

TITLE: ACCOUNTANT

QUALIFICATIONS

1. Bachelor's degree with a major in accounting or a related field from an accredited college or university.
2. Previous experience in school finance/fund accounting.
3. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy
4. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
5. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports
6. Organizational, communication, and interpersonal skills
7. Self-motivated
8. Maintain confidentiality of staff and students
9. Ability to work under pressure and deadlines

PRIMARY RESPONSIBILITY TO Superintendent and School Board

JOB SUMMARY

To ensure that the district's financial reporting meets necessary accounting requirements and provides essential budgeting information for the Board of Trustees and district auditor.

MAJOR DUTIES AND RESPONSIBILITIES

1. Accurately report the district's accounting and financial condition, including all revenues and expenditures, to the Board of Trustees, auditors, state and local sources, and patrons of the district
2. Prepare, with Business Manager and Superintendent, the annual budget for all funds of the district for presentation to the Board of Trustees
3. Assure that all financial and accounting records are maintained in conformity with Generally Accepted Accounting Principles (GAAP)
4. Maintain the financial and employee management systems currently in place and update software and hardware as needed
5. Reconcile monthly cash transactions to the bank statements for all district accounts
6. Assure that any fiscal year-end and calendar year-end file maintenance is completed
7. Maintain financial data used to assist the Board negotiation team during the process of negotiations
8. Prepare monthly adjusting entries for accurate reporting of receivables and payables.
9. Verify all transactions are posted to the correct funds and accounts.

10. Supervise the preparations of fiscal and statistical reports required by the Superintendent, Board of Trustees and State Department of Education in accordance with local, state, and federal policies and law.
11. Prepare year-end financial statements for the auditor for annual audit including the recording of all GASB adjustments for proper presentation of Governmental Financial Statements.
12. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
13. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated periodically by the superintendent and/or School Board in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-508	Duties of the Clerk
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: CLERK OF THE BOARD/DISTRICT OFFICE ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

10. High school diploma
11. Post high school training in business, accounting, or secretarial skills preferred
12. Previous experience as determined by the Board
13. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration.
14. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
15. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports
16. Organizational, communication, and interpersonal skills
17. Self-motivated
18. Maintain confidentiality of staff and students

**PRIMARY RESPONSIBILITY TO
Superintendent and School Board**

JOB SUMMARY

To act in the position of clerk of the Board in all respects such as attending Board meetings, recording Board minutes, preparing information and reports, and meeting other requests made by the Board.

Board Record Keeping

1. Assist in preparation of agendas, setting forth all known items of business to be considered at Board meetings
2. Attend all meetings of the Board and keep a record of the proceedings or appoint a temporary clerk to keep a record for any meeting he or she is unable to attend
3. Keep full and accurate minutes of all meetings of the Board and send a copy of such minutes to each Board member prior to the next regular Board meeting
4. Safeguard and maintain all records and papers of the Board

5. Devise a system of acceptable filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the secretary's custody
6. Be responsible for the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy, and serve as the records management officer
7. Post and publish all legal notices
8. Work with the Board and the superintendent in keeping the district policy manual up-to-date and current and assist the superintendent and the Board in developing and updating policies for all aspects of the school business operation
9. Submit paperwork and reports as directed by the Board
10. Attend meetings and training sessions, representing the district and accurately recording items that must be handled by the district

Board Relations/Elections

1. Notify all Board members of regular and special meetings
2. Call special meetings in conformance with the open meetings law whenever requested by the Board President or by a petition signed by a majority of the Board
3. Prepare the official meeting minutes and complete clerical duties including typing, filing, copying, and distributing of correspondence, reports, and memorandums
4. Schedule appointments, meetings, and conferences as requested by the Board
5. Administer the oath of office to newly elected Board Members

Other

1. Keep the Board informed of activities and any issues that may arise
2. When assigned, attend district Board meetings and speak on assigned topics
3. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community
4. Schedule meetings with staff when needed
5. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned
10. Be responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies

DISTRICT OFFICE ADMINISTRATIVE ASSISTANT

1. Place and receive telephone calls, record and deliver messages as needed in district office.
2. Serve as the district Sick Leave Bank Committee Facilitator
3. Work closely with district accounts payable
4. Enter all purchase orders into the computer system
5. Accurately enter specific funding codes on each purchase order

6. Keep track of the paid and unpaid status of each purchase order
7. Double check invoice totals to purchase order totals and make necessary adjustments
8. Ensure the daily operation and monitoring of accounts payable are completed accurately.
9. Check for an “okay to pay” on each invoice before it is paid
10. Payment of bills off of invoices
11. Enter invoice amounts into payables
12. Regularly, check/review with business manager before paying bills. Business manager prints checks for vendors.
13. Oversee District Community Newsletter.
14. Post employment openings on the district web site.
15. Post school board schedules, minutes, financial statements, job descriptions, etc. on the district web site.

EVALUATION

Performance of this position will be evaluated periodically by the superintendent and/or School Board in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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Legal Reference:	I.C. § 33-508	Duties of the Clerk
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Job Description
Wendell School District #232

TITLE: Personnel Clerk/Medicaid Clerk

QUALIFICATIONS: A. High School diploma.
B. Understanding and experience with school district personnel procedures including certification and leave request issues.
C. Understanding of the Medicaid program and have a thorough knowledge of the billing procedures essential for reimbursements from the state.

REPORTS TO: Superintendent of Schools

JOB GOAL: A. To administer the personnel affairs of the district in such a way as to provide and maintain accurate records of all personnel files in the school district.
B. To keep an accurate up-to-date record of all Medicaid procedures in the district and provide involved staff members with resources needed to complete Medicaid billing.

PERFORMANCE RESPONSIBILITIES:

1. Arrange for all substitutes in the district on a daily basis. This includes insuring that substitutes are scheduled in an efficient manner. Teachers are expected to notify the personnel clerk in a timely fashion before leave is taken.
2. Inform superintendent of substitute issues and needs as the school progresses.
3. Oversee the reporting and individual record of all staff leave requests. The personnel clerk provides a monthly leave request record to each staff member. This helps individual staff members keep track of numbers of sick leave, wellness, professional leave, personal leave, bereavement leave days, and comp time that have been used.

Sick leave bank days accumulated and bank day reimbursements to the district will be recorded.

4. Keeps an accurate record of all teacher certification, **evaluation, and other vital information for district and state ISEE records**. Transcripts and other certification documents are checked to insure that each teacher meets required certification requirements.
5. Oversee the finger printing process of all newly hired employees. The personnel clerk ensures that the finger printing is completed in the required time and that the information from the printing is sent to appropriate state office.
6. **After receiving salary and hourly information from business manager**, prepare and disseminate Notices of Employment to classified staff and oversee all highly qualified and credential requirements for specific classified positions.
7. **After receiving salary information from business manager, prepare certificated employee contracts (including supplemental contracts) by entering individual employee information.**
8. Communicates with district staff on individual certification and leave issues.
9. Maintain accurate records of teacher reimbursement benefits such as credit, professional development, and prep period comp time, ~~and professional dues~~.
10. Gather time clock/sheet records for payroll purposes **for transportation, food service, maintenance, and substitute personnel**.
11. Place and receive telephone calls, record and deliver messages as needed in district office.
12. Maintain a regular filing system as well as a set of confidential files for personnel including evaluations, leave reimbursements, letters of intent, etc.
13. Works closely with Idaho Billing to ensure that all required Medicaid billing procedures are being followed throughout the district.
14. Submit year-end Medicaid report.
15. Check Medicaid records turned into district office by district staff to ensure that the records are complete. Follow up with staff members when billing is incomplete or in need of revision. Important records include student progress reports and personal care plans.
16. Attend district special education meetings as called by the superintendent.
17. Administrate the *Enrich* special education IEP program throughout the district for **Medicaid students only**. Communicate with individual special education teachers when informational needs arise with Enrich and providing necessary information on IEP's including monitoring of three-year evaluations for Medicaid purposes.
18. **One a month, meet with payroll clerk to double check payroll data for accuracy.**
19. Complete other personnel related duties as directed.

TITLE: TECHNOLOGY DIRECTOR

QUALIFICATIONS

1. Valid Idaho Teaching Certificate with appropriate endorsement for this position.
2. Formal training or relevant experience in providing computing support in an educational environment
3. Previous teaching experience preferred
4. General knowledge of operating systems, software, and hardware used by the district preferred
5. Working knowledge of TCP/IP protocol in networking environments, related experience preferred
6. Able to read and comprehend technical instructions and information
7. Able to write simple correspondence as well as technical correspondence
8. Able to write grants
9. Knowledge of current information technology practices and applications to meet customer support requirements
10. Able to perform maintenance and repairs, and to troubleshoot hardware and software
11. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
12. Able to deal effectively with people who have varying degrees of knowledge about computers
13. Ability to effectively communicate verbally in one-on-one, small groups, and large group situations
14. Able to lift and carry up to forty-five pounds
15. Strong background in problem solving skills
16. Excellent organizational and problem-solving skills
17. Able to work under pressure and deadlines
18. Maintain confidentiality of staff and students
19. Able to perform duties in accordance with general educational ethical requirements.

**PRIMARY RESPONSIBILITY TO
Superintendent**

JOB SUMMARY

Responsible for computer system operations, systems development and maintenance, network operation, user support including hardware and software selection, information architecture, information technology infrastructure and systems integration. Development of strategies for academic computing, instructional technology, technological support for research, student and financial management information systems and communication technologies.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Staff with Technology

1. Provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, purchasing, and inventory management
2. Identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
3. Answer technology-related inquiries in person, over the phone, or e-mail
4. Give clear instructions, and explain technology problems in non-technical terms
5. Work with building principals, department heads, and teachers in developing the district's technology program to meet the Idaho Core Standards and achieve district educational goals and objectives
6. Lead the Five-Year Technology Plan development, implementation, and evaluation

Equipment and Networks

1. Assist in short and long range planning of resource requirements
2. Develop, direct, and administer the budgets for all programs in area of responsibility
3. Study, evaluate, and, as appropriate, recommend to the superintendent the adoption of new technology instruction materials, methods, programs, and the purchase of computer hardware, software, and other instructional technology tools
4. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractor when applicable as well as repairing and replacing defective mechanical or electrical parts
5. Observe and identify current or potential problems within technological systems
6. Repair hardware and software and recommend solutions to technical problems
7. Keep electronic records on equipment, including inventories and maintenance records, system usage, and repair parts
8. Recommend system modifications and necessary user training to extend the life of existing systems
9. Administer the district's networks, plan for network extension, and implement and maintain an operational network
10. Administer the network user population, adding, maintaining, and restricting user accounts as needed, and monitor network usage
11. Administer access to the internet
12. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
13. Maintain and users' access to the internet
14. Administer and maintain district e-mail accounts
15. Add or upgrade user information as necessary and monitor account usage

Other

1. Identify, write, and manage technology grants including Federal E-Rate program
2. Represent the district's computer education program to the public through workshops and other presentations
3. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and online services
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

Renewable employment contract

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.024	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

