a limited number of sources.
- Operates computer for routine and repetitive recording.
- Posts receipts and disbursements for one or few accounts.
- Verifies others' accounting of money.
- Verifies that quantity and cost amounts match on purchase orders, receipts and invoices.
- Sets up and maintains files for a limited number of subjects.
- Operates a limited variety of simple standard office equipment.
- Keyboards materials from exact copy with proficiency.
- Keyboards materials from rough copy or brief notes into draft form.
- Takes dictation in abbreviated longhand.
- Transcribes tapes of repetitive materials into established format.
- Answers incoming phone lines.
- Gives and obtains routine and limited information.
- Screens inquiries to identify simple ones to answer and ones to refer to another staff member.
- Composes brief routine narrative material.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of elementary arithmetic.
- Working knowledge of correct spelling.
- Some knowledge of correct grammar and vocabulary usage.
- Some knowledge of general office practices.
- Some knowledge of basic bookkeeping.
- Some knowledge of basic computer operation.
- Ability to operate multi-line phone system.
- Ability to compile simple information.
- Ability to use a basic computer software program.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience with data entry or previous office experience is preferred.

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## OFFICE SUPPORT II

Salary Grade 57

### NATURE OF WORK

An employee in this class performs a moderate variety of clerical duties which may be of a specialized nature, as in bookkeeping, and are usually in a relatively narrow program area. Detailed instructions or general guides of some variety are available as a reference to the employee. The employee is expected to resolve problems of medium difficulty with little assistance. Occasionally the employee may plan, develop, or revise procedures for non-complex work. Errors are generally found within the school system. Errors may be located only upon completion thereby, increasing costs through the need for multiple corrections. An employee in this position receives limited supervision.

### ILLUSTRATIVE EXAMPLES OF WORK

Compiles data from a large variety of established sources.  
Records a wide range of information requiring some computation.  
Operates a computer, selecting procedure and items to code and record.  
Codes transactions to the correct one of several possible funding sources.  
Maintains ledger sheets and current balance of several accounts.  
Determines individual allotment of materials/monies by prescribed procedures.  
Prepares periodic statement of accounts by established practices or detailed instructions.  
Reviews material orders and recommends their approval or rejection to higher authority.  
Sets and maintains files for a moderate number of subjects.  
Files and retrieves information from an alphabetical, chronological or numerical filing system.  
Operates moderate variety of standard office equipment.  
Operates a calculator to perform a variety of operations including fractions, percentages and decimals.  
Types tabular materials, charts, and statistical materials from readily available example.  
Takes dictation at average speed.  
Transcribes from shorthand notes or tapes.  
Answers incoming phone lines and establishes needs of callers in order to refer them to the appropriate staff person for service.  
Gives out a variety of established information from one program area.  
Composes narrative materials giving readily available data and/or established information.

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**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of elementary arithmetic.  
Working knowledge and ability to use correct grammar, spelling and punctuation.  
Working knowledge of office practices.  
Working knowledge of basic bookkeeping.  
Working knowledge of basic computer operation.  
Some knowledge of basic accounting methods.  
Skill to operate a computer and typewriter at the speed necessary for the position.  
Skill in shorthand to record non-technical material with accuracy and at average speed.  
Ability to compile information based on general instruction.  
Ability to access information through a computer network, or from a mini or main-frame computer.  
Ability to use a basic word processing or spreadsheet software program.  
Ability to organize lower level employees to accomplish a task.

**SUGGESTED TRAINING AND EXPERIENCE**

Experience with computer operation, bookkeeping, or previous office experience is preferred.

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## **OFFICE SUPPORT III**

Salary Grade 59

### **NATURE OF WORK**

An employee in this class performs a large variety of clerical duties involving interaction with other departments. Generally, an employee in this class functions as the primary support to a high-level administrator or has considerable knowledge of a technical field. Work is directed by precedents or broad policy. The employee utilizes a large variety of guidelines, some of which may be technical and require interpretation, to analyze facts and determine the correct procedure to use. The employee may develop procedures for non-technical and non-complex problems and is expected to resolve problems independently. Errors are generally located only after additional processing, thus requiring several stages of correction, and may be costly to resolve. Often errors are found at the State or Federal level, resulting in lost time and the delay of money or materials. The employee receives general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Identifies sources needed and compiles a variety of data.  
Codes data from a complex and/or large number of coding sources.  
Traces and reconciles disagreements records.  
Maintains a variety of complex ledgers.  
Determines soundness of requests for materials or small amounts of money and rejects or approves.  
Sets up and maintains files or storage of a large and varied number of subjects.  
Files and retrieves information from an alphabetical, chronological, numerical, or by subject files system.  
Purges files by prescribed procedure.  
Operates large variety of standard office equipment.  
Originates design and layout and types tabular material, charts and statistical materials.  
Takes shorthand notes of hearing or meeting proceedings or other settings requiring a high degree of stenographic speed and accuracy.  
Transcribes notes or tapes of hearing or meeting proceedings or other complex materials in proper sequence or arrangement.  
Locates, identifies and gives out appropriate and accurate information.  
Composes drafts of official minutes, records or policies.  
Composes narrative materials with interpretative information relating to one or few program area(s).

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of and ability to use grammar, vocabulary, spelling and punctuation.  
Considerable knowledge of office practices and procedures.  
Considerable knowledge of bookkeeping.  
Some knowledge of accounting techniques and procedures.  
Skill to operate a computer and typewriter.  
Skill in fast and accurate shorthand.  
Ability to compile and summarize information.  
Ability to access information through a computer network, or from a mini- or main-frame computer.

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Ability to use moderately complex word processing or spreadsheet software programs.  
Ability to reconcile divergent entries.  
Ability to learn, interpret and explain policies, regulation and programs.  
Ability to resolve problem situations.  
Ability to schedule variable work.

**SUGGESTED TRAINING AND EXPERIENCE**

Experience supporting a high-level administrator or possession of technical knowledge in a specialized area is preferred.

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## **OFFICE SUPPORT IV**

Salary Grade 61

### **NATURE OF WORK**

An employee in this position provides top level office support by performing a large variety of complex duties reaching into most parts of the organization. Many actions taken by the employee are based on general methods, policies, and purposes. A large volume of guides is available for other actions. The employee is expected to devise methods to produce the anticipated results. Unusual situations arise with some frequency requiring discretionary judgment, analysis and independent action. Errors are not likely to be found before reaching the public or outside agencies and may be of such importance as to cause considerable loss of money, materials, prestige or goodwill for the entire school system. This employee receives general direction.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Summarizes statistics from various sources into comprehensive report from limited instructions.  
Prepares financial reports by selecting pertinent information and determining method of presentation.  
Analyzes past expenditures and estimates future funding needs.  
Gives a wide variety of information from all areas of the school organization.  
Explains verbally and in writing history, intent and requirements of policies, regulations and programs.  
Researches and composes drafts of materials for policy, publications, speeches, and reports.  
Composes and types complete and final official minutes in prescribed format.  
Chairs meetings for planning or resolution of problems.  
Attends meetings to select and report information needed by the school staff.  
Studies incoming materials and determines to whom to route for attention.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of and ability to use grammar, vocabulary, spelling and punctuation.  
Thorough knowledge of office practices and procedures.  
Working knowledge of accounting techniques and procedures.  
Considerable knowledge of information gathering and reporting techniques.  
Skill to operate a computer.  
Ability to interpret, analyze and report information.  
Ability to access information through a computer network, or from a mini- or main-frame computer.  
Ability to use complex word processing or spreadsheet software programs.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable office experience involving a large variety of complex duties is preferred.

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## **OFFICE SUPPORT V**

Salary Grade 63

### **NATURE OF WORK**

An employee in this position performs a wide variety of duties as an assistant to a top level administrator, or is responsible for a small non-instructional program, or manages the processing of a high volume of complex but homogeneous records and reports. Most actions are directed by the general policies and precedents of the system or by own judgment. The work requires a high degree of resourcefulness. Within the limits of the employee's assigned authority, the employee is expected to analyze and resolve problems independently, or on rare occasions consult with higher authority on matters that may have wide reaching impact. With the degree of exercise of independence in this class, an error could result in significantly reduced operational efficiency for other staff members or substantial public embarrassment or inconvenience. The employee operates under general directions. The employee is expected to plan and organize work methods to produce the assigned outcomes.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Identifies sources of a variety of information, prepares comprehensive reports, abstracts of factual data or speeches and documents.  
Prepares documents proposing and projecting major capital outlay and other expenditures.  
Oversees the installation of record maintenance throughout the school system.  
Reviews incoming correspondence to be informed of supervisor's needs and activities, to delegate to others or bring to supervisor's attention.  
Composes responses on their own cognition to incoming correspondence to relay complex information.  
Prepares written directives of application of policy or procedural processes.  
Represents the supervisor and board of education through release and explanation of public and non-controversial information to the school staff, media and general public.  
Devises and installs work methods to implement rules, regulations and guidelines.  
Recommends policies and/or procedures for intra-departmental activities.  
Reviews and ensures accuracy of outgoing correspondence, records and/or reports of complex procedural or program activities.  
Participates in the recruiting and initial screening of prospective personnel.

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**KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of grammar, vocabulary and punctuation.  
Extensive knowledge of office practices and procedures.  
Extensive knowledge in specific area of assignment.  
Considerable knowledge of rules, regulations, procedures and functions of complex organizations.  
Ability to promote good relationships internally and with the public.  
Ability to communicate effectively both oral and written.  
Ability to exercise sound judgment in resolving problems.  
Ability to plan and organize work activities.  
Ability to perform with only broad statements of expectations.

**SUGGESTED TRAINING AND EXPERIENCE**

Extensive, broad and intensive experience in an office environment with responsibility for a large variety of complex duties.

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# **ORIENTATION AND MOBILITY SPECIALIST**

Salary Grade 68

## **NATURE OF WORK**

An employee in this class works with visually impaired students to enable those students to travel and move in their environment with ease. A variety of techniques are utilized in evaluating the students' mobility and the instruction to improve their functioning in their surroundings. The employee must develop a detailed plan based on generalized theory. The employee is expected to resolve any problems that arise in their training program. Any error made will likely slow the students' progress and could cause injury to the student. The employee works under general supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Evaluates, through testing and clinical observations, students' abilities to move about and to use mobility aids such as canes and sighted guides.  
Interprets for teachers and parents the results of evaluations.  
Provides individualized instruction and counseling.  
Participates in multi-disciplinary team meetings to develop IEPs.  
Reports progress of students to their parents and teachers.  
Maintains clinical and administrative records.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the restrictive effects of visual impairments.  
Considerable knowledge of mobility theories, techniques and methodologies.  
Skill in the use of mobility equipment.  
Ability to motivate students.  
Ability to communicate effectively in writing and orally.

## **SUGGESTED TRAINING AND EXPERIENCE**

Completion of a training program in orientation and mobility at an accredited institution of higher education or an equivalent combination of education and experience.

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## **PAINTER I**

Salary Grade 59

### **NATURE OF WORK**

An employee at this level performs non-complex tasks applying coats of paint, varnish, stain, or enamel to decorate and protect. Work is generally routine and repetitive in nature and follows an established pattern. Problems are referred to a supervisor or crew leader. Errors are usually revealed and easily corrected. Direct supervision is given to the employee.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Smooths surfaces.  
Removes old finishes from surfaces.  
Fills holes, cracks and joints with caulk, putty, plaster or other filler.  
Removes fixtures, such as switch covers.  
Spreads drop cloths over floors and room furnishings  
Covers windows, door frames, and baseboards.  
Erects scaffolding or sets up ladders, as needed, to perform tasks above ground level.  
Selects from premixed paints.  
Paints surfaces.  
Washes and cleans painting tools and materials after use.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of the standard practices and methods of the painting trade.  
Skill in the use and care of equipment and tools used in the painting trade.  
Ability to follow simple oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some previous painting experience is preferred.

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## **PAINTER II**

Salary Grade 61

### **NATURE OF WORK**

An employee in this class applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect the surfaces of buildings, fixtures, and equipment. The individual develops work plans from broad assignments and is expected to resolve most problems. Errors are easily revealed, especially when mixing and matching paint, and may result in excess labor and material costs. This employee receives limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Smooths surfaces.
- Removes old finishes.
- Fills holes, cracks and joints.
- Prepares and applies patching plaster as needed.
- Removes fixtures, such as switch covers.
- Spreads drop cloths over floors and room furnishings.
- Covers windows, door frames, and baseboards with masking tape.
- Erects scaffolding or sets up ladders to perform tasks above ground level.
- Selects from pre-mixed paints.
- Mixes paints and blends colors.
- Paints surfaces trimming out edges and details.
- Employs special decorative techniques.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the standard practices and methods of the painting trade.
- Skill in mixing paints and in matching and blending colors.
- Skill in the use and care of equipment and tools used in the painting trade.
- Ability to follow oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in painting.

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## **PAINTER CREW LEADER**

Salary Grade 62

### **NATURE OF WORK**

An employee in this class applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect the surfaces of buildings, fixtures, and equipment, and provides on-site leadership. The individual develops work plans from broad assignments and is expected to resolve most problems. Errors are easily revealed, especially when mixing and matching paint, and may result in excess labor and material costs. This employee receives limited supervision and serves as a lead worker in providing direction to crew members.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Smooths surfaces.
- Removes old finishes.
- Fills holes, cracks and joints.
- Prepares and applies patching plaster as needed.
- Removes fixtures, such as switch covers.
- Spreads drop cloths over floors and room furnishings.
- Covers windows, door frames, and baseboards with masking tape.
- Erects scaffolding or sets up ladders to perform tasks above ground level.
- Selects from pre-mixed paints.
- Mixes paints and blends colors.
- Paints surfaces.
- Assigns work to crew members.
- Observes work in progress.
- Trains employees.
- Gives directions for corrections as needed.
- Reports outstanding or unsatisfactory work and behavior to supervisors.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the standard practices and methods of the painting trade.
- Skill in mixing paints and in matching and blending colors.
- Skill in the use and care of equipment and tools used in the painting trade.
- Ability to provide leadership to employees in this class.
- Ability to train employees.
- Ability to follow oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in painting and some experience in group leadership.

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## **PARENT COUNSELOR/TRAINER**

Salary Grade 63

### **NATURE OF WORK**

An employee in this class serves as liaison between the school and parents of exceptional children to foster the progress of the children. The employee, in persuading others to comply with recommendations, must determine the appropriate approach to take within the policy of the school system. The employee is expected to independently resolve all problems except unusually complex ones. Failure of the employee can cause disruptive relationships between the staff of the school and parents. The employee works under general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Plans and conducts training programs for parents to further their understanding and ability to cope with exceptionality.  
Works with parents to encourage and assist them in executing their part of the student's education program.  
Confers with parents and school staff to gather and share information.  
Establishes and facilitates parent support groups.  
Participates in parent conferences as needed.  
Serves as a mediator between school and parents in disagreements.  
Informs parents of other sources of help in the community and assists them in contacting those sources.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the techniques and practices of the counseling profession and interactive behavior.  
Working knowledge of a variety of social agencies.  
Working knowledge of individual exceptionalities.  
Skill in counseling adults.  
Ability to plan and conduct training sessions.  
Ability to ease sensitive relationships.  
Ability to communicate effectively.

### **SUGGESTED TRAINING AND EXPERIENCE**

Undergraduate degree including coursework in a human services field. Experience in working with exceptional children programs and counseling or training of adults is preferred.

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# **PHYSICAL THERAPIST ASSISTANT**

Salary Grade 64

## **NATURE OF WORK**

An employee in this class administers physical therapy treatments to students to assist the therapist in relieving disabilities and improve the students' functional activities. The work is guided by individual prescription with the employee planning exact sequences of various activities. The employee is expected to make minor adjustments as needed with medical problems referred to the therapist for solution. Errors in treatment could cause serious harm to students and potential liability for the school system. The employee receives limited supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Participates with physical therapist in developing individual treatment programs.  
Tests and evaluates each student's strengths, weaknesses and ability to function.  
Administers a variety of exercises and treatments as prescribed.  
Evaluates students' progress.  
Prepares records and reports of student's response to treatment.  
Proposes modification of specific treatment procedures.  
Confers with therapist and school staff to evaluate student information.  
Coordinates treatment schedule with therapists and school staff.  
Explains treatment techniques to students, parents and school staff.  
Processes orders for equipment and supplies.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of physical therapy principles, theory, methods and their application in an educational environment.  
Skill in providing a variety of treatments.  
Ability to communicate effectively, orally and in writing.  
Ability to prepare and maintain accurate records.

## **SUGGESTED TRAINING AND EXPERIENCE**

Completion of an approved two year program for physical therapist assistants and two years of experience as a physical therapist assistant or an equivalent combination of education and experiences.

## **SPECIAL REQUIREMENT**

License as a physical therapist assistant in North Carolina.

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## **PHYSICAL THERAPIST**

Salary Grade 76

### **NATURE OF WORK**

An employee in this class participates in the development, implementation and coordination of a physical therapy program to provide screening, evaluation and treatment of exceptional students. The employee receives medical directions as to the specific results to be achieved and then exercises discretion in determining the clinical procedure to follow. The employee is expected to resolve most problems that do not require additional medical diagnosis. Errors in treatment could cause serious harm to students and ensuing liability for the school system. The employee receives general direction from the Director of Exceptional Children with the results measured by the referring physician. Direct supervision may be exercised over support personnel.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Evaluates students using appropriate tests, clinical observation and supplementary information from other agencies and records.  
Develops individual treatment goals and activities.  
Administers treatment and evaluates its effect.  
Participates in the multi-disciplinary meeting to develop Individual Education Plans.  
Instructs and monitors educational personnel, community agencies, and parents in the management of the therapy program.  
Coordinates the development and evaluation of a school-wide physical therapy program.  
Participates in documenting material needs, developing policy and preparing budgets.  
Maintains clinical and administrative records in accordance with State guidelines and school policy.  
Inventories equipment, materials and supplies.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of physical therapy principles, theory, methods and their proper application in the educational environment.  
Working knowledge of normal child development.  
Working knowledge of general management practices.  
Skill in directly providing a wide range of treatment activities.  
Ability to plan, implement, administer and coordinate a physical therapy program.  
Ability to plan, coordinate and conduct on-the-job training and continuing education for a variety of individuals.  
Ability to select and administer appropriate assessment and treatment methods.  
Ability to communicate effectively orally and in writing.

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**SUGGESTED TRAINING AND EXPERIENCE**

Graduation from a four-year accredited program of physical therapy and two years of experience or a master's degree in physical therapy.

**SPECIAL REQUIREMENTS**

License as a physical therapist in North Carolina.

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# **PLASTERER I**

Salary Grade 63

## **NATURE OF WORK**

An employee in this class performs duties in repairing existing plaster and new construction. The employee works independently, is directed by precedents or explicit policy, and resolves most problems as they arise. New or unusual assignments are accompanied by more detailed instructions. Some errors may be revealed upon inspection while others may go undetected resulting in considerable costs. The employee works with limited supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Erects scaffolding or sets up ladders, as needed, to perform tasks above ground level.  
Removes old and damaged plaster.  
Cleans and waterproofs surfaces.  
Installs and repairs dry wall, ceramic tile, and other decorative surfaces.  
Replaces or installs lath, corner beads, and expansion joints with supervision.  
Mixes plaster to desired consistency.  
Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the standard practices, materials, and processes of the plastering trade.  
Skill in the use of tools used in the trade.  
Ability to follow oral or written instructions.

## **SUGGESTED TRAINING AND EXPERIENCE**

Working experience with the principles and practices of the plastering trade or equivalent combination of education and experience.

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## **PLASTERER CREW LEADER**

Salary Grade 65

### **NATURE OF WORK**

An employee in this class performs a full range of duties including repairing plaster wall surfaces, completing new construction, and provides on-site leadership. The employee receives broad work assignments and plans a sequence of steps. Employee is expected to resolve most problems as they arise. Some errors may be revealed upon inspection while others may go undetected resulting in considerable costs. The employee works with general supervision and acts as a lead worker instructing, training, and supervising other employees.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Erects scaffolding or sets up ladders, as needed, to perform tasks above ground level.
- Removes old and damaged plaster.
- Cleans and waterproofs surfaces.
- Installs and repairs dry wall, ceramic tile, and other decorative surfaces.
- Replaces or installs lath, corner beads, and expansion joints.
- Directs workers to mix plaster to desired consistency.
- Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface.
- Assigns work to crew members.
- Observes work in progress.
- Gives directions for corrections as needed.
- Reports outstanding or unsatisfactory work and behavior to supervisors.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the standard practices, materials, and processes of the plastering trade.
- Skill in the use of tools used in the trade.
- Ability to follow oral or written instructions.
- Ability to plan and supervise the work of other employees.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience with the principles and practices of the plastering trade or equivalent combination of education and experience.

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## **PLUMBER I**

Salary Grade 59

### **NATURE OF WORK**

An employee in this class is responsible for the maintenance, repair, and installation of water and waste disposal systems. Assignments are generally routine and detailed instructions are given with assignments. Problems are referred to the supervisor. Errors are quickly revealed and performance may be checked upon completion of assignments. The employee receives direct supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Measures, cuts, threads, assembles, and installs pipes and tubing under supervision.  
Checks plumbing systems to detect leaks.  
Unstops commodes, drains, sewer lines, and cleans grease traps.  
Installs water and sanitary fixtures under supervision.  
Makes repairs to water and waste disposal systems.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of the techniques, methods, and tools of the plumbing trade.  
Skill in the performance of duties related to the plumbing trade.  
Ability to use tools associated with the plumbing trade.  
Ability to follow oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience in the installation, maintenance, and repair of water and waste disposal systems.

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## **PLUMBER II**

Salary Grade 63

### **NATURE OF WORK**

An employee in this class is responsible for installation, maintenance, and repair of water and waste disposal systems. The employee receives work assignments from the supervisor. New or unusual assignments are accompanied by more detailed instructions. Some errors may be revealed while work is in progress; however, others may not be detected until after work is completed. The employee works with limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Measures, cuts, threads, assembles, and installs pipes and tubing.  
Connects valves, caulks, joints, and tests finished job by allowing water to flow through.  
Installs water, sanitary fixtures and equipment with supports, hangers, or foundations.  
Eliminates leaks by repacking valves or by replacing faulty fittings or sections in line.  
Replaces worn parts.  
Makes corrections as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the techniques, methods, and tools of the plumbing trade.  
Skill in the use of tools, materials, and equipment used in plumbing work.  
Ability to understand and carry out oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Working experience in the repair, replacement, or construction of piping systems

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## **PLUMBER CREW LEADER**

Salary Grade 64

### **NATURE OF WORK**

An employee in this class is responsible for the installation, maintenance, repair of water and waste disposal systems, and provides on-site leadership. The employee receives work assignment and plans a sequence of steps. Employees are expected to perform routine work independently. New or unusual assignments are accompanied by more detailed instructions and the employee is expected to resolve most problems. Some errors may be revealed while work is in progress; however, other may not be detected until after work is completed. The employee works with limited supervision and may supervise small groups of employees, functioning as the crew leader.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Measures, cuts, threads, assembles, and installs pipes and tubing.  
Connects valves, caulks joints, and tests finished job by allowing water to flow through.  
Installs water, sanitary fixtures and equipment with supports, hangers, or foundations.  
Analyzes defects or malfunctions in plumbing systems.  
Eliminates leaks by repacking valves or by replacing faulty fittings or sections in line.  
Replaces worn parts.  
Performs related duties as required.  
Assigns work to crew members.  
Makes corrections as needed.  
Observes work in progress.  
Demonstrates desired skills.  
Reports outstanding or unsatisfactory work and behavior.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the techniques, methods, tools, and safety precautions of the plumbing trade.  
Skill in the use of tools, materials, and equipment used in plumbing work.  
Ability to provide leadership to employees in this class.  
Ability to understand and carry out oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the installation, maintenance, and repair of water and waste disposal systems.

### **SPECIAL REQUIREMENTS**

The employee or agency must hold a plumbing license based on state requirements, as directed by the Board of Examiners of Plumbing, Heating, Air Conditioning, and Fire Sprinkler Contractors.

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# **REFRIGERATION MECHANIC**

Salary Grade 61

## **NATURE OF WORK**

An employee in this class performs duties involving the installation, maintenance, operation, and repair of refrigeration equipment. This employee receives work assignments and plans a sequence of steps. Most problems are resolved independently, except for work of an unusual nature, in which the employee may consult an outside source. Errors may result in disruption of the work of others, and if not readily detected, may result in substantial financial loss. General supervision is received.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Inspects controls, fan, condenser, evaporator, or compressor to determine need for repair or replacement.

Repairs or replaces defective components reassembling refrigeration units to work orders and blueprint specifications.

Observes temperature and pressure readings, replaces coolant, and adjusts controls to obtain specified operation of equipment.

Oils and cleans refrigeration equipment.

Conducts periodic inspection of refrigeration equipment making immediate necessary adjustments and repairs.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the practices, methods, materials, and equipment used in refrigeration maintenance.

Considerable knowledge of the different types of refrigeration systems.

Skill in the use of tools and materials used in the trade.

Ability to follow oral or written instructions.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in the installation, maintenance, and repair of refrigeration equipment, or the equivalent education and experience.

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# **ROOFER**

Salary Grade 61

## **NATURE OF WORK**

An employee in this class inspects, repairs, and maintains roofs covered with asphalt, tiles, shingles, or metals. Assignments include the replacement and repair of drain spouts and gutters. Routine work is performed independently but renovations requiring structural changes are accompanied by detailed instructions. Problems are referred to a supervisor or outside source for evaluation and guidance. Some errors may be revealed upon inspection while others may go undetected resulting in considerable costs. The employee receives general supervision and may direct the work of laborers.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Inspects roofs, gutters, and drain spouts for leaks and damages.  
Makes minor repairs during inspections.  
Reports structural weaknesses or major renovation needs to supervisor.  
Repairs roofs by removing old covering, replacing with waterproofing materials, and blending with remaining roof covering.  
Cuts roofing paper to size and nails or staples it to roof forming base for roofing materials.  
Aligns roofing material with edge of roof and overlaps successive layers.  
Fastens composition shingles or sheets to roof with asphalt, cement, or nails.  
Cuts or fits strips of flashing.  
Mops, pours, or sprays hot asphalt, tar, or other sealants onto roof base.  
Erects and checks scaffolding.  
Repairs and replaces gutters and down spouts.  
Unstops roof drains and clogged pipes.  
Performs shop work in constructing metal items used in roofing repairs.  
Fabricates and installs metal hoods, and similar items.  
Assigns work to laborers.  
Observes work in progress.  
Gives directions for corrections as needed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard practices and processes of the roofing trade.  
Working knowledge of the materials used in the roofing trade.  
Skill in the use of roofing tools and equipment.  
Ability to follow oral or written instructions, including simple drawings.  
Ability to provide leadership to assigned laborers.

## **SUGGESTED TRAINING AND EXPERIENCE**

Considerable roofing experience.

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## **SCHOOL FINANCE OFFICER**

Salary Grade Based on ADM

### **NATURE OF WORK**

An employee in this class is responsible for managing the fiscal affairs of a school system through the installation and maintenance of an integrated system to plan fiscal needs, to ensure valid disclosure of receipts and disbursements and to make sound investments of any cash balances. This employee interprets and follows regulations prescribed by the Local Government Commission, funding agencies and the board of education. The employee exercises discretionary judgment in the resolution of operational problems and correction of the resulting effects of these. Errors may cause significant disruption of the school system's operations and/or loss of considerable funds. The employee receives general direction, and the work is evaluated through accomplishments and the reports of official audits. Direct supervision is exercised over the staff in the business office.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Develops, for the superintendent and board-, short- and long-term budgets and amendments with concise explanation of needs and reasons for any change.  
Establishes and maintains an accounting system to detail assets, liabilities, equities, obligations, expenditures, and current and projected revenues.  
Certifies the requisition of operational funds.  
Receipts and oversees the deposit of all money accruing to the school system.  
Allocates funds to programs and schools with conditions governing their use.  
Conducts pre-audits of all obligations to ensure budgeted appropriation and unencumbered balances.  
Approves or disapproves necessary disbursement for fiscal claims against the school system.  
Audits accounts of employees collecting or receiving taxes or other monies.  
Ensures the timely and accurate preparation of required and requested reports.  
Invests all idle cash as directed by the local board.  
Assigns work and evaluates performances of subordinates.  
Recommends to the superintendent the selection and discipline of employees.  
Maintains liaison with other departments to serve as the financial advisor

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of generally accepted accounting concepts and principles with emphasis on governmental accounting.  
Considerable knowledge of information processing and networking practices.  
Considerable knowledge of computer operations and capabilities.  
Working knowledge of general business management practices.  
Ability to analyze and synthesize data.  
Ability to present complex information in a clear and concise manner.  
Ability to plan, organize and direct work of subordinate personnel.  
Ability to clearly communicate regulations and practices.

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**SUGGESTED EDUCATION AND EXPERIENCE**

Baccalaureate degree from an accredited four-year college or university with a concentration in accounting, finance or business administration and three years of professional experience in a business-related field; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS**

Qualify for certification as a School Business Administrator according to policy of the State Board of Education.

Qualify for a performance bond.

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# **SCHOOL HEALTH ASSISTANT**

Salary Grade 52

## **NATURE OF WORK**

An employee in this class provides routine health services to exceptional students as directed by medical professionals. Detailed instructions are given to the employee. Problems, other than simple ones, are referred to higher authority. Errors may cause injury to students. The employee receives direct supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Performs medically prescribed services such as catheterization, colostomy bag changes, and changing of bandages.  
Provides assistance to students in areas of personal hygiene and nutrition, such as bathing and feeding.  
Notifies parents when medication administered at school is depleted or becoming outdated.  
Participates in health screening of exceptional and potentially exceptional students by recording information and making simple measurements.  
Provides assistance in emergency situations with health impaired, wheelchair-bound or seizure disordered students.  
Maintains records of services provided.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of first aid and emergency care.  
Skill in administering care services.  
Ability to follow detailed instructions  
Ability to establish positive personal relationships  
Ability to maintain accurate records  
Ability to lift exceptional students

## **SUGGESTED TRAINING AND EXPERIENCE**

Education and experience that demonstrates the ability to perform the work as described.

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# **SCHOOL MENTAL HEALTH CLINICIAN**

Salary Grade 71\*\*

## **NATURE OF WORK**

Under direction of district administration and within the scope of the license, provides supportive and direct mental health services to students and families. Provides assessment, diagnostic, counseling, and psychotherapeutic treatment services to students. May provide educational consultation services to other school staff, community agencies, and the public. Support the district implementation of Social Emotional Learning and School Mental Health policy. Work collaboratively with Specialized Instructional Support Personnel to provide a full continuum of behavioral/mental health support.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Provide therapeutic services to students where duties include completing comprehensive clinical evaluations; conducting initial intake/diagnostic assessments, including suicide and threat, and substance abuse assessments; developing/monitoring individual treatment plans; identifying the needs of students and linking them to the necessary resources; providing individual, group, and family therapy; providing training and consultation to school staff; contributing to multidisciplinary, SEL, behavior support, and IEP teams; implementing protocols for students re-entering school following acute/residential mental health treatment; documenting services and submitting data for reimbursement; and writing clinical reports; and other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of behavioral change theories and practices including early intervention positive behavior supports; tiered intervention practices; brief counseling techniques and crisis intervention; behavioral and education-based mental health needs of students including mental health disorders and substance use disorders; trauma-informed care; special education programs, 504 and the IEP process; mental health and wellness related community and state resources; health regulations and ethics related to school-based mental health services including Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA); effective staff development methods; documentation and reimbursement requirements for behavioral health services.

## **SUGGESTED TRAINING AND EXPERIENCE**

Master's Degree in Psychology, Social Work, Counseling, or a related field and two (2) years clinical therapy experience; or an equivalent combination of education and experience.

Valid NC license to practice as one of the following:

Licensed Clinical Social Worker (LCSW)

Licensed Clinical Mental Health Counselor (LCMHC)

Licensed Psychologist (LP)

Licensed Clinical Social Worker Associate (LCSWA)\*

Licensed Clinical Mental Health Counselor Associate (LCMHCA)\*

Licensed Psychological Associate (LPA)\*

\*Candidates who meet the educational qualifications, but who currently have a provisional license of either LCSWA, LCMHCA, or LPA may be considered, given appropriate supervision is in place.

\*\*The monthly salary range is \$3,476.13 to \$6,091.21.

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## **SCHOOL NURSE**

(Without National Certification) Salary Grade 68

### **NATURE OF WORK**

The employee identifies and treats health disorders among students and provides instruction in the maintenance of good health and disease prevention. The employee must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis. Errors may not be easily discernible and may result in serious impact on the individual child and others. The work of this employee is seldom reviewed while in progress and is performed under general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Develops policies, procedures and work standards for school health program.  
Monitors compliance of school health program with federal, state and local laws, regulations and policies.  
Initiates program changes as needed.  
Manages program allotment efficiently.  
Prepares health reports for supervisor, board of education and health department.  
Collaborates with other child-support agencies in designing and providing a school health program.  
Negotiates professional and medical services essential to the school health program.  
Provides first aid care and medically prescribed services.  
Maintains security of school health supplies.

Serves as a resource person on health issues.  
Provides staff development on health-related topics for school staff and volunteers.  
Screens and conducts health appraisals for students and staff.  
Provides follow-up evaluations on students as required.  
Recommends corrective action where problems are identified.  
Conducts home visits when appropriate.  
Corresponds with parents on health needs of children.  
Records immunizations, health findings, and other relevant health data.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of medical disorders and treatment.  
Considerable knowledge of child growth and development.  
Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.  
Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.  
Some knowledge of the school organization and the community served.  
Ability to identify abnormal growth and development and symptoms of disease.  
Ability to coordinate and facilitate services between the school, local health agency, and other community resources.

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**School Nurse**  
**Page 2**

Ability to develop and maintain health records on students.  
Ability to develop positive working relationships.

**SUGGESTED TRAINING AND EXPERIENCE**

Completion of training necessary for licensing as a registered nurse and experience in pediatrics and/or public health nursing preferred.

**SPECIAL REQUIREMENTS**

This employee must be certified by the American Nurses' Association (ANA) or the National Association of School Nurses (NASN).

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# **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

Salary Grade 64

## **NATURE OF WORK**

An employee in this class administers direct and indirect intervention for students to assist a speech-language pathologist in the provision of clinical-educational services for students with speech-language disorders. The work is guided by therapeutic protocols, a task-by-task plan written by the supervising speech-language pathologist. The assistant is expected to use individually designed interventions based upon the unique clinical-educational needs of each student. The assistant's work with students is under direct supervision by the speech-language pathologist; however, the assistant is expected to recognize when changes in a student's needs require assistance from the supervising speech-language pathologist. Errors in service could cause serious harm to students and potential liability for the supervising speech-language pathologist, the school system, and the assistant. The assistant works under the supervision of a speech-language pathologist licensed by the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists. The assistant requires limited supervision in indirect services.

## **ILLUSTRATIVE EXAMPLES OF WORK**

### **Direct Student Services**

- Administers screening protocols.
- Transports students to/from testing or therapy area.
- Administers therapeutic treatment protocols written by the speech-language pathologist.
- Communicates with students and other professionals to meet the emotional needs of students.
- Obtains case histories and completes observation checklists.
- Manages behavior using appropriately designed management techniques.
- Summarizes and records target behaviors during therapy sessions.

### **Indirect Student Services**

- Performs clerical and administrative functions.
- Organizes and manages student data and records.
- Tabulates and scores tests.
- Arranges the clinical-educational setting to maintain a safe and positive environment.
- Manages, operates, programs, and/or monitors equipment and materials.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of anatomy and physiology, normal communication development, phonetics, developmental psychology, various types of disabilities seen in schoolchildren, and various speech-language disorders and approaches to therapeutic educational intervention, and roles of supervising speech-language pathologists and assistants.
- Working knowledge of behavioral management practices.
- Working knowledge of the operation of schools.
- Skills in obtaining case histories and completing observation checklists.
- Skills in administering speech-language screening and therapeutic protocols.
- Skills in managing, operating, programming, and/or monitoring clinical-educational equipment and materials, including assistive listening devices, augmentative communication devices, voice equipment, and computer-based equipment and software.
- Ability to communicate effectively with students, families and professionals.
- Ability to prepare and maintain accurate records.
- Ability to arrange the therapy setting to maintain a safe and positive environment.

**TRAINING AND EXPERIENCE**

Completion of an Associate's degree in Speech-Language Pathology Assisting from an accredited institution of higher learning, community college, or equivalent program; or evidence of successful completion of a Bachelor's Degree from an accredited institution as well as evidence of successful completion of courses developed by the North Carolina Department of Community Colleges. Assistants must achieve a passing score on a competency test approved by the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists.

**SPECIAL REQUIREMENTS**

Registration as an assistant with the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists by a supervising speech-language pathologist who is licensed by the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists, and subject to rules and regulations for speech-language pathology assistants adopted by the Board of Examiners.

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## **STUDENT INFORMATION DATA MANAGER I**

Salary Grade 61

### **NATURE OF WORK**

An employee in this class performs a variety of technical and computer support functions for the student information system. Work involves operation of microcomputers, optical mark scanners, printers, and other peripheral equipment. Work at this level requires knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system in order to support school operations and to generate federal, state, and local reports. The employee works under general supervision where goals are provided and the employee, within established guidelines and procedures, accomplishes them. The employee must communicate effectively with a wide variety of groups including students, teachers, principals, counselors, central office staff, parents, governmental agencies, and institutions of higher education. The employee may be involved in the operation and use of local and wide-area microcomputer networks.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Maintains and utilizes the computerized student information system  
Selects data from varied sources, and summarizes and analyzes information for standard reports to building and school system administrators and State Department of Public Instruction  
Prepares customized reports for local school needs  
Records electronic files for storage, such as daily backup copies or copies for transmittal  
Prepares and/or maintains computer records of student attendance; enters data from submitted forms; reviews late-arrival forms, and reconciles with absences to create "tardy" lists; reviews check-out forms and reconciles with absences to create "early leave" lists  
Prepares attendance reports and reconciles manual and computer reports monthly  
Sends correspondence to parents to advise them of excessive absences according to established policies and procedures  
Maintains computer records of students' scores on state mandated tests and standardized tests  
Provides the files to be used in school accountability (ABC's)  
Maintains, generates, and distributes student demographic, scheduling, and grading information  
Maintains records of student suspensions, student withdrawal from school, record of reasons for student withdrawal and students' plans and prepares periodic statistical reports  
Prepares and/or maintains various files, and reports exceptional children being served by school as it relates to the student information system  
Performs routine maintenance on computers and peripheral equipment  
Maintains information for Uniform Education Reporting System (UERS) reporting areas  
Provides information and/or training to school staff on the use of the student information system and application of data from the system  
Coordinates user security within the student information system with district personnel  
Attends conferences and classes to develop and maintain knowledge of database management and the student information system  
Accesses the Internet to download student information software and upload files  
Facilitates transfer of student information between schools

**KNOWLEDGE SKILLS AND ABILITIES**

General knowledge of computers, computer commands, peripherals, and various operating systems  
Ability to work with a high degree of accuracy  
Skills in the use of graphic user interfaces  
Knowledge of the attendance regulations in the Student Attendance and School Accounting Manual  
Considerable knowledge of data management, policies, and procedures  
Ability to troubleshoot hardware and software problems  
Ability to exercise independent judgment in correcting data errors or omissions  
Ability to communicate well with school personnel, parents, students, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and status

**SUGGESTED TRAINING AND EXPERIENCE**

High School graduation and two years of work experience at least one of which is data entry or a year of work directly related to a computer system which requires knowledge of editing and completing source data; or appropriate certification from the North Carolina Association of Education Office Professionals; or an equivalent combination of education and experience.

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## STUDENT INFORMATION DATA MANAGER II

Salary Grade 63

### NATURE OF WORK

An employee in this class performs a variety of complex technical and computer support functions for the student information system. Work at this level requires a substantial knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system to support school operations and to generate federal, state, and local electronic files effectively. Work includes complex scheduling, including individual classes and preparing individual schedules in multi-track schools, or in a large school or group of schools. Work involves the operation of microcomputers, optical mark scanners, printers, and other peripheral equipment. The employee must communicate with a wide variety of groups including students, teachers, principals, counselors, central office staff, parents, governmental agencies, and institutions of higher education. The employee works under general supervision where goals are provided, and the employee determines the procedures to accomplish them. The employee must possess a high level of decision-making skills in working with diverse groups and dealing with the complexity of work found in scheduling and maintaining a Multi-track, or School within a School. This employee is involved in the operation and use of local and wide-area microcomputer networks.

### ILLUSTRATIVE EXAMPLES OF WORK

In addition to the work described in the Student Information Data Manager I job description; a Student Information Data Manager II may have the following duties and responsibilities:

*Performs advanced scheduling, which includes assisting administrators in determining needs and identifying solutions when less than 100% scheduled*

*Continuously maintains student schedules throughout the academic school year*

Designs complex reports/electronic files that require identifying a variety of databases from which to retrieve information

Builds new databases to generate special reports/electronic files designing formats in which to display data

Processes information and forms for obtaining academic progress information

Runs and distributes report cards and related academic reports

Interfaces with a teacher electronic grade book where applicable

Records and maintains a disciplinary and suspension tracking system

Prepares and/or maintains records of student Career Paths for accountability

*Prepares and/or maintains information for preparing the vocational report/electronic files*

Maintains data for academics and attendance to support the North Carolina State Automated Driver's License (NC SADLS) program

*Configures and maintains auto dialers that interface with student information system*

Prepares and/or maintains students discipline data and produces statistical reports of the data

Performs routine audits of testing information using ABCTOOLS

**KNOWLEDGE, SKILLS AND ABILITIES**

Strong analytical skills  
Ability to work with a high degree of accuracy  
Considerable knowledge of computers, peripherals, and various operating systems  
Ability to independently exercise judgment in selecting and implementing procedures and analyzing data  
Advanced skills in the use of graphic user interfaces  
Considerable knowledge of the school system student information software package utilized at the school  
Considerable knowledge of student accounting procedures and regulations  
Considerable knowledge of word processing software, spreadsheets, and databases  
Ability to troubleshoot and correct hardware and software problems  
Ability to communicate well with school personnel, parents, students, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.

**SUGGESTED TRAINING AND EXPERIENCE**

Graduation from a two-year college or technical school majoring in a computer related field or administrative office support, and at least two years of job-related work experience, one year of which includes data entry as a Student Information Data Manager I; or an equivalent combination of education and experience.

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## **TEACHER ASSISTANT**

Salary Grade 56

### **NATURE OF WORK**

An employee in this class provides support to the teacher in the instruction of students. A wide variety of tasks are performed to support the teacher in the teaching-learning process for students. The work is directed by specific instructions, precedents and established policy. Problems are solved through the exercise of judgement in selecting the best course of action to be taken. Errors are expected to be recognized promptly by the supervisor and corrected with little negative consequence. The work is performed under the limited supervision of the teacher and/or principal.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### Academic Assistance

- Gives group instruction as prescribed by teacher.
- Provides individualized instruction.
- Demonstrates various instructional activities.
- Monitors work assigned by teacher.
- Checks and corrects students' work while in progress.
- Keeps students on task.
- Praises and reinforces achievement of students.
- Reports student progress to teacher.

#### Instructional

- Preparation/Support Serves as substitute teacher.
- Arranges classroom furnishings and equipment. Prepares visual aids.
- Duplicates materials.
- Reorganizes materials at the end of day.
- Serves as proctor during testing.
- Attends workshops.
- Scores students' papers as instructed by teacher.
- Distributes and collects instructional materials.

#### Report and Records

- Checks and reports attendance.
- Enters data in health record.
- Records student behavior.
- Files data according to regulatory requirements.

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*Continued on next page*

## Teacher Assistant

### Page 2

#### Monitoring Student Behavior

Supervises students in the classroom and other locations.

Creates and distributes awards for positive behavior.

Promotes student self-esteem.

Teaches citizenship, social skills, and respect for others.

Reconciles minor student conflicts.

Participates in development of discipline policy.

Disciplines misbehavior through approved methods.

Reports discipline problems to teacher or principal.

Reports to supervisor significant change or lack of change in student behavior.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of effective methods of dealing with children.

Working knowledge of the core subjects at the grade level to which employment assignment is made.

Some knowledge of the school organization and its community.

Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages.

Skill necessary to operate audiovisual equipment and common office machines.

Skill to make learning aids which will strengthen lesson plans.

Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.

Ability to discern significant student behavior and refer this to the supervisor.

Ability to impart information to the child's level of comprehension.

Ability to apply impartially and consistently proper methods of recognition, reward and punishment.

Ability to solve independently most minor problems.

Ability to follow minimally detailed written and oral instructions without constant supervision.

Ability to record and store data accurately.

Ability to maintain confidentiality of student information

### **SUGGESTED TRAINING AND EXPERIENCE**

Graduation from high school. Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position.

Such alternatives to the above qualifications as the local board may find appropriate and acceptable.

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# **TECHNOLOGY ASSISTANT**

Salary Grade 61

## **NATURE OF WORK**

An employee in this class performs tasks to aid in the on-going support of teachers and students using computers in K-3 classrooms or other classrooms, K-12. The employee provides hardware and software support to teachers including but not limited to software training, technical advice on software packages, LAN/hard disk back-ups for disaster recovery, hardware and software installation, disk formatting, and trouble-shooting printer malfunctions. The employee may assist in the development of applications for users, generate ad hoc reports, develop user documentation, and evaluate hardware, software, and new technology to make purchase recommendations. Tasks also include trouble-shooting problems such as logging on to computer systems or software, printing malfunctions, or routine error messages. In some cases, the employee will research appropriate manuals to find answers. If standard techniques do not resolve the situation, the employee will seek assistance from the appropriate technical professional.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Ensure teachers know how to use available software and hardware.
- Ensure equipment is working properly.
- Perform disk back-ups as required.
- Train users for full utilization of hardware and software.
- Provide timely resolution of computer problems by providing answers or referral.
- Install new software.
- Develop applications for users.
- Evaluate hardware and software and make purchase recommendations.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of computers.
- General knowledge of related information technology devices.
- General knowledge of software packages utilized.
- Ability to communicate with users to determine the nature of problems.
- Ability to communicate effectively with users who may not be adept in clarifying problem situations.
- Ability to assist users with applications development.
- Ability to train teachers in the use of hardware and software.
- Ability to establish and maintain effective working relationships.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objectives.
- Ability to solve independently most minor problems.

## **SUGGESTED TRAINING AND EXPERIENCE**

Graduation from high school and three years of experience in the use of computing and information technology resources. Specific knowledge of the particular software or systems supported may be required. An equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position.

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# **TECHNOLOGY TECHNICIAN I**

Salary Grade 64

## **NATURE OF WORK**

An individual in this class performs skilled repair and maintenance of all technology- related equipment as well as technical support for all technology-related systems. Employee provides technical support to users including, but not limited to, technical advice on equipment setup and operation, general troubleshooting, and software installation. Employee typically works in a centralized microcomputer environment; however, positions may be located in other environments. Employee reads and interprets schematics, wiring diagrams, and repair manuals to provide required technical support.

## **ILLUSTRATIVE EXAMPLES OF WORK**

Repairs, maintains, and upgrades technology-related equipment.  
Reads and interprets schematics, wiring diagrams, and manuals.  
Operates standard and specialized electronics devices in testing and troubleshooting computer and other technology-related equipment.  
Maintains an inventory of electronics components needed to make timely repairs.  
Uses a work-order tracking system for routine repair and maintenance of equipment. Refer complex problems to higher level technical support.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Basic knowledge of electronic principles and fundamentals of physics as applied in electronics.  
General knowledge of computers and related technology devices.  
General knowledge of electronics devices.  
Familiarity with the operation and uses of standard test equipment.  
Basic knowledge of mathematical principles as applied in electronic circuit analysis.  
Ability to systematically troubleshoot standard electronics devices.  
Ability to communicate effectively with users.

## **SUGGESTED TRAINING AND EXPERIENCE**

Graduation from a two-year college or technical school with coursework on electronics and computers and one year experience; or an equivalent combination of training and experience.

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## **TECHNOLOGY TECHNICIAN II**

Salary Grade 68

### **NATURE OF WORK**

An individual in this class supports and maintains both administrative and instructional computers, software, and networks. This work includes repair of all technology-related equipment. Employee provides on-site assistance in classrooms, media centers, computer labs, and administrative offices. Employee identifies problems and takes appropriate corrective action. Employee installs and upgrades all technology-related equipment in network and stand-alone environments. Typically, this employee will provide first response support from the system level for the maintenance and operation of computers, software, and networks at the building level. Employee may have multiple sites to maintain. Complex problems are referred to Technician III or Network Engineer positions. This position is distinguished from the Technician I by its emphasis on building-level support and more specialized knowledge of computer hardware, software, and computer networks.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Under the supervision of the Technician III or Network Engineer, assists with the installation of hardware, software, and related peripherals.  
Ensures the maintenance of all computers, software, and local area networks by monitoring performance.  
Installs upgrades to hardware and software.  
Makes recommendations to building-level staff regarding upgrades and replacement of technology-related equipment.  
Reads and interprets schematics, wiring diagrams, and manuals.  
Operates standard and specialized electronics devices in testing and troubleshooting computers and other technology-related equipment.  
Attends classes and seminars to enhance knowledge of equipment and operating systems.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Strong knowledge of computers and related technologies.  
General knowledge of components of local area networks.  
Understanding of mechanical, electronic, and computer principles as applied to the repair and maintenance of computers and peripherals.  
Ability to communicate effectively with all levels of technology users.  
Ability to establish and maintain effective working relationships.

### **SUGGESTED TRAINING AND EXPERIENCE**

Graduation from a two-year college or technical school with a degree in a related field and eighteen months experience; or an equivalent combination of education and experience. Experience in computer and peripheral troubleshooting.

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## **TECHNOLOGY TECHNICIAN III**

Salary Grade 72

### **NATURE OF WORK**

An individual in this class works as the senior or lead technician at the system level. This employee performs skilled, supervisory, and managerial work in directing the activities of Level I and II Technology Technicians. This work includes repair and maintenance of all technology-related equipment as well as technical support for all technology-related systems. This employee is responsible for maintaining the operation and integrity of local area networks, file servers, and workstations. Through scheduling and assigning technical support staff work tasks, the Technology Technician III supports the Director of Technology and Network Engineer in the design, configuration, and installation of local area networks and file servers.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Works with the technology director and/or network engineers in the development and implementation of all technical aspects of the local technology plan.

Supervises the daily activities of the Level I and II technical support staff.

Assigns, monitors, and evaluates all repair and maintenance work done by the technical support staff to ensure reliability of performance.

Supervises and/or performs the installation of hardware, software and related peripherals.

Assists with the installation of local area networks, file servers, and other related peripherals under the supervision of the network engineer.

Ensures the maintenance of all local area networks by tracking significant problems, monitoring performance, and installing upgrades to hardware and software.

Develops and implements training for technical support staff.

Attends classes and seminars to enhance knowledge of equipment and operating.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Strong knowledge of computers and related technologies.

Strong knowledge of infrastructure requirements and components of local area networks.

Ability to supervise technical support staff.

Ability to communicate effectively with all levels of technology users.

### **SUGGESTED TRAINING AND EXPERIENCE**

An associate's degree in Computer Science or related field, two years' experience in a network environment, supervisory training or experience, or any equivalent combination of training and experience.

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## **THERAPEUTIC RECREATION SPECIALIST**

Salary Grade 67

### **NATURE OF WORK**

An employee in this class provides therapeutic recreation services to exceptional children. Through the application of recreational theory and practices, individual assessment of need is made and specific activities appropriate for the individual are developed. The employee is expected to resolve all problems arising in the recreational program. Errors made by the employee could result in injury to the student. General supervision is provided.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Conducts a variety of assessments to determine the needs for recreational therapy.  
Consults with other professional staff members to complete the assessment and design a broad plan of training.  
Develops individualized training programs.  
Monitors and evaluates the progress of each student.  
Meets with parents to encourage their participation in the execution of their children's program.  
Confers with other professional staff to schedule recreational therapy.

### **KNOWLEDGE, SKILL AND ABILITIES**

Considerable knowledge of therapeutic recreation principles and methods.  
Working knowledge of child development.  
Skill in demonstrating a variety of activities.  
Ability to motivate students.  
Ability to communicate effectively with children and adults

### **SUGGESTED TRAINING AND EXPERIENCE**

Possession of an undergraduate degree in therapeutic recreation from an accredited institution of higher education or an equivalent combination of education and experience.

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## **TRANSPORTATION SAFETY ASSISTANT**

Salary Grade 50

### **NATURE OF WORK**

An employee in this class monitors student behavior and attends to the special needs of exceptional students while they are using school buses. The employee receives detailed instruction of the duties and responsibilities of this work. Independent judgment is exercised in emergencies by selecting the action to take from ones that have been planned by higher authority. Improper use of special equipment for exceptional students could result in injury to those students. The employee serves under the direct supervision of the principal.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Helps exceptional students in manipulating equipment they must use on the bus and entering and exiting the bus.  
Seats students in their assigned location.  
Monitors students' behavior.  
Reports problems and concerns of students to the designated authority.  
Intervenes between students having conflict.  
Substitutes as driver when necessary.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Skill in lifting and placing students comfortably.  
Skill in accurately operating and adjusting the special equipment.  
Ability to learn and remember the bus route.  
Ability to understand the individual needs of exceptional students.

### **SUGGESTED TRAINING AND EXPERIENCE**

Education and/or experience that demonstrates the qualifications to perform the job satisfactorily.

### **SPECIAL REQUIREMENT**

Commercial Driver's License (CDL)

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## **TRANSPORTATION MECHANIC I**

Salary Grade 59

### **NATURE OF WORK**

An employee in this class performs semi-skilled duties in the operation, repair and maintenance of the vehicles in the school transportation program. Manuals are provided as resource guides for new assignments while other tasks are performed based on experience. Minor problems may be resolved; most others are referred to a supervisor. Errors may be quickly revealed or may be located only by involvement of others. Most errors may be easily remedied and not costly. The employee receives limited supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Fills fuel tanks on school buses and school-owned vehicles.
- Lubricates moving parts of vehicle chassis.
- Checks, adds and replaces brake and steering fluids.
- Checks, adds and changes engine oil.
- Installs air and oil filters.
- Replaces wiper blades and fan belts.
- Rotates, replaces and repairs tires.
- Replaces brake linings.
- Cleans, adjusts and changes spark plugs.
- Drains and cleans radiators.
- Inspects exterior and interior of vehicles for defects.
- Removes minor dents.
- Paints buses and vehicles with spray equipment.
- Tests headlight alignment and makes necessary adjustments.
- Cleans carburetors, ignition systems, and electrical components.
- Tests and replaces batteries as needed.
- Checks and repairs doors and lifts.
- Repairs seat belts.
- Repairs broken windows.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of vehicle operation and maintenance.
- Skill to perform manual tasks associated with engine maintenance, tire replacement, fuel dispensing, washing vehicles, etc.
- Skill in operating various machines in repairing vehicles.
- Ability to locate problems.
- Ability to physically perform minor repairs.
- Ability to follow oral and written instructions.

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*Continued on next page*

**SUGGESTED TRAINING AND EXPERIENCE**

Some experience and training with vehicle operation, maintenance and repair is preferred.

**SPECIAL REQUIREMENTS**

Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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## **TRANSPORTATION MECHANIC II**

Salary Grade 63

### **NATURE OF WORK**

An employee in this class performs complex duties in the operation, repair and maintenance of the vehicles in the school transportation program. Most work is performed based on prior experience. The employee is expected to resolve problems of medium difficulty with little assistance while others may be referred to a supervisor. Most errors may be expected to be resolved by the employee. The employee receives general supervision and work is occasionally reviewed while in progress.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Diagnoses minor and frequently occurring mechanical problems.  
Adjusts timing mechanism, replaces and sets points and plugs, and refaces valves.  
Rotates, aligns, and balances wheels.  
Installs shock absorbers.  
Repairs and replaces damaged vehicle body parts.  
Tests electrical systems and makes necessary repairs.  
Repairs carburetors, ignition systems, and electrical components.  
Checks and repairs doors and lifts.  
Removes, replaces and reassembles transmissions; clutches; fuel, oil, and water pumps; generators and other parts of the engine and suspension system.  
Performs general maintenance as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of school bus and vehicles operation and maintenance.  
Considerable knowledge of the operating principles of internal combustion engines.  
Considerable knowledge of the methods of adjusting and repairing the electrical and generating systems of automotive equipment.  
Skill to perform manual tasks associated with engine maintenance, tire replacement, and vehicle body repair.  
Ability to follow oral and written instructions.  
Ability to physically perform most repairs.

### **SUGGESTED TRAINING AND EXPERIENCE**

Sufficient education and experience to demonstrate possession of the needed knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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## **TRANSPORTATION MECHANIC III**

Salary Grade 65

### **NATURE OF WORK**

An employee in this class performs complex and specialized duties in the operation, repair and maintenance of the vehicles in the school transportation program. Work is performed based on prior experience and by reference to technical manuals for difficult tasks, and the employee may be required to know one specialized system. Most complex and highly technical problems are resolved. Errors are expected to be resolved by the employee. The employee receives general direction, functions independently, and completed work is occasionally reviewed.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Diagnoses complex mechanical problems.
- Operates specialized power equipment to recondition motor assemblies.
- Conducts complete engine tune up using computerized equipment.
- Repairs and replaces brake drums.
- Straightens damaged frames, repairs, and replaces differentials, drive shafts, front end and steering mechanisms.
- Repairs electrical systems to insure proper functioning.
- Repairs, adjusts or replaces starters, generators, transmissions and clutch assemblies.
- Performs North Carolina Department of Motor Vehicles required inspection of buses and other school-owned vehicles.
- Assists and provides instruction to lower-level mechanics.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of school bus and vehicles operation and maintenance.
- Considerable knowledge of the operating principles of internal combustion engines and other mechanical components of school buses and service vehicles.
- Considerable knowledge of the tools and equipment used in automotive repair shops.
- Considerable knowledge of the methods of adjusting and repairing the electrical and generating systems of automotive equipment.
- Ability to determine appropriate methods to repair improperly operating automotive equipment.
- Ability to comprehend and apply North Carolina Inspection Law.
- Skill to physically perform manual tasks associated with engine maintenance and vehicle body repair.
- Ability to read and comprehend technical materials.

### **SUGGESTED TRAINING AND EXPERIENCE**

Sufficient education and experience to demonstrate possession of the needed knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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## **TRANSPORTATION MECHANIC SUPERVISOR**

Salary Grade 67

### **NATURE OF WORK**

An employee in this class oversees the activities of the mechanics in the operation, repair and maintenance of the vehicles in the school transportation program. The work is performed in compliance with established maintenance practices and policies. The employee in this class is expected to resolve problems independently. Any errors made by this employee may result in unsafe buses and endanger students. The employee receives general supervision. The employee supervises mechanics, scheduling assignments and prioritizing work.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Schedules and assigns work to be done to other employees in the garage.
- Provides on the job instruction of repair and service practices for other employees.
- Participates in the screening, selection and discipline of garage employees.
- Tests and inspects completed work of other mechanics to assure compliance with safety and quality standards.
- Performs a variety of highly skilled automotive repair tasks.
- Maintains or oversees the maintenance of all or some portion of record keeping and reporting necessary to the transportation programs.
- Processes material and supply purchases.
- Investigates and reports accidents in which school transportation equipment is involved.
- Performs North Carolina Department of Motor Vehicles required inspection of buses and other school-owned vehicles.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of school bus and vehicles operation and maintenance.
- Thorough knowledge of the operating principles of internal combustion engines and other mechanical components of school buses and service vehicles.
- Thorough knowledge of the tools and equipment used in vehicular repair shops.
- Ability to diagnose the causes of improperly operating electrical and generating systems of automotive vehicles and to make necessary repairs.
- Ability to comprehend and apply North Carolina Inspection Law.
- Ability to direct work of mechanics.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience with vehicle operation, maintenance and repair and some technical automotive mechanic trainings are preferred.

### **SPECIAL REQUIREMENTS**

Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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## **TRANSPORTATION DIRECTOR**

Salary Grade Based on ADM

### **NATURE OF WORK**

An employee in this class is responsible for the school transportation program in county school systems. Work is planned and directed through the interpretation and application of guidelines. The employee is expected to resolve most problems and to confer with the Superintendent or his designee on problems of policy. Errors may not be recognized internally and thus may result in great loss. Work is performed under general supervision. Administrative supervision is exercised over a number of skilled, semi-skilled and unskilled employees.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Develops procedures for vehicular service and repair.
- Prioritizes work to be accomplished.
- Develops work plans.
- Tests new equipment.
- Applies standards for vehicle replacement.
- Develops transportation routes.
- Arranges transportation for students with special needs.
- Conducts transportation studies relating to school consolidation or for improving existing transportation services.
- Investigates and reports accidents.
- Communicates with Department of Transportation on roads, bridges, signs, etc.
- Makes recommendations regarding hazardous road conditions.
- Develops and monitors budgets.
- Establishes an inventory system of parts.
- Directs the preparation and submission of all transportation reports.
- Reports on disposal of pollutants and other hazardous materials.
- Manages and recommends the selection, training, certification of fitness and competence, and termination of bus drivers.
- Collaborates with school principals in the recruitment of drivers and routing of buses.
- Recommends transportation personnel to be hired, disciplined, discharged or promoted.
- Ensures employees are provided needed training.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of vehicular service and repair principles and techniques.
- Considerable knowledge of routing.
- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable experience in performing the full range of tasks associated with management of a transportation system.

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## **VEHICLE OPERATOR**

Salary Grade 53

### **NATURE OF WORK**

The employee operates small, medium-sized, or large capacity vehicles transporting a variety of cargo on established or special routes. Work is generally routine and repetitive with detailed instructions for any unusual assignments. Problems are referred to employee's immediate supervisor. Errors may result in untimely delivery of goods and services and even bodily injury. Employee receives direct supervision including specific delivery instructions and planned routes to follow.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Drives small, medium-sized, or large capacity vehicles to transport materials to and from specific destinations.  
Delivers equipment, materials, supplies, and food commodities to the schools and offices of the system.  
Maintains vehicle log.  
Prepares receipts and/or obtains signatures for deliveries.  
May load and unload vehicle.  
May maintain telephone contact with supervisor.  
Inspects vehicle equipment and supplies such as tires, lights, brakes, gas, oil, and water, and requests service and repairs as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the vehicle assigned.  
Skill in driving, such as turning, backing, parking, and maneuvering unusual terrain.  
Ability to load and unload cargo at destination.  
Ability to follow oral or written instructions.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience operating delivery-type vehicles.

### **SPECIAL REQUIREMENTS**

Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles.

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# **WAREHOUSE MANAGER I**

Salary Grade 61

## **NATURE OF WORK**

Employee performs work involving storage and record keeping in a storage warehouse and oversees the work of any other employees in the warehouse. Tasks require some physical labor in the loading and unloading of goods received and to be delivered. Work is directed by precedents, and detailed instructions are provided for new and unusual assignments. Simple problems are resolved by the employee with more complex problems referred to supervisor. Errors should be revealed during periodic inventory or through occasional observation and may result in low inventory and budget problems. Employee works independently with limited supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Oversees deliveries and pickups to insure quality and quantity of products.
- Loads and unloads materials and supplies using available hand trucks and front-end loaders.
- Records deliveries and pickups.
- Maintains inventory records and tracking system.
- Determines appropriate places for storage.
- Rotates stock as needed.
- Monitors activities in warehouse to insure proper recording of outgoing materials.
- Adjusts inventory levels to reflect receipts and disbursements.

## **KNOWLEDGES, SKILLS AND ABILITIES**

- Working knowledge of inventory control and warehousing procedures.
- Some knowledge of volatile materials storage.
- Ability to load and unload materials and supplies.
- Ability to manage an inventory system.
- Skill in simple computations.
- Ability to comprehend procedures.

## **SUGGESTED TRAINING AND EXPERIENCE**

Some experience with inventory control procedures.

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## **WAREHOUSE MANAGER II**

Salary Grade 63

### **NATURE OF WORK**

Employee performs work involving receiving, storing, inventorying, and issuing materials and supplies for a central storage warehouse having a large volume of materials and supplies and distribution activities. Employee oversees the work of other employees in the warehouse. Tasks require some physical labor in the loading and unloading of goods received and to be delivered. Work is routine and directed by established procedures with instructions provided for new and unusual assignments. Simple problems are resolved by the employee with more complex problems referred to supervisor. Errors should be revealed during periodic inventory or through occasional observation and may result in low inventory and budget problems. Employee works independently with general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Oversees deliveries and pickups to ensure quality and quantity of products. Checks perpetual inventory regularly.
- Recommends purchases to supervisor.
- Loads and unloads materials and supplies using available hand trucks and front-end loaders.
- Records deliveries and pickups.
- Maintains inventory records and tracking system.
- Determines appropriate places for storage.
- Rotates stock as needed.
- Monitors activities in warehouse to insure proper recording of outgoing materials.
- Adjusts inventory levels to reflect receipts and disbursements.
- Assigns work to other employees.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of inventory control and warehousing procedures.
- Some knowledge of volatile materials storage
- Ability to load and unload materials and supplies
- Ability to manage and inventory system.
- Ability to comprehend procedures.
- Ability to provide leadership.
- Ability to assign and direct the work of employees.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some experience with inventory control procedures. Some experience in warehouse management.

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# WASTE WATER PLANT OPERATOR I

Salary Grade 57

## **NATURE OF WORK**

An employee in this class operates an open sand filter wastewater plant and is responsible for keeping within permit discharge limits. The employee routinely monitors the flow of wastewater and chemical levels. When problems arise, an employee in this class will introduce procedural changes within industry standards and regulatory requirements. Errors may have serious consequences to the health and wellbeing of the school and community. Errors may require costly procedures if water supplies are shut down. An employee in this class receives general supervision.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Monitors and adjusts flow of wastewater into sand to allow proper percolation.
- Observes operation of pumps and gauges.
- Checks sand bed.
- Rakes sand.
- Checks and fills chlorinator.
- Collects wastewater samples as often as required for sand filter waste water plants.
- Sends samples to laboratory for analysis.
- Maintains records.
- Prepares reports.
- Reads and records water pressure.
- Performs minor maintenance on equipment.
- Oversees maintenance of grounds surrounding wastewater plant.
- May be called for service on irregular hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the process involved in the treatment of wastewater.
- Working knowledge of the machines and equipment used to pump and filter wastewater.
- Working knowledge of laboratory techniques used in drawing and shipping wastewater samples.
- Working knowledge of Federal, State, and local laws, regulations, and policies regarding wastewater treatment.
- Skill in handling wastewater samples for laboratory testing.
- Skill in care of wastewater treatment and monitoring equipment.
- Ability to maintain accurate records.
- Ability to recognize adverse wastewater conditions and make immediate corrections.

## **SUGGESTED TRAINING AND EXPERIENCE**

Experience or education in wastewater plant operations.

## **SPECIAL REQUIREMENTS**

Licensure as required by State law.

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## **WASTE WATER PLANT OPERATOR II**

Salary Grade 62

### **NATURE OF WORK**

An employee in this class operates a low-pressure pipe wastewater treatment plant and maintains operations within permit discharge limits. The employee uses mechanical and computerized gauges and equipment to monitor wastewater. When problems arise, an employee in this class will introduce and make simple adjustments to equipment and make procedural changes within industry standards and regulatory requirements. Errors may have serious consequences to the health and wellbeing of the school and community, and errors may require costly procedures if water supplies are shut down. Employees in this class receive general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Reads gauges to determine pressure and flow of wastewater.
- Times release of water into fields according to soil type and condition.
- Monitors wastewater pressure to see that fields receive appropriate amounts of waste water.
- Checks pumps, timers, and valves.
- Adjusts pressure and flow of wastewater using computerized control system.
- Maintains records.
- Prepares reports.
- Observes operation of pumps and gauges.
- Performs minor maintenance on equipment.
- Walks filter fields to check for water seepage.
- Oversees maintenance of grounds surrounding wastewater plant.
- Responds to service calls at all hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the process involved in the treatment of wastewater, including computerized wastewater management systems.
- Working knowledge of the machines and equipment used to pump and filter wastewater and regulate water flow.
- Working knowledge of laboratory techniques used in drawing and shipping wastewater samples.
- Working knowledge of Federal, State, and local laws, regulations, and policies regarding wastewater treatment.
- Skill in handling wastewater samples for laboratory testing.
- Skill in care of wastewater treatment and monitoring equipment.
- Ability to operate a computerized water treatment system.
- Ability to maintain accurate records.
- Ability to prepare reports.
- Ability to recognize adverse wastewater conditions and make immediate corrections.

### **SUGGESTED TRAINING AND EXPERIENCE**

Experience or education in wastewater plant operations.

### **SPECIAL REQUIREMENTS**

Licensure as required by State law.

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## **WASTEWATER PLANT OPERATOR III**

Salary Grade 70

### **NATURE OF WORK**

An employee in this class operates a package wastewater treatment plant. Employees in this class are responsible for efficient operation of plants within wastewater quality standards during their shifts. When problems arise, an employee in this class will correct the computerized system and introduce procedural changes within industry standards and regulatory requirements. Errors may have serious consequences to the health and wellbeing of the school and community, and errors may require costly procedures if water supplies are shut down. Employees in this class receive general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Performs chemical analysis to determine bacterial count.
- Maintains bacterial count at level sufficient to treat waste products.
- Reads gauges to determine pressure and flow of wastewater.
- Sets timers to transfer treated product into tanks or streams.
- Monitors wastewater pressure.
- Adjusts pressure and flow of wastewater using computerized control system.
- Sends samples to laboratory for analysis.
- Maintains records.
- Prepares reports.
- Observes operation of pumps and gauges.
- Performs minor maintenance on equipment.
- Oversees maintenance of grounds surrounding wastewater plant.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the process involved in the treatment of wastewater, including computerized wastewater management systems.
- Working knowledge of the machines and equipment used to pump and filter wastewater and regulate water flow.
- Working knowledge of laboratory techniques used in drawing and shipping wastewater samples.
- Working knowledge of Federal, State, and local laws, regulations, and policies regarding wastewater treatment.
- Skill in handling wastewater samples for laboratory testing.
- Skill in care of wastewater treatment and monitoring equipment.
- Ability to operate a computerized water treatment system.
- Ability to maintain accurate records.
- Ability to prepare reports.
- Ability to recognize adverse wastewater conditions and make immediate corrections.

### **SUGGESTED TRAINING AND EXPERIENCE**

Experience or education in wastewater plant operations.

### **SPECIAL REQUIREMENTS**

Licensure as required by State law.

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## **WELDER I**

Salary Grade 61

### **NATURE OF WORK**

An employee in this class uses acetylene and electric arc welding equipment to fuse metal parts of equipment and machinery. Workers make simple metal articles and repair metal parts of machines and equipment. Work is performed following general instructions and according to established trade and shop practices. The worker exercises some discretion regarding specific procedures and work methods to complete a given assignment. When problems arise, an employee in this class will initiate minor changes and refer complex problems to a higher-level employee. Some errors are revealed by inspection; however, those discovered after machinery or equipment is returned to use can result in risk to those using the repaired items and considerable loss of time. Limited supervision is given to employees in this class.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Examines materials to be repaired to determine the strength and heating properties of parent metals and alloys.
- Studies simple sketches to determine needed repairs or construction.
- Determines the type of equipment and amount of heat needed to make a repair or construct a metal article.
- Prepares items for welding by disassembling parts and acquiring needed parts.
- Lays out, cuts, and fits material for welding.
- Uses welding equipment to join metal pieces.
- Uses welding equipment to burn or cut through metal.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Some knowledge of welding principles and methods.
- Some knowledge of the heating properties of parent metals and alloys.
- Skill in the operation of welding equipment and tools.
- Ability to follow oral or written directions.
- Ability to work from simple sketches or drawings.
- Ability to produce replacements for broken metal items.

### **SUGGESTED TRAINING AND EXPERIENCE**

Some training or experience in the use of acetylene or electric arc welding equipment.

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## **WELDER II**

Salary Grade 63

### **NATURE OF WORK**

An employee in this class uses welding equipment to fuse metal parts of machinery and equipment. The employee repairs, constructs, and assembles metal parts in situations where weld strength is critical. Work is performed according to established trade and shop practices, with the worker exercising considerable discretion regarding the procedures and work methods. When problems arise, the employee will make choices among established practices and procedures to resolve the problem. Most errors will be discovered by the worker while the work is in process; however, errors discovered after machinery or equipment is returned to use can result in serious risk to those using the repaired items and considerable loss of time. Employees in this class receive general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Examines materials to be repaired to determine the strength and heating properties of parent metals and alloys.

Studies blueprints and sketches to determine needed repairs or construction.

Determines the type of equipment and amount of heat needed to make a repair or construct a metal article.

Prepares items for welding by disassembling parts and acquiring needed parts.

Examines high pressure pipes to determine safety precautions needed for the task.

Lays out, cuts, and fits material, including high pressure pipe, for welding.

Removes defective parts.

Uses welding equipment to join metal pieces.

Uses welding equipment to burn or cut through metal.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the principles and methods of welding.

Working knowledge of the properties of high-pressure steam boilers and lines.

Working knowledge of the heating properties of parent metals and alloys.

Skill in the operation of welding equipment and tools of the welding trade.

Ability to follow oral or written directions.

Ability to work from blueprints.

Ability to produce replacements for broken articles.

### **SUGGESTED TRAINING AND EXPERIENCE**

Training or experience in the use of welding equipment.

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## **WELDER CREW LEADER**

Salary Grade 65

### **NATURE OF WORK**

An employee in this class uses welding equipment to fuse metal parts of machinery and equipment. The employee repairs, constructs, and assembles metal parts; and directs the work of other welders on the site. Work is performed according to established trade and shop practices, with the worker exercising considerable discretion regarding the procedures and work methods. When problems arise, an employee in this class will initiate changes and make choices among established practices and procedures, and other welders will refer problems to this worker. Errors usually are discovered by the worker while work is in progress; however, errors discovered after machinery or equipment is returned to use can result in serious risk to those using the repaired items and considerable loss of time. Employees in this class receive general supervision.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Examines materials to be repaired to determine the strength and heating properties of parent metals and alloys.

Examines high pressure pipes to determine safety precautions needed for the task.

Determines the type of equipment and amount of heat needed to make a repair or construct a metal support.

Constructs needed parts or pieces.

Prepares equipment for welding by disassembling parts and acquiring needed parts.

Lays out, cuts, and fits material, including high pressure pipe, for welding.

Removes defective parts, including high pressure steam piping.

Joins metal pieces by using welding equipment.

Assigns work to other welders on the crew.

Reviews the work of other welders, upon completion, for quality and correctness.

Reports outstanding or unsatisfactory work and behavior to supervisors.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and methods of the welding trade.

Considerable knowledge of the properties of high-pressure steam boilers and lines.

Considerable knowledge of the heating properties of parent metals and alloys.

Skill in the operation of welding equipment and other tools of the welding trade.

Ability to follow oral or written directions.

Ability to give oral or written assignments.

Ability to work from blueprints.

Ability to produce simple sketches or drawings.

Ability to produce replacement parts for broken parts.

Ability to direct the work of other welders on the work site.

### **SUGGESTED TRAINING AND EXPERIENCE**

Considerable training or experience in the use of welding equipment.

Some experience working with people from diverse backgrounds.

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## **WIDE AREA NETWORK (WAN) ENGINEER**

Salary Grade 76

### **NATURE OF WORK**

An individual in this class is responsible for designing and implementing wide area networks in a local school agency. Employee supervises the installation, maintenance, and operation of a wide area network and associated computer hardware and software. Employee coordinates with the Director of Technology the evaluation of school system networking needs and recommends improvements and modifications to existing infrastructure. Employee diagnoses and resolves complex wide and local area network issues.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Designs and implements wide area networks including network servers, hubs, routers, workstations and other peripheral devices.

Installs and configures wide area network servers for email, Internet, and Proxy services.

Installs and configures all necessary telecommunication devices.

Operates and maintains wide area networks, tracks significant problems, monitors performance, and performs upgrades to hardware and software as required.

Installs or modifies existing installations of networked computer hardware, software, and other components.

Participates in long- and short-range technology planning.

Trains technical staff at the system and building level to follow proper operating procedures necessary to maintain the integrity of the network.

Maintains documentation regarding network configurations, operating procedures, and service records relating to network hardware and software.

Assists in developing training for building level faculty and staff in the proper operation of the wide and local area networks.

Attends classes, seminars, conferences and reviews professional literature to enhance knowledge of trends and developments related to wide and local area network systems.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Strong knowledge of wide and local area network architecture.

Strong knowledge of computers and related technologies.

Strong knowledge of infrastructure requirements and components of wide and local area networks.

Strong knowledge of network operating systems.

Considerable knowledge of wide and local area network protocols and diagnostic tools.

Ability to supervise technical support staff.

Ability to communicate effectively with all levels of technology users.

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**SUGGESTED TRAINING AND EXPERIENCE**

Completion of a four-year degree in Computer Science, or a related field with coursework in networking and two years of network experience including wide area networks, and supervisory training or experience; or an associate's degree in Computer Science or related field, two years' experience in a wide area network environment, supervisory training or experience, or any equivalent combination of training and experience. Knowledge of networking protocols, experience in routed and frame relay network environments, experience with network management utilities. Certification in network operating system's software such as Novell Administrator, Novell Engineer, or Microsoft Engineer, other appropriate hardware certifications such as Cisco, or any equivalent combination of training, certification, and/or experience which provides the required knowledge, skills, and abilities.

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