

# Sumter County Schools

## Job Descriptions



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# Disclaimer

The Job descriptions in this manual are not an exhaustive list of duties. They are designed to provide guidance and communicate high level expectations.

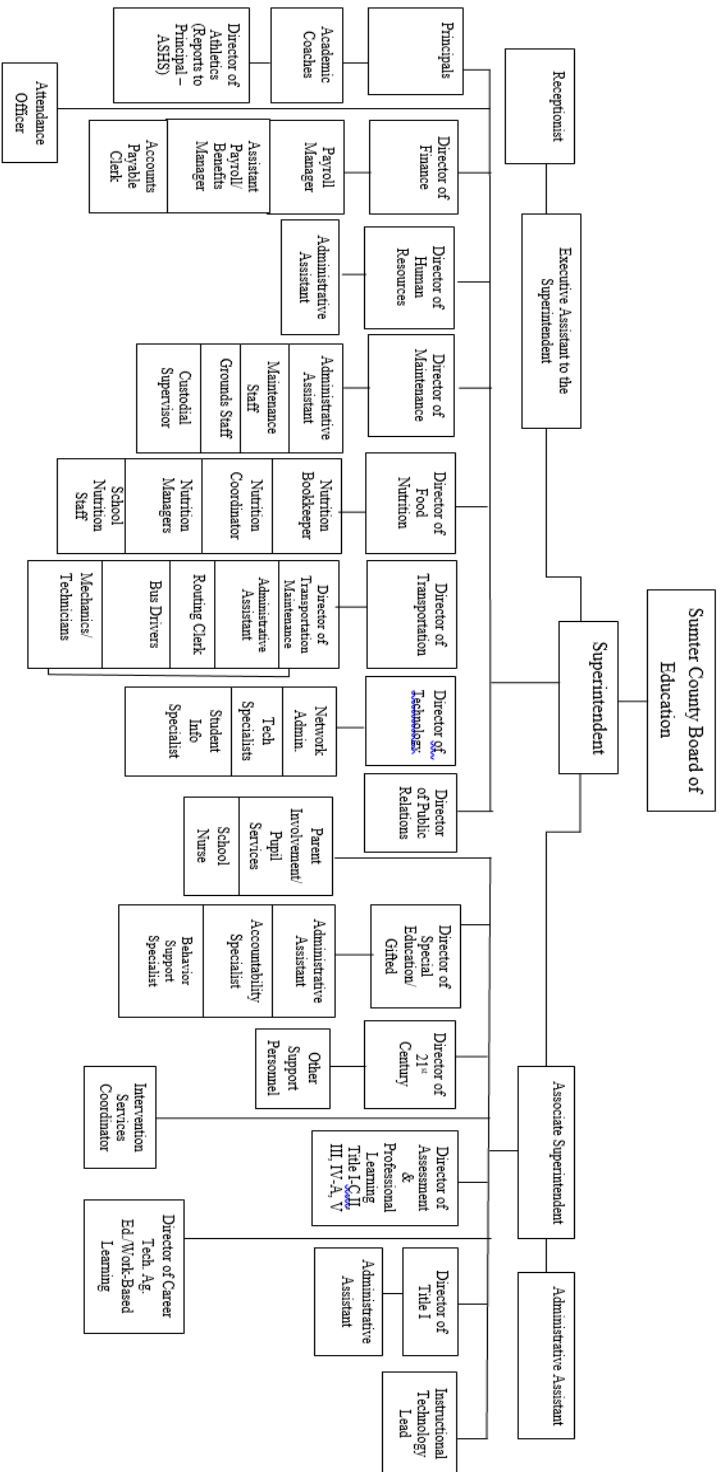
A job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

# Organizational Chart

## BOARD POLICY

### School District Organization Plan

Descriptor Code: AC-E



ADOPTED: April 13, 2006  
SUMTER COUNTY BOARD OF EDUCATION  
REVISED: February 7, 2018

# Office of the Superintendent







## Sumter County School System Job Description

### Superintendent of Schools

**Work Schedule:** 240 days

**Organization:** Office of the Superintendent

**Retirement System:** TRSGA

**Reports to:** Board of Education

**FLSA Status:** Exempt

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#### Primary Function

To direct and supervise all activities and personnel of the system in order to develop and maintain the best possible program within the policies of the Board of Education.

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#### Essential Duties

Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.

Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.

Prepares the annual operating budget recommendations and implements the Board's approved budget.

Prepares and submits the Board recommendations relative to all matters requiring Board action, placing before Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.

Informs and advises the Board about the programs, practices, and problems of the schools and keeps the Board informed of the activities operating under the Board's authority.

Secures and nominates for employment the best qualified and most competent teachers, supervisory, administrative, and other personnel.

Assigns and transfers employees as the interest of the district may dictate and recommends appropriate action.

Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.

Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

**Essential Duties - continued**

Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.

Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means and keep the Board informed of trends in education.

Studies and revises, with the staff, on a continuous basis, all curriculum guides and course of study.

Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plan for new school building; all appropriations for sites and buildings; and improvements; alterations; and changes in the buildings and equipment of the district.

Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.

Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel; school population; and scholastic records. Acts as custodian of such records and of all contracts, securities, and documents, title papers, books of records, and other papers belonging to the Board.

Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and requirements of safety.

Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.

Attends, or delegates a representative to attend, all meetings of municipal agencies at which matter pertaining to the public schools appear on the agenda are expected to be raised.

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**Additional Responsibilities**

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Board of Education

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## Education and Experience

Education Level: Doctorate Degree

Minimum 3 years of experience working in an educational leadership position, preferably at the District Level – Required  
Successful classroom teaching experience – Preferred

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## Minimum Qualifications:

Certification/Licensing: GAPSC Leadership Certificate

Strong background in school administration and supervision

Strong background in curriculum and instruction trends and techniques

Must be able to perceive the needs of the total school program

Strong decision-making ability, budget experience, proven performance and resource management skills

Ability to articulate best practices in standards-based instruction, implement, and monitor alternative education models  
Ability to effectively lead, organize, and direct the work of others

Knowledge of school and school district policies and practices

Demonstrated ability to implement the District's strategic plan

Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment  
Excellent verbal and written communication

Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

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## Sumter County School System Job Description

### Attendance Officer

**Work Schedule:** 190 days

**Organization:** Office of the Superintendent

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

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### Primary Function

The Attendance Officer shall serve the educational process by ensuring students develop and maintain good attendance practices and that parents support the attendance requirements of the school district.

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### Essential Duties

Works with the individual student and his/her family when the student has missed more than three (3) days of school.

Works with principals, teachers, counselors, and students to improve attendance.

Serves as liaison between the school and the community and agencies when dealing with student problems that require referral and/or a team approach.

Participates in community planning with other agencies dealing with problems that affect school attendance and learning environments.

Keep adequate case history records on student's services and actions taken in an effort to solve their problems.

Provides adequate follow-up information to the school and central office.

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### Additional Responsibilities

Performs other duties assigned by the Superintendent

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

## Minimum Qualifications

**Education Level:** High School Diploma or GED

**Certification/License:** Hold and maintain a valid driver's license with no serious violations

**Proficiency Skills:** Written and oral communication skills,

**Personal Skills:** Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents, and the community.

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## Sumter County School System Job Description

### Executive Assistant to the Superintendent

**Work Schedule:** 240 days

**Organization:** Office of the Superintendent

**Retirement System:** TRSGA

**Reports to:** Superintendent of Schools

**FLSA Status:** Non Exempt

---

#### Primary Function

To ensure the smooth efficient operation of the Central Office and to provide personal administrative support to the Superintendent of Schools and Board of Education in the performance of their duties and to project a professional company image through in-person and telephone interaction.

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#### Essential Duties

Coordinate Superintendent's calendar, schedule and itinerary

Set up Superintendent's and Board's travel arrangements

Schedule appointments for Superintendent

Register Superintendent and Board for professional development courses

Edit documents and prepare for Superintendent's approval

Manage and control confidential information

Communicate sensitive information to Superintendent and Board of Education or external contacts as requested or required

Interact with all levels of employees

Prepare correspondence, reports, and materials for publications and presentations

Perform general clerical duties to include by not limited to: photocopying, faxing, mailing and filing

Coordinate and setup for all Board of Education meetings.

Attend Board meetings, prepare minutes and board briefs, maintain minutes books

Update Board policy manuals and maintain only policy manual

Distribute policies when approved by the Board

Setup and coordinate meetings and conferences

Create, transcribe, and distribute meeting agendas and minutes

Ensure compliance with organizational policies

**Essential Duties - continued**

Answer telephone and greet public in an appropriate and professional manner

Maintain records and files

Operate and maintain office equipment

Prioritize and refer information appropriately

Receipt all incoming money to the district

Manage boardroom calendar

Maintain hard copy and electronic filing system

Server as Executive Assistant to the Superintendent for all internal and external meetings

Serve as community, business, civic, governmental liaison for the office of the Superintendent

Assist Superintendent with weekly updates to Board of Education

Create and maintain matrix of responsibilities delegate by the Superintendent

Attend administrative meetings and prepare minutes for distribution

Attend board work sessions

Write, adjust and maintain office procedures

Serve as office manager for the central office

Supervise and evaluate Receptionist

Coordinate paperless board meeting

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**Additional Responsibilities**

Maintain open lines of communication with other departments within the District

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

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**Minimum Qualifications**

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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**Knowledge/Skills/Abilities**

Knowledge of District's policies, procedures, and structure

Ability to review, analyze, and reconcile data of a complex nature

Proficient in typing and various office machines

Advanced skills in business communications and office practices and procedures

Must be able to work with minimal supervision

Ability to work effectively under stress, meet short deadlines, and take direction

Ability to coordinate multiple schedules and produce accurate work despite frequent interruptions

Demonstrated ability to work with personal and confidential information

Working knowledge of and experience with Microsoft Office

Must be able to successfully manage and prioritize multiple tasks, projects, and responsibilities.

Ability to work independently or as a team member

Excellent organizational and customer service skills

Excellent communication skills both written and verbal

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## Sumter County School System Job Description

### Receptionist

**Work Schedule:** 240 days

**Organization:** Office of the Superintendent

**Retirement System:** TRSGA

**Reports to:** Executive Assistant to the Superintendent

**FLSA Status:** Non Exempt

---

### Primary Function

Project a professional company image through in-person and telephone interaction. Attend to the general public and deal with inquiries regarding the school district either on the telephone or in person.

### Essential Duties

Answer telephone, screen and direct calls

Take and relay messages

Provide information to callers and/or visitors

Greet persons entering the district office

Direct persons to correct destinations

Provide clerical support to Executive Assistant to the Superintendent

Assist with policy manual updates

Distribute policies when approved by the board

Return fund raising requests after board approval

Prepare letters and documents as requested

Receive and sort mail and deliveries

Research purchase order numbers for invoices received in the mail that do not have the appropriate individual's name on it and forward to proper department

Sign for UPS/Fed Ex/Airborne packages

Assist applicants filling out applications as needed

Assist public requesting to appear before the board

Research, price and order supplies for the office of the superintendent

Tidy and maintain the reception area

### **Additional Responsibilities**

Performs other duties assigned by the Superintendent of Schools.

Adheres to all District policies and procedures

---

### **Minimum Qualifications**

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Director of Public Relations and Information

**Work Schedule:** 240 days

**Organization:** Office of the Superintendent

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

---

#### Primary Function

To plan and develop ways for the Board of Education, the Superintendent and system personnel to communicate effectively with the various publics concerning the goals, objectives, programs and activities of the Sumter County School Systems; and to conduct such research as necessary to facilitate communications and support for the planning and development of public relations programs.

#### Essential Duties

Attends meetings of the Board and provides such reports for the Board as the Superintendent or designee may request.

Supervises and coordinates the preparation, printing and distribution of system publications such as recruitment brochures, orientation brochures for new personnel and information brochures for prospective residents.

Works with the curriculum department and other staff members, in publicizing and promoting any performances, exhibitions, displays, or special programs sponsored by the schools and open to the public.

Assists the Superintendent or designee and the Board in recruiting highly competent laymen to serve on a public relations advisory committee, and assists the committee in fulfilling its purpose.

Maintains open lines of communication with all community organizations, and provides prompt response to request for public information.

Oversees all areas of social media and web page content for the school district social media pages and webpage.

Works with schools in the district to support and coordinate their social media efforts, including developing "Best Use" policies for the district.

Works with PR contacts from each school in facilitating their monthly television program "Kids Under Construction".

Facilitates involvement with stakeholders in the district. Develop strategies and ideas for achieving this end, and implement strategies accordingly.

**Additional Responsibilities**

Adheres to all District policies and procedures

Performs other duties as assigned by the Superintendent.

Represents the school system at civic, community and business meetings

Supports the culture of the organization

Serves as a champion for the District's values, standards, and strategic initiatives

Performs other duties as assigned by the appropriate administrator

---

**Minimum Qualifications**

**Education Level:** Bachelor's Degree in Communications, Public Relations, Journalism or related field

**Certification/Licensing:** GAPSC Support Personnel License

**Proficiency Skills:**

Excellent verbal and written communications skills with the ability to present information clearly, concisely and creatively.

Knowledge of advanced communications methods

Proficient in project management through skills gained from experience managing multiple projects

Proficient in Microsoft Office

Proficient in the use and applications of social media

Graphic design expertise through Adobe Creative Suite programs such as PhotoShop, InDesign and Illustrator, and website content management software such as Microsoft SharePoint a plus

Ability to work effectively with departmental personnel

Good decision-making and problem solving skills

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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# Teaching and Learning





## Sumter County School System Job Description

### Associate Superintendent

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

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#### Primary Function

Under the general direction of the Superintendent, serve as chief instruction officer of the District to plan, organize and direct all district instructional programs.

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#### Essential Duties:

Assist the Superintendent in directing the administration and coordination of the District's instructional programs.

Evaluate formative and summative assessment data in planning for the improvement of the District's curriculum and the achievement of the District's students.

Formulate a plan to implement innovative curricular programs that will improve instruction in conjunction with supervisory staff (directors), principals and teachers.

Keep informed as to the operation of the instructional programs in all schools for the purpose of evaluating the instructional programs and for improving teaching procedures through conference, demonstration, and other supervisory techniques.

Play a significant leadership role in fostering communication between the district office and the schools.

Initiate and administer Professional Learning programs in conjunction with supervisory staff and principals.

Assist in planning staff development programs designed to meet specific identified needs of schools, programs or job functions.

Prepare drafts of needed Board policies and administrative rules for Superintendent's approval or submission to the Board of Education.

### Essential Duties-continued

Provide general supervision of elementary and secondary administrative and teaching personnel.

Supervise and coordinate the activities of the Teaching and Learning Department (Special Education, Professional Learning and Assessment, Federal Programs, Career, Technical and Agricultural Education, 21st Century Learning Programs and Student Services).

Ensures the implementation of the TKES (Teacher Keys Effectiveness System) by creating and monitoring timelines as recommended by the Georgia Department of Education.

Serve as a Liaison between the school district and the DOE Training/Development Specialist to troubleshoot any issues with TKES Platform.

Meets regularly with district directors to ensure that school programs and instructional strategies are being implemented with fidelity throughout schools in the district.

Monitors budget allocations, expenditures and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, and expenses are within budget limits and/or fiscal practices are followed.

---

### Additional Responsibilities

Maintain open lines of communication with other departments administrators within the district

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

### Minimum Qualifications

Education Level: Masters Degree

Certification/Licensing: GAPSC Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Administrative Assistant - Central Office

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Assigned Director/Coordinator

**FLSA Status:** Non Exempt

---

#### Primary Function

Assures the smooth and efficient operation of a well-organized office in a friendly and professional manner.

---

#### Essential Duties

Ensures primary workstation and responsibilities are covered at all times during the work day

Demonstrates knowledge and proficiency in typing, word processing and other computer applications as applicable to job responsibilities.

Maintains and manage files, records, office supplies, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.

Demonstrates appropriate verbal, written and telephone communication skills, as well as proficiency in drafting written correspondence on behalf of the supervisor as requested.

Greets visitors in a courteous and professional manner; provides information and handles routine business associated with a busy, productive and smoothly run office.

Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.

Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.

Processes orders and maintains supplies for the office.

---

#### Additional Responsibilities

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties assigned by supervising Director / Coordinator.



**Minimum Qualifications**

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience preferred

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**Coordinated Early Intervention Services (CEIS) Coordinator**    **Work Schedule:** 200 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

---

### Primary Function

Coordinator will ensure that CEIS are provided to assist students in K – 12th grades (with a particular emphasis on students in K – 3rd grades) who are not currently identified as needing special education or related services, but who need additional academic and/or behavioral assistance to enable them to be successful in a general education environment

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### Essential Duties:

Ensure interventions are being provided with fidelity

Monitor progress through observation and reviewing generated i-Ready reports

Receive student achievement data from the CEIS paraprofessionals and review it with the academic coaches bi-weekly collaboration meetings to review student progress

Review student progress with leadership team during their monthly leadership meetings to determine the program is effective or if any adjustments need to be made

Make determinations such as additional support, movement with Tiers 2 or 3, SST referrals based on performance in response to the CEIS intervention

Monitor student usage reports to ensure that students are participating in the interventions for the appropriate length of time to learn/master skills and demonstrate growth - following up with teachers accordingly.

Monitor entrance into and exit out of the CEIS intervention.

Monitor data collection and organization with each teacher for each student participating in the intervention

Facilitate progress data review at Collaborative meetings

Document changes to student programming based on response to the interventions

**Essential Duties - continued**

Provide coaching and feedback at bi-monthly meetings and other times as needed

Assist, monitor and provide training and support to CEIS lab paraprofessionals

---

**Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adhere to all District policies and procedures

Ensure all rules and regulations are followed.

Performs other duties as assigned by the Associate Superintendent.

---

**Minimum Qualifications**

**Education Level:** Masters Degree

**Certification/Licensing:** GAPSC Certificate in applicable area

**Experience:** Minimum 5 years experience as a teacher, school counselor or school psychologist

**Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Director of 21st Century Program

**Work Schedule:** Hourly

**Organization:** Teaching and Learning

**Retirement System:** n/a

**Reports to:** Associate Superintendent

**FLSA Status:** Non Exempt

---

### Primary Function

The 21st Century Program Director is responsible for administrative oversight of the 21st Century Program, including: staff supervision; leadership; recruitment, coordination, and collaboration between program; communication; data collection, integrity, analysis and reporting.

---

### Essential Duties

Oversees the administrative operation of the 21<sup>st</sup> Century Community Learning Centers (High School)

Develops, implements, and supervises all phases of the 21<sup>st</sup> Century Grant Projects (9-12), including summer program.

Periodically reviews 21<sup>st</sup> Century grant and established guidelines and communicates goals and objectives to program staff, and all other stakeholders.

Develops, plans, and organizes a system for program monitoring and implementation.

Communicates grant guidelines and expected outcomes to 21<sup>st</sup> Century partnerships.

Selects and implements research-based curricula and best practices for 9-12 programs.

Oversees and develops yearly budgets.

Monitors monthly expenditures, including payroll, and maintains bookkeeping system.

Monitors data entry (9-12) for the Georgia Department of Education.

Establishes a system for recruiting and retaining highly qualified staff.

Establishes a system to ensure a safe learning environment throughout the 9-12 programs.

### **Additional Responsibilities**

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

### **Minimum Qualifications**

Education Level: Bachelors Degree

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Director of Career Technical and Agricultural Education and Work-based Learning

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

---

#### Primary Function

Provides leadership and direction for the planning, development, implementation, and assessment of initiatives related to high school students' preparation for college and careers. This will include increasing the relevance and rigor of career and technical curriculum and the various pathway offerings, engaging students in career related educational experiences such as Work Based Learning and internships and enhancing the relationship between the District and postsecondary and industry partners..

---

#### Essential Duties

Guides curriculum development and implementation to ensure that programs/courses are aligned with District initiatives and meet state and, where possible, industry standards

Oversees the various pathway clusters and related certification exams to ensure successful pathway completion

Develops a comprehensive marketing plan to include, but not limited to, a course communication plan, recruitment of teachers, and notification of students

Uses data to determine modifications which will enhance program offerings and opportunities for students to excel in the future

Supports the CCA CEO in the implementation of the College and Career Academy

Directs implementation of the Career Related Education/Work-based Learning program

Provides supervision, support, and leadership development for department personnel

Meets with post-secondary representatives to outline dual enrollment opportunities

Facilitates advisory council and sub-committee meetings

Maintains communication with all advisory council members and engages the council in the advisory role of program development and implementation

Interfaces with state and federal counterparts

## Director of Career Technical and Agricultural Education and Work-based Learning

### Essential Duties-continued

Develops and maintains the budgets for various programs and grants with an understanding of program impacts on Capital Planning

Ensures compliance with all federal and state grant guidelines and mandates

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### Additional Responsibilities

Maintain open lines of communication with other administrators within the District

Submit all required reports and budgets in a timely manner

Adhere to all District policies and procedures

Ensure all rules and regulations are followed

Perform other duties as assigned by the Associate Superintendent.

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### Minimum Qualifications

Education Level: Masters Degree

Certification/Licensing: GAPSC Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Director of Professional Learning & Assessment

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

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#### Primary Function

To provide leadership for the implementation, direction, supervision and coordination of the system's professional learning program and serve as the District Assessment Coordinator

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#### Essential Duties:

Ensure the implementation of best practices K-12 instruction and assessment.

Serve as District Assessment Coordinator, assuming all System Test Coordinator duties and responsibilities as stated in the Georgia Department of Education Student Assessment Handbook.

Coordinate the district-wide efforts to utilize data related to standards, student achievement, and accountability reporting.

Serve as a resource to district level and school based personnel as well as the community in making application of test results for continuous improvement.

Ensure the development of formative and summative assessments including, 6-12 benchmarks and common, grade-level assessments.

Work to support data literacy district-wide and help build capacity for using student growth data to enhance instructional leadership at the district and school level.

Collect, compile, describe, organize, analyze, interpret, and present data and information related to matters as student achievement, school and district accountability, content and performance standards across state adopted curricula, student demographics, external report findings, trends in education, and program vitality and evaluation.

Plan, convene, and facilitate meetings of local district testing and evaluation staff to provide updates and work on collaborative projects.



**Essential Duties continued:**

Coordinates the professional learning program for the school system.

Completes the annual Professional Learning Report for the school system

Approves Professional Leave for all system employees.

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**Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Associate Superintendent.

---

**Minimum Qualifications**

Education Level: Masters Degree

Certification/Licensing: GAPSC Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Director of Special Education / Gifted

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

---

#### Primary Function

To provide specialized system leadership through comprehensive planning, coordination and implementation of special education services within the school system, in compliance with state and federal rules and regulations governing special education and in cooperation with the total instructional program.

---

#### Essential Duties:

Assists in the determination of types of programs needed by schools, makes appropriate recommendations, and writes proposals as needed to maintain appropriate funding.

Directs and coordinates all Special Education and Gifted programs.

Interprets the objectives and programs of the Special Education and Gifted services to the Board, the administration, the staff, and the public at large.

Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having interest in the schools.

Assists in the identification of students eligible for Special Education through the SST procedure in each school.

Assists in the identification of students eligible for the Gifted program through the district developed procedure in each school.

Designs and implements projects to meet the educational needs of eligible students with special needs.

Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.

Arranges for transportation of all children in need of special transportation.

Approves and recommends for purchase of all supplies, materials, and texts used by Special Education and Gifted personnel.

**Essential Duties - continued**

Evaluates on an ongoing basis, the total special education program, finances and procedures.

Assumes responsibility for compiling, maintaining, and filing all reports and records legally required or administratively useful

Plays a significant leadership role in curriculum planning, fostering professional growth, and building staff moral throughout the district.

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**Additional Responsibilities**

Maintain open lines of communication with other department administrators within the District

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Associate Superintendent.

---

**Minimum Qualifications**

Education Level: Masters Degree

Certification/Licensing: GAPSC Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Certified Occupational Therapy Assistant (COTA)

**Work Schedule:** 190 days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education/Gifted

**FLSA Status:** Non Exempt

---

### Primary Function

Works under the supervision of an Occupational Therapist to facilitate the development of fine motor and self help skills for students receiving occupational therapy services.

---

### Essential Duties

Provides therapy per IEPs under the direction of the OTR/L

Collects data on therapy progress and, in consultation with OTR/L completes progress reports according to IEP

Adjusts or modifies therapy plan based on therapy data

Reviews plans and schedules with the OTR/L on a regular basis

Consults, as appropriate, with the building principal or OTR or other appropriate management before initiating any procedures or changes not previously approved

Communicates with school staff regarding students as appropriate

Provides occupational therapy services on interim basis for OTR/L on leave or vacant OTR positions

Completes all local, state, and federal reports as assigned

Documents services for Medicaid billing

---

### Additional Responsibilities

Attends District-wide staff meetings and trainings

Follows the policies, rules, and procedures as appropriate to which regular OTR/L are subject

Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education Level:** Associate's Degree from an accredited COTA program at a technical or community college, college, or university required

**Certification/Licensing:** Must hold current licensure as a Certified Occupational Therapist Assistant by the State of Georgia Experience: Two (2) years clinical or school-based pediatric experience is preferred

**Knowledge/Skills/Abilities:**

Proven ability to utilize appropriate procedures for student's safety and welfare

Demonstrated ability to manage classroom environment

Ability to work independently and to work as a team member

Demonstrated ability to work with personal and confidential information

Must be able to successfully manage multiple tasks, projects, and responsibilities

Ability to apply critical thinking skills in rendering solutions to various issues

Must be able to collaborate effectively with District and school personnel, the general public, and work with diverse groups of people Excellent communication skills both written and verbal

**Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping, crouching or bending

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## Sumter County School System Job Description

### Occupational Therapist

**Work Schedule:** 190 days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education/Gifted

**FLSA Status:** Exempt

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### Primary Function

Evaluates, identifies, and provides services to students who meet eligibility requirements for occupational therapy; Works collaboratively and communicates with professionals and parents regarding integration of occupational therapy goals into classroom and home environment; Adheres to all federal, state, and local procedures

---

### Essential Duties

Maintains accurate, complete, and appropriate records and files reports promptly Demonstrates accurate and up-to-date knowledge of content

Identifies students exhibiting fine motor or sensory processing disorders through evaluation and analyzing deficits in motor skills of students found in the identification process

Participates in IEP meetings in order to relate pertinent data used in the determination of students' needs

Appropriately schedules students

Provides consultative services to teachers, parents, administrators, and allied agencies in order to address fine motor goals into the classroom, other education programs, and the home environment

Evaluates and reports student progress for continuation or termination of services

Participates with school administration/coordinators for effective planning, coordination, and implementation of occupational therapy program into the total education system

---

### Additional Responsibilities

Adheres to professional, ethical, and legal standards of practice

Adheres to all District policies and procedures

Performs other duties as assigned by the appropriate administrator

Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education Level:** Master's Degree

**Certification/Licensing:** Must hold current licensure in Occupational Therapy by the State of Georgia

**Knowledge/Skills/Abilities:**

Competent in basic computer skills

Excellent organizational skills

Excellent communication skills both orally and in writing

**Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping, crouching or bending

---

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## Sumter County School System Job Description

### Physical Therapist

**Work Schedule:** 190 days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education/Gifted

**FLSA Status:** Exempt

---

### Primary Function

Provides a continuum of physical therapy and support services to the students and staff in the school district; Supports children's ability to function, access, and participate safely in all school environments

---

### Essential Duties

Assists in the development of Individual Education Plans and 504 Plans for eligible students

Collaborates with other members of in-school teams to plan and implement appropriate services for students

Provides physical therapy services as stated in the Individual Education Plan or 504 Plan

Recommends and assists in developing necessary adaptive equipment and modifications for specific student needs

Conducts appropriate assessments in accordance with District procedures and timelines and interprets results to teachers, parents, and other personnel

Provides assistance to teachers in making appropriate instructional modifications for students

Prepares and maintains required records and reports as directed by the District to monitor amount, type, and quality of services provided

---

### Additional Responsibilities

Adheres to professional, ethical, and legal standards of practice

Adheres to all District policies and procedures

Performs other duties as assigned by the appropriate administrator



**Minimum Qualifications**

**Education Level:** Master's Degree

**Certification/Licensing:** Must hold current licensure in Physical Therapy by the State of Georgia

**Knowledge/Skills/Abilities:**

Competent in basic computer skills

Excellent organizational skills

Excellent communication skills both orally and in writing

**Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping, crouching or bending

---

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## Sumter County School System Job Description

### Special Education Accountability Specialist

**Work Schedule:** 210 days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education

**FLSA Status:** Exempt

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#### Primary Function

To provide specialized system leadership through comprehensive planning, coordination and implementation of special education services within the school system, in compliance with state and federal rules and regulations governing special education and in cooperation with the total instructional program.

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#### Essential Duties

Disaggregate data and lead school based teams in the development of SMART goals for SWD based on AMOs and IDEA indicators.

Attend and lead meetings with school and system based student performance teams to plan for and check on progress of SWD goals and indicators.

Provide professional learning follow-up to teachers and administrators to expedite program improvement.

Communicate with teachers, academic coaches and administrators through meetings, on-site visits, phone calls and emails.

Support teachers in the development of lesson plans and techniques to enhance access of SWD to grade level Georgia Performance Standards.

Provide individual consultation to teachers of students with disabilities to improve teaching techniques for struggling learners.

Work with school based teams to ensure the effective implementation of the Pyramid of Intervention to include accurate data recording, effective use and fidelity in the implementation of interventions.

Gather data for local, state and federal reports, grants, and FTE counts.

---

#### Additional Responsibilities

Adheres to all District policies and procedures

Performs other duties as assigned by the Director of Special Education.

---

**Minimum Qualifications**

Education Level: Masters Degree

Certification/Licensing: GAPSC - Multiple Special Education Teaching Certifications

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Special Education - Adaptive PE Teacher

**Work Schedule:** 190 Days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education/Gifted

**FLSA Status:** Exempt

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### Primary Function

To provide general oversight and coordination of school system's adapted physical education program.

---

### Essential Duties

General oversight and coordination of school system's adapted physical education program.

Works with physical education teachers, special education teachers, and related service personnel to provide developmentally appropriate physical education.

Adapting or modifying the physical education curriculum and/or instruction to address the individual needs of the students.

Work with IEP teams to develop appropriate goals and objectives to address the individual abilities of each child.

Provide on-going feedback to teachers and staff regarding the progress of the student in meeting adapted PE objectives.

Coordinate with outside agencies to provide guidance and support to parents regarding their children's gross motor development.

Increase job skills by participating in on-going professional learning activities.

---

### Additional Responsibilities

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Director of Special Education

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### Minimum Qualifications

**Education Level:** Bachelors Degree

**Certification/Licensing:** Valid Georgia Teacher's Certification in Health and Physical Education

**Experience:** Minimum of five years experience working with students with special needs. Experience with assessment and instruction and delivering physical education for student and youth with gross motor developmental delays. Experience in data collection and its use in program development and evaluation

**Proficiency Skills:** Ability to adapt, modify and/or change a physical activity so it is as appropriate for the individual with a disability as it is for the individual without. Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Special Education Behavior Support Specialist

**Work Schedule:** 190 Days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education

**FLSA Status:** Exempt

---

#### Primary Function

To assist and supervise programming for students with disabilities identified as Autistic and being followed by a BCBA. To provide support for teachers of students with extreme behavioral challenges-instructionally, behaviorally and physically and across settings, to include by not limited to, self-contained, resources and inclusive classrooms, on the bus or in other areas of the school. To assist teachers with implementation of Individualized Education Plans, particularly functional behavioral assessments and behavior intervention plans.

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#### Essential Duties

General oversight and coordination of school system's ABA program for students identified as being on the spectrum

Provide crisis support to students who are an immediate threat to themselves or others

Work with teachers, counselors, and building level administrators, to enhance their understanding of student behavior

Work with teachers and students with disabilities to identify the underlying function of behavior, and develop appropriate behavior intervention plans.

Work with SSTs to develop a tiered approach to support students who are experiencing behavioral difficulties

Provide research based training to teachers, paraprofessionals, and other special education staff regarding their use of behavioral support techniques, data collection and analysis

Provided on-going feedback to teachers and staff regarding their use of behavioral support techniques based on data collection.

Coordinated with outside agencies to provide resources and support to parents regarding their children's behavior.

Provide consultative services to teachers when students are in crisis and are experiencing behavioral difficulties

Increase job skills by participating in on-going professional learning activities.

### Additional Responsibilities

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Director of Special Education

---

### Minimum Qualifications

Education Level: Masters Degree

Certification/Licensing: Valid Georgia Teacher's Certification in Special Education, School Psychology, School Social Work, School Counseling or Educational Leadership preferred

Proficiency Skills: Strong communication skills and ability to train other professionals and parents Experience in functional behavioral assessments, developing behavior intervention plans, and positive support programs. Data collections and its use in program development and evaluation.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Special Education - Parent Mentor

**Work Schedule:** 190 Days

**Organization:** Teaching and Learning - Special Education

**Retirement System:** TRSGA

**Reports to:** Director of Special Education

**FLSA Status:** Non Exempt

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### Primary Function

Provides support to parents and schools by implementing policies and coordinating programs that support students with disabilities

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### Essential Duties

Selects and purchases appropriate materials for parent check-out

Develops and maintains a Parent Library and provides suggestions to parents regarding appropriate materials that meet their needs

Assists parents with the understanding of IDEA, Parent Rights & Responsibilities, and building a strong home/school partnership

Creates opportunities to involve all parents in the education of their child

Coordinates academic-based learning opportunities/workshops for parents at flexible times

Organizes volunteer program; Recruits and provides continuous training for volunteer

Advertises all Special Education Parent Involvement activities through a variety of media

Communicates with parents via department newsletter and/or website

Serves as liaison between the local school and parents of kids with disabilities

Initiates and responds to parent phone calls, emails, and written correspondence related to Parent Involvement and/or supporting students with disabilities

Participates in early release conferences, assisting parents with the understanding of progress reports, school progress reports, and report cards. Calculates and keeps accurate data on parental involvement and parent contacts



**Essential Duties - continued**

Monitors and maintains records required by special education

Conducts professional learning sessions with staff to improve parent involvement

Collaborates with all staff regularly to coordinate meetings/workshops for parents

Conducts written and oral surveys of parent needs

Conducts program evaluations of the parent activities offered by the district

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**Additional Responsibilities**

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Director of Special Education

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**Minimum Qualifications**

**Education:** High School Diploma or GED required; Associate's Degree preferred

**Certification/Licensure:** None required

**Experience:** Minimum of 2 years of experience working in an educational or social services environment

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Director of Title I

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

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### Primary Function

The Director for Title I provides leadership, direction, and guidance to all schools in a systemic effort to design and implement a coherent and sustained system of support, as well as a process for continuous school improvement. The incumbent is responsible for providing the best possible opportunities for students attending Title I schools, with a focus on continuous achievement for all students and closing the achievement gap. The incumbent ensures compliance with all State and Federal Laws, State Department of Education Rules and Regulations, and Sumter County Board of Education Policies where applicable, and oversees multiple federal programs which fall under Title I. The incumbent should have extensive experience in and sophisticated knowledge of curriculum development, learning theory, program planning, and interpretation of test results to develop programs to correct deficiencies and close achievement gaps.

---

### Essential Duties:

Supports schools with practices that supplement the needs of students, while meeting compliance requirements

Collaborates with instructional staff, administrators and other agencies/organization to ensure the implementation of program goals and guidelines, communicates school improvement efforts to strengthen professional learning communities, standards-based education and increased student achievement

Participates in the planning team to include all federal grant program managers and parents to develop the comprehensive Local Education Agency (LEA) Improvement Plans (CLIP) and coordinates services

Provides training, monitoring and approvals for all budget requirements and expenditures for Title I to maximize federal funding

Assists with program planning and evaluation activities to improve the efficiency and effectiveness of Title I initiatives

Provides program expertise and technical assistance to local schools and District personnel

Ensures Title I and other federal programs within the scope of the position are in compliance with Federal and State laws

## Essential Duties continued

Remains current on laws and requirements regarding each program, and meets with related staff to interpret and implement regulations

Assist with preparation and maintenance of the Georgia Consolidated Application for the LEA, including all planning, budget and audit requirements ex: (including, but not limited to: comparability reports, Title I School Improvement Plan, Priority Schools

Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring

Provides supervision, support, and leadership development for Title I department personnel

Conducts performance management evaluations of centrally based Title I staff in the department

Assists with the selection and staffing of personnel for centrally based Title I positions

Works with property control and technology department to maintain a District Title I inventory

Monitors Title I Family Engagement activities to comply with Family Engagement section of the law

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## Additional Responsibilities

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adhere to all District policies and procedures

Ensure all rules and regulations are followed

Perform other duties as assigned by the Associate Superintendent

Serves as a liaison between schools, the District, region and the State DOE and Federal agencies

---

## Minimum Qualifications

Education Level: Masters Degree in Education

Certification/Licensing: GAPSC Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**Director of Title I-C, Title II, Title III, Title IV-A and Title V**    **Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

---

### Primary Function

Provides leadership and coordination for planning, implementation, and assessment of academic initiatives related to improvements in the ESOL department; Ensures compliance with all State and Federal Laws, State Department of Education Rules and Regulations for Title I-C, Title II, Title III, Title IV-A and Title V and Sumter County Board of Education Policies where applicable

---

### Essential Duties:

Ensures that the Title I-C, Title II, Title III, Title IV-A and Title V are coordinated with the regular instruction program.

Develops and submits appropriate Title I-C, Title II, Title III, Title IV-A and Title V plans, reports, and budgets promptly and accurately.

Coordinates Migrant Education Program.

Coordinates and supervises Foreign Language Interpreters

Collaborates with the Superintendent in planning and implementing training for leadership personnel

Serves as a liaison between schools, the District, region and the State DOE and Federal agencies

Assists the Principals, Assistant Principals and other Instructional Personnel in the areas of instruction and curriculum for grades K-8.

Coordinates New Teacher Academy Program. (Funded by Title II).

Complete and compile all documents to support Title II, Part A (i.e. request forms / budget / surveys / data)

Responsible for all record keeping for Title II Part A.

### **Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adhere to all District policies and procedures

Ensure all rules and regulations are followed

Perform other duties as assigned by the Associate Superintendent

---

### **Minimum Qualifications**

Education Level: Masters Degree

Certification/Licensing: GAPSC Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Foreign Language Interpreter

**Work Schedule:** As Needed

**Organization:** Teaching & Learning - Federal Programs

**Retirement System:** N/A

**Reports to:** Dir. of Title I-C, Title II, Title III, Title IV-A & Title V

**FLSA Status:** Non -Exempt

---

### Primary Function

This position is to provide effective communication with parents in culturally diverse schools to meet federal requirements mandating multilingual communication.

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Provides translation and interpreting services to school system departments and families.

Attends parent conferences as needed to translate or interpret.

Attends parent/family meetings as needed to translate or interpret

Maintains and keeps all conferences confidential

Ensures school documents are completed accurately and legibly by translating information appropriately

Assists schools and ELL parents in the enrollment process.

Facilitates communication between school and home.

Convert written materials from one language into another language.

---

### Additional Responsibilities

Adheres to all Sumter County Board of Education policies and procedures

Uses appropriate judgment to act in the best interest of students at all times

Performs other duties as assigned by the appropriate administrator

## Minimum Qualifications

Education Level: GED or High School Diploma.

Language Skills: Must be bilingual (English and Spanish). Ability to read and comprehend documents, instructions, correspondence, and memos written in many languages.

Ability to write correspondence. Ability to interpret and communicate to English and Spanish speaking.

Personal Skills: Must be capable of interacting effectively with administrators, teachers, staff members, students, parents, and the general public using tactful and helpful customer service.

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## Sumter County School System Job Description

### **Migrant Student Service Providers (SSP)**

**Work Schedule:** 190 days

**Organization:** Teaching & Learning - Federal Programs

**Retirement System:** TRSGA

**Reports to:** Dir. of Title I-C, Title II, Title III, Title IV-A & Title V

**FLSA Status:** Non Exempt

---

### **Primary Function**

Migrant Student Service Providers (SSP) and/or Recruiters will provide classroom support services as needed to meet the unique educational needs of migrant students, supplemental services as needed to help students successfully meet the educational standards of the local school system and state, and educational support for drop-outs and out-of-school youth (OSY).

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### **Essential Duties:**

Consider home/school/community factors when addressing academic needs.

Share relevant information with classroom teachers.

Assist teachers in determining need for instructional services by completing migrant student Priority for Services forms (PFS).

Make appropriate home visits. (flexible work hours required- as applicable)

Provide tutorial services as needed in conjunction with the classroom teacher.

Communicate progress and needs of migrant students to classroom teachers.

Promote and encourage parental involvement in the educational program.

Initiate, or participate in, dropout prevention programs for migrant students.

Identify and establish contact with local employers of migrant labor.

Establish a procedure for screening for new student enrollees on a regular basis.

Establish and maintain community contacts enabling timely information on newly arriving migrant families.

Visit labor camps, employers of migrant labor, local motels/trailer parks, coin laundries, ethnic food stores and any other locations where migrant laborers and their families may be found. Initiate enrollment activities.

Maintain contact with GaDOE recruiters and resource specialists.

### **Essential Duties - continued**

Interview prospective participants and complete Certificate of Eligibility (COE) documents and submit following the guidelines in the Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook.

Create, update, and follow the local Identification and Recruitment (ID&R) Plan.

Maintain the Supplemental Services Tracking Form of all instructional and supplemental services provided.

Complete and submit reports as directed indicating services rendered to students.

Maintain completed copies of all migrant PFS.

Submit withdrawal forms in a timely manner (within a week of withdrawal).

Provide a written daily schedule to the school, the contact person and the regional office.

Maintain additional documentation as directed by the GaDOE regional office.

Track graduation rates for migrant high school students.

Meet the established deadlines for completion of all paperwork and reports required by your district, the regional MEP office, and/or the GaDOE.

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### **Additional Responsibilities**

Attend appropriate workshops and in-service meetings.

Maintain a travel log and submit travel expense reimbursement forms as required by the district.

Work closely with the regional MEP staff in preparation for special events such as college awareness programs, summer programs at ABAC, UGA, and GSU, parent advisory council meetings, awards and honors programs and summer schools.

Involve migrant parents in community interest programs, local and state PACs, Comprehensive Needs Assessment (CNA) meetings, PTA/PTO, and other school events.

Performs other duties as assigned

### **Minimum Qualifications**

Educational Level: High School Diploma or equivalency

Certification/Licensing: Valid Paraprofessional

Proficiency Skills: Written and oral communication skills. Bi-lingual, English-Spanish, preferred.

Personal Skills: Pleasant personality, cooperative attitude, physical skills, and stamina to perform essential duties

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## Sumter County School System Job Description

### Instructional Technology Lead

**Work Schedule:** 240 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

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### Primary Function

Provides direction and leadership for the overall administration and coordination of the Instructional Technology program in a school system with a diverse student population

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### Essential Duties:

Provides direction in the development, implementation, and evaluation of a comprehensive instructional technology program

Participates in the development and execution of a District-wide technology strategic plan

Provides leadership to the curriculum and school staff in the selection of instructional software and hardware to support instructional goals

Works closely with Professional Learning to offer educational resources for schools

Assesses the impact of Instructional Technology within the curriculum, reviews and evaluates the results, and recommends appropriate modification to ensure efforts are having a positive effect on student achievement

Gathers input from the schools and provides direction and leadership on a regular basis through meeting with school based technology specialists

Coordinates instructional technology policies and implements procedures as developed and approved

Serves as the liaison between the schools and central administration

Maintains an active and productive relationship with the Georgia Department of Education and the regional Educational Technology Training Center

Attends professional conferences and training classes in instructional technology

**Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adhere to all District policies and procedures

Ensure all rules and regulations are followed

Perform other duties as assigned by the Associate Superintendent

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**Minimum Qualifications:**

Education Level: Bachelors Degree

Certification/Licensing: Valid Georgia Teaching Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Response to Intervention Support Specialist

**Work Schedule:** 200 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

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### Primary Function

Works in an instructional support capacity to provide professional learning, technical guidance and best practice resources and materials in the area of Response to Intervention (RTI) and Student Support Team (SST); Serves as the primary intervention specialist and school contact for RTI and SST (Student Support Team), as well as functions as the school liaison between General Education, Psychological Services and Special Education for compliance and due process issues related to students suspected of having impairments or disabilities

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### Essential Duties:

Supports and monitors school's implementation of Response to Intervention (RTI) model for increasing student achievement

Facilitates and supports teacher's use of classroom-based, developmentally appropriate interventions for individual children and groups of children to enhance their acquisition of social/emotional and cognitive skills

Provides technical guidance and support for teachers and RTI/SST teams' effective use of behavioral support models (ABE) and tools (functional behavior assessment, positive behavioral supports, and behavior intervention plans)

Utilizes understanding of how to select and analyze data related to individual students, groups of students and classrooms to positively impact achievement and behavior

Oversees school and classroom level data collection and progress monitoring for every tier

Provides training and technical assistance to teachers and staff for every tier of intervention

Provides training and support on effective use of school-based intervention teams, including collaboration, communication, and cohesion across various team members (administrators, teachers, counselors, CSTs, ISTs, school psychologists, etc.)

Provides training and ongoing support for data systems that provide critical student achievement data and information (Performance Matters, Renaissance Learning, Attendance, Discipline, etc.)

**Essential Duties - continued**

Coordinates collection of data from assessment teams and classroom teachers

Meets with teachers individually or in grade-level teams to help interpret data, determine intervention efficacy and plan next steps of support

Models and assists teachers in the use of data to place students in intervention groups and define focus of instruction for each group

Collects and analyzes classroom and district wide RTI data for every tier

Supports building coordinators in measuring and documenting student progress

Plans, schedules and leads RTI and Student Support Team (SST) meetings in coordination with the principal, support staff, parents, and instructional staff

Assists with the monitoring of Reading and Math instruction to ensure the use of sound teaching practices consisting of evidence based instructional practices which are implemented with fidelity

Responsible for training and support related to RTI software tools (universal screener, progress monitoring, system data tools)

Works collaboratively with SST team to facilitate eligibility for special education when needed

Ensures that the RTI /SST adheres to legal requirements in order to protect the legal integrity of the system and students

Engages the learning community to identify and systematically address professional learning needs related to RTI and SST

Plans and delivers ongoing staff development for building coordinators with respect to RTI

---

**Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Supports instructional staff's engagement in professional development workshops including oneself

Adhere to all District policies and procedures

Ensure all rules and regulations are followed

Performs other duties as assigned by the Associate Superintendent

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**Minimum Qualifications**

**Education Level:** Masters Degree

**Certification/Licensing:** GAPSC Certificate in applicable area

**Experience:** Minimum 5 years experience as a teacher, school counselor or school psychologist

**Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Social Worker

**Work Schedule:** 210 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Associate Superintendent

**FLSA Status:** Exempt

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### Primary Function

Assumes the responsibility of finding effective ways to prevent and resolve personal, emotional and social problems that significantly interfere with students' adjustment to school and their capacity to acquire the fullest benefits of the education offered them.

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### Essential Duties

Provide assessments, individual treatment, referrals, crisis intervention services and short-term individual and family counseling.

Network with community agencies that provide off-site mental health, reproductive health and social services and to facilitate a variety of health education sessions both for individuals and in a classroom setting for parents and school staff.

Facilitates, participates in, and provides input for system wide, school based, and departmental program planning, evaluation, and development of policies.

Program planning and evaluation activities done in accordance with state and federal laws, regulations and school board policies.

Provide the necessary professional skills to assist students and communities in problem solving and conflict resolution in a safe and healthy manner.

### **Additional Responsibilities**

Maintain open lines of communication with other department administrators within the District

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties assigned by the Associate Superintendent

---

### **Minimum Qualifications**

Education Level: Masters Degree

Certification: Georgia Certification – School Social Work

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Title I - Family Engagement Coordinator

**Work Schedule:** 210 Days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Director of Title I

**FLSA Status:** Exempt

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#### Primary Function

Provides support to District Title I schools by implementing policies and coordinating programs to build capacity for family engagement per state and federal Title I, Part A regulatory guidelines

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#### Essential Duties

Provides technical assistance relating to family engagement as needed at the district and school level

Promotes shared decision-making opportunities by involving families in the planning and budgeting of family engagement activities

Support schools to ensure implementation of family engagement programs for Title I and compliance with all federal and state regulations and guidelines related to Title I.

Serves as School District liaison for state, federal, and other Title I family engagement meetings and between the school, parents, and community agencies

Assists in the development, implementation, and monitoring of an up-to-date District Family Engagement Policy and review school level family engagement Policy and School-Parent- Teacher Compacts on a yearly basis to ensure compliance with Federal Laws

Develops, distributes, and conducts surveys to assess the needs of parents at their school; develops, analyzes, and distributes the results of the parent surveys to the Title I Director, to parents, school staff, and district leadership.

Maintain accurate records of all parent involvement activities, reports, surveys, annual program evaluations, and communications to families; ensures compliance of the school or district's family engagement program with all state and federal guidelines; and prepares reports in a timely manner.

Provides leadership and advocacy for families and children served by the Title I program

Creates opportunities to involve all families in the education of their child

Collaborates with families, teachers, and the school to develop a family-friendly school climate and maintains an inviting and welcoming Parent Resource Center for visiting families.

**Essential Duties - continued**

Recruits volunteers from the community to host various workshops and classes to speak directly with parents

Reviews annual data reports to evaluate the effectiveness of the family engagement programs

Maintains ongoing relationships with community organizations that provide services and resources in support of our schools' educational programs

Participates in professional development at the local, regional, and/or state level to keep current on Title I laws, regulations, and guidance requirements and redelivers ideas and experiences with school staff and parents.

Assist staff and principals in planning and conducts trainings with the faculty, staff, and administrators to determine school needs in the area of family engagement and to share updates on family engagement best practices

Provides professional development to staff on effective strategies to engage families and/or effective communication with families and techniques for communicating and working with families to help parents understand school academic standards, assessments, and report cards

Provides workshops on the Title I program for families, schools, and the community.

Maintain positive relationships with the administration, families, other staff and students.

Serves as the Homeless and Foster Liaison for the district

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**Additional Responsibilities**

Assists families in accessing community resources

Develops partnerships with other social agencies

Establishes and meets regularly with the Family Engagement Committee

Attends regularly scheduled meetings/professional learning as determined by Title I Office

Performs other Title I duties as assigned by the Title I Grant Manager

Maintains open communication with other district employees

---

**Minimum Qualifications**

Education: High School Diploma or GED required; Associate's Degree preferred

Certification/Licensure: None required

Experience: Minimum of 2 years of experience working in an educational or social services environment

Knowledge/Skills/Abilities:

Ability to plan, organize, manage, and implement successful programs

Must display strong interpersonal and public relation skills

Ability to relate/interact with various cultures and social groups

**Knowledge/Skills/Abilities - continued**

Ability to solicit resources for District needs

Must exercise strict confidence in handling sensitive student and parent information

Must be computer literate

Excellent organizational and leadership skills

Excellent communication skills both written and verbal

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# Operations



# Business and Finance





## Sumter County School System Job Description

### Accounts Payable Clerk

**Work Schedule:** 240 days

**Organization:** Operations - Business/Finance

**Retirement System:** TRSGA

**Reports to:** Director of Finance

**FLSA Status:** Non Exempt

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### Primary Function

To assist the Director of Finance in the day to day operations of the business department.

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### Essential Duties

Establish and manages vendor information for standard payments

Perform routine calculating for purchase orders from charge slips and invoices

Enter new vendors and update existing vendors

Ensure coding and funding source is accurate

Assist with bi-weekly vendor check printing

Reimburse employees for job related travel and yearly physical exams

Make copies of invoice(s) to mail with check payment

Prepare credit memo for refunds

Enter date and maintains account payable files and records

Prepare document and checks for bulk mailing and maintain appropriate records

Answers and assists with accounts payable questions as needed

Assign purchase order numbers to departments upon request

Maintain and update SPLOST spreadsheet

Submit copier meter readings monthly

Maintain and update copier usage spreadsheet

---

### Additional Responsibilities

Performs other duties assigned by the Director of Finance.



### Minimum Qualifications

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**Benefits Manager/Payroll Assistant**

**Work Schedule:** 240 days

**Organization:** Operations - Business/Finance

**Retirement System:** TRSGA

**Reports to:** Payroll Manager

**FLSA Status:** Non Exempt

---

### Primary Function

To assist the Payroll Manager in the day to day operations of the payroll department.

---

### Essential Duties:

Process semi and monthly payrolls

Balance and submit payroll vendor payments

Monthly entering of transportation activity pay

Enter any extra pay and provide written notices of said pay to employees

Calculate overtime as it occurs to enter into PCGenesis

Provide Administration with monthly report of overtime paid

Provide written wage verifications upon request

Provide written employee verifications upon request

Assist with printing and distributing of W-2's

Verification of all system facility time sheets with absence reports

Enter monthly sick, vacation, personal, and professional leave into Genesis

Provide employee leave shortage listing to Payroll Manager

Maintain files for all employee monthly time

Type and code sub reports from schools for 15<sup>th</sup> sub payroll and enter into Genesis

Print system employee monthly calendars for all facilities

Assist Payroll Manager with annual audit of Employee Compensation requests

Serve as consultant for school bookkeepers

Help Bookkeepers with balancing accounts and annual spreadsheets

Hold meetings to keep school bookkeepers apprised of new bookkeeping information

Coordinate with Business Services / Accounting Manager on necessary documents needed from bookkeepers

**Essential Duties - continued**

Serve as contact person for time clock / time card problems

Maintain files on all benefits

Provide benefits premium changes to Payroll Manager as made by employees

Conduct periodic audits of school accounts

Enter updated information on payroll / benefits website

Performs work related to all insurance and benefit related products, including but not limited to, health insurance, dental insurance, disability insurance, and life insurance

Maintains insurance benefits for all employees, including current, newly hired, resigned/terminated, on leave, and retirees, including Qualifying Life Events

Presents Open Enrollment information to various employee groups

Assists and advises employees and retirees with all insurance benefits regarding choices and changes in coverage

Processes leave documents for employees on leave, including arrangements for direct payment of premiums

Responds to questions, issues, and problems related to benefit policies and practices

Processes life insurance claims for deceased employees and retirees

Liaises with vendors, carriers and employees

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**Additional Responsibilities**

Performs other duties assigned by the Payroll Manager.

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**Minimum Qualifications**

**Education Level:** High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

**Proficiency Skills:** Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**Director of Finance**

**Work Schedule:** 240 days

**Organization:** Operations - Business/Finance

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

---

### Primary Function

Assures the smooth and efficient operation of a well-organized financial office in a friendly and professional manner. Directs the financial and business affairs of the school system with responsibility for coordinating accounting, budgeting, auditing payroll, record management, cash management, and property inventory.

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### Essential Duties

Knows and keeps up to date with the PCGenesis system

Compiles and prepares yearly audit reports and assists the auditors when necessary

Pays invoices after verifying purchases with purchase orders and receipts

Checks current spending against projected budget

Performs maintenance of computer records as required by state and district financial requirements

Maintains all accounts following established accounting procedures

Coordinates with director of Title programs and grants in budget submissions; all grant accounting activities including submissions of documentation for reimbursement.

Manages coding system for revenue and expenses

Post all revenue and deposits

Submit quarterly federal and state reports

Prepares reports for monthly board meetings

Keep the superintendent and Board of Education advised of key issues and concerns emanating from matters related to financial and business practices and regulations

**Essential Duties - continued**

Provide assistance in preparing and implementing the school district's annual budget and financial reports as needed. Present annual budget to the Board of Education

Monitor daily cash flow and ensure adequate funding is available to meet the system requirements and in compliance with local, state and federal guidelines

Manage the cash accounts and investments of the district. Responsible for online banking transfers of funds, monitoring all accounts, wire transmissions, stop payments, cash flow management, and all other banking transactions.

Coordinate accounting procedures to ensure that all system and school level employees adhere to proper budgeting, record keeping, and expenditure of funds for which they are responsible.

Prepare and issue financial reports to individual schools and departments comparing state, federal and local grants and allotments to the superintendent's approved budget on a timely and accurate basis.

Submit monthly financial statements to the superintendent detailing the status of each budget account of the Board of Education. Present financial reports to the board monthly, or as requested.

Prepare all required federal, state and local reports to proper receiving agencies as assigned, on an accurate and timely basis.

Direct the reporting of financial services data to all appropriate users

Develop, maintain, and monitor the accounting system in accordance with regulations of the Georgia Department of Education and the Georgia Department of Audits

Ensure that all school district financial and bank accounts are accurately reconciled to accounting records and are ready for review by auditors

Maintain a continuous internal auditing program for all funds and school activity accounts

Conduct performance evaluations of Business Services Department employees

Perform all job assignments on a timely, accurate and professional basis

Manage and promote strong relationships with the banking and investment community

Demonstrate loyalty to the school system and administrators

Participate in professional development / training classes and conferences designed to enhance knowledge and skills, as determined in cooperation with the superintendent.

### **Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

### **Minimum Qualifications**

**Education Level:** Bachelors Degree

**Certification/Licensing:** GAPSC Support Personnel License

**Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**Payroll Manager**

**Work Schedule:** 240 days

**Organization:** Operations - Business/Finance

**Retirement System:** TRSGA

**Reports to:** Director of Finance

**FLSA Status:** Non Exempt

---

### Primary Function

Assures the smooth and efficient operation of a well-organized payroll office in a friendly and professional manner. Maintains accurate and updated records necessary for prompt and accurate handling of all payroll matters and local, state and federal reporting.

---

### Essential Duties:

Be available for employees to assist with any problems or answer any questions or concerns

Receives and computes all payrolls, making deductions for income tax, retirement, health and medical insurance, etc.

Prepares reports and checks for proper agencies covering all deductions

Maintains records covering all deductions

Prepares tax forms relating to payroll matters

Calculates and processes deduction payments to appropriate vendors in an accurate and timely manner.

Maintains records necessary for and prepares electronic transmissions of CPI, TRS, etc., in an accurate and timely manner

Complete paperwork and execute any court ordered garnishments

Calculate and enter certificate upgrades

Print supplement contracts and enter amounts

Calculate and enter all annual salary step increases, certificate upgrades, salaries for FMLA, etc.

Provide program directors with monthly and annual salary information

Develop state reports on ethnicity and gender by employee class

Provide monthly report to Department of Labor on employee counts by category

Provide wage and employment verifications upon request

**Essential Duties - continued**

Develop annual work day calendars once school calendar is approved by BOE

Process monthly sick and annual leave

Conduct year-end procedures

Balance and process W-2 statements

Provide salary information for renewal of unemployment insurance rates

Provide auditors with information related to annual audit of employee compensation

Provide information to Director of Finance related to payroll and benefits

Keep detailed and verified payroll records in an orderly fashion to ensure easy accessibility upon request or as needed on a daily basis

Always be helpful to co-workers

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**Additional Responsibilities**

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties assigned by the Director of Finance.

---

**Minimum Qualifications**

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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# Human Resources





## Sumter County School System Job Description

### Director of Human Resources

**Work Schedule:** 240 days

**Organization:** Operations - Human Resources

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

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### Primary Function

The Director of Human Resources plans, directs, and administers HR functions for the District including developing and monitoring HR procedures, following HR related federal and state statutes, negotiations processes, and interpreting employment contracts; recommending all HR actions, overseeing employee evaluation procedures, and planning and implementing all programs related to HR.

---

### Essential Duties

Advise the superintendent on all personnel matters.

Maintain all personnel records and ensure that all teacher certification matters are properly executed.

Interpret and disseminate state and federal laws, State Department of Education and School Board policies, and administrative procedures which pertain to personnel management.

Provide induction and orientation for new employees to the school district.

Establish and implement a process to provide trained substitute teachers for the system.

Work with the superintendent to prepare information and recommendations regarding personnel.

Compile statistical data and other information as needed and complete reports requested by the Department of Education and other agencies such as: CPI, HiQ, GaTAPP, and Title IIA.

Provide a procedure for administrators concerning the recommendation, termination or resignation of employees.

Serve as the Title IX officer for the district.

Serves as district coordinator for the Teacher of the Year program.

Establish and implement processes to recruit, employ, retain and mentor qualified professional and support staff including making an effort to retain qualified personnel from various ethnic backgrounds and a variety of institutions of higher learning.

Assure there is a current job description in effect for each position within the district.

Process all requests for Family Medical Leave in accordance with federal guidelines.

Maintains the district's Employee Handbook

### **Essential Duties - continued**

Process all appropriate work visas for Foreign Workers.

Maintains public access file for Foreign Worker visas.

Serves as District HR Administrator in TLE Platform.

Ensure that Workers Compensation policies and procedures are followed.

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### **Additional Responsibilities**

Maintain open lines of communication with other department administrators with the District

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

### **Minimum Qualifications**

Education Level: Bachelors Degree

Certification/Licensing: GAPSC Support Personnel License

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Personnel Services Clerk

**Work Schedule:** 240 days

**Organization:** Operations - Human Resources

**Retirement System:** TRSGA

**Reports to:** Director of Human Resources

**FLSA Status:** Non Exempt

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### Primary Function

To ensure smooth and well organized personnel records and procedures are maintained including those associated with recruitment, induction, in-service, separation and retirement.

---

### Essential Duties

Maintains a pattern of prompt and regular attendance.

Exhibits time on task and a flexible, cooperative, progressive and hard-working attitude and style

Performs all tasks necessary to the maintenance of appropriate personnel records.

Knows at least one word processing program and is able to perform other computing functions as assigned.

Establishes and maintains an efficient filing and retrieval system for all personnel functions.

Keep records of all leaves and absences as they apply to retirement credit.

Processes forms and reports from employees, including worker's compensation, unemployment, retirement, previous service, certification, salary and any other as appropriate.

Serves as district's issuing officer for youth work permits

Assists all certified staff members with certification upgrades and renewals.

Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.

Participates in appropriate training, workshops and staff development activities and applies what is learned to the job.

Compile and maintain a list of available substitute teachers.

Review all board actions and issue appropriate response to the actions, including but not limited to action letters, separation notices, and employment contracts.

### Additional Responsibilities

Performs other duties assigned by the Director of Human Resources.

---

### Minimum Qualifications

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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# Maintenance





## Sumter County School System Job Description

**Director of Maintenance**

**Work Schedule:** 240 days

**Organization:** Operations - Maintenance

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

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### Primary Function

To direct the operation of physical plants of the school system and procedures for maintaining all property of the Sumter County Board of Education in a condition that is clean, attractive and conducive to the implementation of the instructional program.

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### Essential Duties:

Maintains a pattern of prompt and regular attendance.

Demonstrates knowledge and proficiency in the use of internet and email as applicable to the job responsibilities.

Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.

Demonstrates appropriate verbal, written and telephone communication skills

Acts in a professional manner and maintains a professional attitude toward the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.

Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job responsibilities.

Maintains confidentiality of sensitive information and material; adheres to chain of command.

Maintains a professional appearance as appropriate for job responsibilities.

Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.

**Essential Duties - continued**

Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.

Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision

Exhibits time on task and a flexible, cooperative, progressive and hardworking attitude and style. Limits personal business and phone calls to a minimum during work hours.

Supervises and evaluates all assigned personnel.

Prepares long and short term goals for area of responsibility

Communicates vision/mission to school personnel as appropriate.

Reports to superintendent about status of programs.

Makes recommendations of appropriate actions and alternatives to the superintendent.

Keeps abreast of and informs the superintendent of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.

Keeps abreast of and informs the superintendent of current trends and developments concerning area of responsibility.

Makes budget recommendations concerning area of responsibility to the superintendent.

Monitors compliance with policies and laws concerning area of responsibility.

Ensures department expenditures are within limits approved by the school board.

Works with local, state and federal authorities to ensure safety and security of school facilities.

Provides leadership for general maintenance for all school plants and grounds.

Schedules routine repairs to ensure maximum use of workmen's time and economic use of materials.

Develops and submits plans for continuous building maintenance.

Coordinates arrival of maintenance workers and materials at job sites.

Recommends qualifications and standards for employment of personnel assigned to the department.

Cooperates with the school principals in evaluating maintenance personnel.

Develops and implements in-service and training programs for maintenance personnel.



**Essential Duties - continued**

Evaluates and recommends types of equipment and supplies for purchase.

Develops safety program for the department consistent National Safety Council recommendations; requires practices ensuring maximum safety.

Promotes good public relations and employee morale.

Makes recommendations regarding employment, transfer and dismissal of maintenance personnel.

Advises on budgetary building and maintenance budgetary matters and controls department budget.

Monitors any construction, renovation or demolition of school facilities.

Assists the superintendent in establishing and evaluating construction and maintenance bidding specifications.

Enhances the climate of the building and the morale of colleagues.

Demonstrates loyalty to the school system and administration.

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**Additional Responsibilities:**

Maintain open lines of communication with other department administrators with the District

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

## Minimum Qualifications

Education Level: High School

Certification/Licensing: GAPSC Support Personnel License

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### General Maintenance worker

**Work Schedule:** 250 days

**Organization:** Operations - Maintenance

**Retirement System:** PSERS

**Reports to:** Director of Maintenance

**FLSA Status:** Non Exempt

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### Primary Function

Performs a variety of skilled tasks associated with various trades including carpentry, electrical, plumbing, ceiling tile and floor tile

---

### Essential Duties

Utilizes specifications to complete various tasks which may include installing floor tile, carpet, ceiling tile, hang window blinds, indoor/outdoor bleacher repair and other general installation and repair work .

Utilizes hand tools, testing and diagnostic equipment, simple power tools and equipment as appropriate for the trade to complete assigned tasks

Cleans worksites including hauling debris and trash, cleaning tools and equipment and ensuring tools, materials and equipment are stored properly

Demonstrates knowledge of tools and safety practices commonly used in various trades

Completes tasks according to work assignments in a timely manner.

Uses safety procedures and precautions in his/her work.

Performs emergency services as necessary.

---

### Additional Responsibilities

Adheres to all rules and regulations

Knows, abides by, and enforces school system policies

Performs other duties assigned by Director of Maintenance

## **Minimum Qualifications**

**Education Level:** High School Diploma or GED required; Vocational school or equivalent combination of training and experience preferred

**Certification / Licensing:** Valid Georgia Driver's License; Eligible to acquire a CDL

**Proficiency Skills:** Working knowledge of materials, methods, tools, and equipment of the general repair trades. Skilled in use of hand and power tools and large equipment attachments related to the trade. Skilled in the operation of tractors, backhoe, and skid loader, if applicable to the trade. Must be able to understand and follow directions both written and verbal

**Working Conditions:** Regular exposure to weather including heat, cold, dampness, and/or humidity. Must be able to work from tall ladders and scaffolding.

**Physical Demands:** Typically requires climbing ladders; pushing and/or pulling. Must have sufficient strength and manual dexterity to operate power equipment. Must be able to lift up to 50 pounds and carry for short distances. Must be able to stand, crouch, and climb to use ladders and perform various types of manual labor

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

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## Sumter County School System Job Description

### HVAC/Maintenance Worker

**Work Schedule:** 250 days

**Organization:** Maintenance

**Retirement System:** PSERS

**Reports to:** Director of Maintenance

**FLSA Status:** Non Exempt

---

### Primary Function

Performs skilled work associated with Heating, Ventilation, Air Conditioning and Refrigeration trade.

---

### Essential Duties

Perform preventive maintenance on HVAC equipment such as lubricating, cleaning coils, changing filters and other necessary tasks.

Work and repair freezer refrigerators, air conditioners, water-source and air-source heat pumps, roof-top units boilers and associated control, electrical and plumbing work required to run the mechanical systems.

Utilized schematics, drawings, layouts, or other specifications to locate and diagnose trouble in the system equipment.

Applies skills, experience, and general knowledge of theory to the maintenance tasks associated with the related equipment.

---

### Additional Responsibilities

Adheres to all rules and regulations

Knows, abides by, and enforces school system policies

Performs other duties assigned by Director of Maintenance

---

### Minimum Qualifications

**Education Level:** High School Diploma or GED required; Vocational school or equivalent combination of training and experience preferred

**Minimum Qualifications - continued**

**Certification / Licensing:** EPA Refrigerant Certification required or be able to obtain such during probationary period. Valid Georgia Driver's License; Eligible to acquire a CDL

**Proficiency Skills:** Working knowledge of materials, methods, tools, and equipment of the general repair trades. Skilled in use of hand and power tools and large equipment attachments related to the trade. Skilled in the operation of tractors, backhoe, and skid loader, if applicable to the trade. Must be able to understand and follow directions both written and verbal

**Working Conditions:** Regular exposure to weather including heat, cold, dampness, and/or humidity. Must be able to work from tall ladders and scaffolding.

**Physical Demands:** Typically requires climbing ladders; pushing and/or pulling. Must have sufficient strength and manual dexterity to operate power equipment. Must be able to lift up to 50 pounds and carry for short distances. Must be able to stand, crouch, and climb to use ladders and perform various types of manual labor

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

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## Sumter County School System Job Description

### Maintenance - Grounds Personnel

**Work Schedule:** 240 days

**Organization:** Operations - Maintenance

**Retirement System:** PSERS

**Reports to:** Director of Maintenance

**FLSA Status:** Non Exempt

---

### Primary Function

Performs a variety of skilled tasks associated with the maintenance of the school system grounds and athletic fields

---

### Essential Duties

Responsible for care and upkeep of school system grounds and athletic fields

Demonstrates knowledge of proper use of pesticides and herbicides

Maintains accurate records for the use of pesticides and herbicides

Utilizes hand tools, testing and diagnostic equipment, simple power tools and large equipment such as backhoe, tractors and skid loader as appropriate for the trade to complete assigned tasks

Cleans worksites including hauling debris and trash, cleaning tools and equipment, and ensuring tools, materials and equipment are stored properly

Demonstrates knowledge of tools and safety practices commonly used in the grounds trade

Demonstrates knowledge of irrigation controls and programming

---

### Additional Responsibilities

Adheres to all rules and regulations

Knows, abides by, and enforces school system policies

Performs other duties assigned by Director of Maintenance

**Minimum Qualifications**

**Education Level:** High School Diploma or GED required; Vocational school or equivalent combination of training and experience preferred

**Certification / Licensing:** Valid Georgia Driver's License; Eligible to acquire a CDL

**Proficiency Skills:** Working knowledge of materials, methods, tools, and equipment of the grounds trade. Skilled in use of hand and power tools and large equipment attachments related to the trade. Must be able to understand and follow directions both written and verbal. Regular exposure to weather including heat, cold, dampness, and/or humidity

**Working Conditions:** Regular exposure to weather including heat, cold, dampness, and/or humidity. Ability to lift materials and equipment weighing a maximum of 75 pounds.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

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## Sumter County School System Job Description

### Lead Custodian

**Work Schedule:** 240 days

**Organization:** Operations - Maintenance

**Retirement System:** PSERS

**Reports to:** Director of Maintenance

**FLSA Status:** Non Exempt

---

### Primary Function

Maintaining cleanliness and order, and promoting a healthy and safe environment for students and school employees through regular maintenance of school's facilities and supervision of other custodians.

---

### Essential Duties

Maintains a pattern of prompt and regular attendance.

Demonstrates appropriate communication skills as applicable for the job.

Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public / customer service.

Complies with system Cultural Diversity Guidelines in dealing with students, parents, coworkers and the public.

Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.

Maintains confidentiality of sensitive information and material; adheres to chain of command.

Maintains a professional appearance as appropriate for job responsibilities.

Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.

Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.

Exhibits time on task, a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls to a minimum during work hours.

Directs and supervises the activities of the school maintenance staff.

Demonstrates proficiency in the use of equipment and supplies as appropriate for job assignment.

### **Essential Duties - continued**

Performs minor equipment repairs and maintenance when necessary.

Installs equipment in classrooms as required (pencil sharpeners).

Maintains designated areas in a neat, sanitary and orderly manner.

Restocks supplies when necessary.

Delegates and supervises grounds-keeping tasks.

Locates, procures, operates and returns needed equipment and materials required to complete assigned tasks.

Ensures security and accountability for equipment and supplies.

Demonstrates loyalty to the school system and administrators.

Enhances the climate of the building and the morale of colleagues.

Performs other duties as assigned by the supervisor.

---

### **Additional Responsibilities**

Adheres to all rules and regulations

Knows, abides by, and enforces school system policies

Performs other duties assigned by Director of Maintenance

---

### **Minimum Qualifications**

Education Level: High School Diploma or GED required

Certification / Licensing: Valid Georgia Driver's License

Proficiency Skills. Must be able to understand and follow directions both written and verbal

Working Conditions: Regular exposure to weather including heat, cold, dampness, and/or humidity.

Physical Demands: Typically requires climbing ladders; pushing and/or pulling. Must have sufficient strength and manual dexterity to operate power equipment. Must be able to lift up to 50 pounds and carry for short distances. Must be able to stand, crouch, and climb to use ladders and perform various types of manual labor

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

**Note:** This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

# School Nutrition





## Sumter County School System Job Description

### Director of School Nutrition

**Work Schedule:** 240 days

**Organization:** Operations - School Nutrition

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

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### Primary Function

The District School Nutrition Director will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

---

### Essential Duties

Establishes quality standards for the presentation and service of food.

Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.

Develops and integrates employee safety regulations into all phases of the school foodservice operation.

Establishes procedures and policies for risk management.

Establishes measurable financial objectives and goals for the CNP

Manages the CNP using appropriate financial management techniques.

Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

Develops procedures to ensure the food production system provides safe nutritious food of high quality.

Ensures operational procedures for efficient and effective food production and distribution.

Develops and enforces HACCP Plan for the school system.

**Essential Duties - continued**

Implements a cost-effective procurement system.

Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.

Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.

Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.

Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.

Develops guidelines for providing services in response to disaster or emergency situations.

Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.

Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.

Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

Employs management techniques to maintain an effective and efficient CNP.

Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.

Implements policies and procedures to ensure the effective operations of CNPs.

Develops a long-range program for establishing professional status for the CNP's role in the education community.

Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.

Develops job performance standards that provide for performance improvement.

Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.

**Essential Duties - continued**

Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.

Establishes standards for the professional development of the district's CNP personnel

Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.

Determines equipment needs and specifications consistent with program needs and budget.

Develops and implements policies and procedures to ensure environmental responsibility.

Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.

Conducts an on-going evaluation of the marketing plan.

Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.

Implements a plan for providing foodservice for special functions consistent with Board of Education policies.

Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.

Trains staff to use computer technology in individual school sites to improve management techniques.

Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.

Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

---

**Additional Responsibilities**

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

### **Additional Responsibilities - continued**

Performs and directs job related proficiency with the highest ethical integrity.

Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.

Performs and directs with an overall nature that is committed to the goals and visions of the school district.

Performs and directs any activities as required by Superintendent.

---

### **Minimum Qualifications**

**Education Level:** Masters Degree in the area of Family and Consumer Science Education, Nutrition or a related area.

Georgia Educator Certificate in the area of Family and Consumer Science Education, Nutrition or related area. (Type T, Level 5)

**Certification/Licensing:** Georgia Educator Certificate in the area of School Nutrition Director (P-12), (Type S, Level 5) Membership in the American School Nutrition Association, the Georgia School Nutrition Association, District School Nutrition Association and Local Association.

**Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**School Nutrition - Bookkeeper**

**Work Schedule:** 240 days

**Organization:** Operations - School Nutrition

**Retirement System:** TRSGA

**Reports to:** Director of Nutrition

**FLSA Status:** Non Exempt

---

### Primary Function

Performs specialized support functions for School Nutrition Program for the school district .

---

### Essential Duties

Financial Inventory, Revenue, Financial Expenditures, Payroll, Invoices, File electronic report to GaDOE, End of the Month reports, Summer Salary Accruals, Leave balances for all employees

Reconcile banks accounts for SCS Nutrition

Create cash flow sheet

Create SCS Nutrition Status Report for School Board

Management and Data Entry for NutriKids

Report Number of school nutrition staff members (for state supplement)

Report FTE and meal eligibility for each school to GaDOE annually

Report to GaDOE for Equipment Inventory

Redeem and invest CD – PC Genesis

Management and Data Entry for School Approval Module (SAM) (GaDOE portal)

Make bank deposits for catering, rebates and etc.

Supervise accounting and payroll for the school nutrition program.

Manage and review all state reports for accuracy and report deadlines

Management and Data Entry for NutriKids

Create Excel Spreadsheet - Keep flash drive updated and working properly

### Essential Duties - continued

Coordinate with director for completion of handbook.

Prepares for group trips. (Registration, lodging, travel)

Performs secretarial duties as needed for School Nutrition Department.

---

### Additional Responsibilities

Adheres to all rules and regulations

Performs other duties assigned by the Director of Nutrition

---

### Minimum Qualifications

**Education Level:** High School Diploma or equivalent.

**Certification/Licensure:** Maintain membership and certification with GSNA and ASNA

**Experience:** Five years school nutrition experience

### Proficiency Skills:

Knowledge of computer technology and modern office procedures.

Skill to use and/or oversee the use of personal computers and various software packages:

Microsoft Office Components Word, Excel, Power point, Publisher

NutriKids

Free and Reduced, Inventory

Ability to establish priorities, work independently, and proceed without supervision.

Ability to handle and resolve reoccurring problems.

Ability to display a positive attitude at all times.

Exhibit leadership qualities and work well with others.

Must have thorough knowledge of all areas of school nutrition operations.

Must be able to plan, organize, instruct and supervise people.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

**School Nutrition - Coordinator**

**Work Schedule:** 240 days

**Organization:** Operations - School Nutrition

**Retirement System:** TRSGA

**Reports to:** Director of Nutrition

**FLSA Status:** Non Exempt

---

### Primary Function

Performs specialized support functions for School Nutrition Program for the school district .

---

### Essential Duties

Establish and maintain current personnel files. (permanent employees, substitute and job applications)

Establish and maintain files regarding any and all free and reduced applications.

Maintain spreadsheet and file all health inspections submitted by schools.

Attend training sessions in area of responsibilities or as needed.

Instruct employees of the policies and collect signatures of understanding) of the School Nutrition Program and see that policies are enforced. (ex. Handbook, HACCAP, Worker's Comp., Health Inspections, etc. and collect signatures of understanding of each policy)

Receives, sorts, and disburses all inter-office mail.

Distribute and communicate information for school managers, when needed.

Assists director with the following:

- Establishing a procedure for developing, implementing, and evaluating goals and objectives for the school food and nutrition programs.

- Administer and direct the implementation of school nutrition programs within the school system in compliance with federal, state and local policy regulations.

- Implement the appropriate use of information systems in the nutrition program.

- Establish program standards and direct the implementation to ensure operation of a nutritionally sound school nutrition program.

- Evaluate the School Nutrition Program to determine its effectiveness in achieving program goals.

- Develop, organize, and conduct training for personnel as determined by national, state and local guidelines.

- Plan menus to use USDA and purchased food wisely and follow all USDA regulations.

**Essential Duties - continued**

Conduct and complete On-Site-Reviews for each school.

Conduct and complete Snack Reviews for each school.

Manage Seamless Summer Program and complete SSNP Reviews.

Weekly and Monthly Reports - Collect from all schools on assigned dates, Review for accuracy (necessary signatures, dates, correctness and completeness)., Deliver to the Bookkeeper

Oversee and monitor satellite meals (Ombudsman Satellite Meals, etc.)

Oversee fieldtrips meal menus

Inventory for Purchased and USDA Food - Monitor each school for postings and usage reports – daily.(current and complete), Notify Bookkeeper when complete for each month (for state reporting)

Menu Management - Check menu management books – accurate and current

Analyze recipes for the purpose of ensuring that the USDA requirements are met.

Special Accounts (Catering) and (Completion of Contracts) - During School Hours, After School Hours

Conduct Special Assignments for celebrations such as NSLW, NSBW, etc.

Substitute in kitchens when and where needed. (Includes all areas of cafeteria operations.)

Organize and update employee files

Complete bid specifications in NutriKids

Oversees all ordering and purchase order approval.

Compile and oversee semi-annual bid packages.

Assist cafeteria managers with technology related areas.

Establishes and maintains bid files.

Attend training sessions to learn software and/or technology updates and any other area, as needed.

Order USDA from distributor and allocate to schools.

Enter USDA products into NutriKids so that managers can order.

Process all possible rebates for reimbursement to SNP.

Post food processing orders to USDA and Purchased.

Stocks and inventories all office supplies for the central office

Perform secretarial duties for any project, when needed. (Making copies, addressing envelopes, postage stamps, etc.)

Assists bookkeeper with other duties, as needed

**Additional Responsibilities**

Adheres to all rules and regulations

Performs other duties assigned by the Director of Nutrition

---

**Minimum Qualifications**

**Education Level:** High School Diploma or equivalent.

**Certification/Licensure:** Maintain membership and certification with GSNA and ASNA

**Experience:** Five years school nutrition experience

**Proficiency Skills:** Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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# Technology





## Sumter County School System Job Description

**Director of Technology**

**Work Schedule:** 240 days

**Organization:** Operations - Technology

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

---

### Primary Function

Planning, selecting, deploying and maintaining data and communication technologies throughout the district. Ensuring smooth and efficient operation of all technology education applications including hardware, software, training, and instruction. Developing and implementing short and long range plans for application of technology in all district instructional and administrative programs.

---

### Essential Duties:

Coordinates the development and implementation of technology plans for instructional programs, support services, and administrative functions.

Initiates and maintain communications with system and school level administrators and staff to assist them in effectively utilizing technology in the system.

Coordinates training for professional and classified staff in use of technology as new tasks, programs, or equipment are implemented.

Provides on-going technical support and assistance to staff members as appropriate.

Chairs System Technology Committee.

Produces reports as directed by the Superintendent or designee.

Maintains liaison with State Department of Education, other districts, information industry, and others as appropriate to maintain up-to-date information on technological and programmatic developments in the field.

Works with appropriate personnel to determine annual budgetary needs for technology services and oversee technology expenditures.

Assists the school system in the development of an integrated K-12 technology education curriculum.

Coordinates system-wide property inventories.

**Essential Duties - continued**

Works with system personnel in the implementation of software in the classroom.

Assists with the application of supplemental funding.

Coordinates with outside agencies to obtain the most benefit from manufactures incentive programs.

Supports the school system staff in the installation and upgrade of new and used equipment.

Ensures accurate and timely data transmission to various agencies and vendors.

---

**Additional Responsibilities**

Maintain open lines of communication with other department administrators with the District

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

**Minimum Qualifications**

Education Level: Bachelors Degree

Certification/Licensing: GAPSC Support Personnel License

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Technology - Network Administrator

**Work Schedule:** 240 days

**Organization:** Operations - Technology

**Retirement System:** TRSGA

**Reports to:** Director of Technology

**FLSA Status:** Non Exempt

---

#### Primary Function

Under general direction designs, supports, maintains, and evaluates computer networking and telecommunication systems; installs, configures, and maintains both physical and virtual servers / workstations; maintains employee network, e-mail and telecommunication systems.

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#### Essential Duties

Performing district wide backups and verifying data daily

Assists the Director of Technology in the selection and purchasing of computers, networking equipment, software and related technology

Introduction and integration of new technologies into existing environment

Reviews new software/hardware and evaluate for potential trial or purchase

Provide technical assistance and support to the Technology Specialists as well as other technology personnel and users

Assist the Director of Technology, ensuring the efficiency of all networks and connected devices. Isolates, defines and corrects LAN/WAN problems to ensure uptime for all networks in the support of student achievement.

Installs and configures user applications / software and customizes desktop network setting to accommodate user needs.

Maintains desktop security, including defining and providing for access rights.

Responsible for network security inside LAN and at the district gateway

Works cooperatively with school and district-level personnel to ensure the position's activities support the district's mission and objectives.

Maintains a sufficient level of knowledge regarding relevant technical developments

**Essential Duties - continued**

Responsible for maintaining documentation and diagrams of network and any changes in the configuration and IP schemes and administrative passwords

Ensuring uptime for network infrastructure and connectivity across the district

Assist with maintenance and data retrieval from CCTV surveillance systems

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**Additional Responsibilities**

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Director of Technology.

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**Minimum Qualifications**

Education Level: Associates Degree - College / Technical

Certification / Licensing: MCSE, CCNA, A+, Network + (not required depending on experience but preferred)

Physical Activities: Routine physical activities that are required to fulfill job responsibilities

Proficient Skills: Written and oral communication skills, organizational skills, Windows 7 and above, Windows Server 2003 or newer, VMWare, Switching and routing experience, LAN and WAN operations and public relations.

Experience as Microsoft Active Directory Administrator in a production multi-site environment

Ability to supervise Technology Specialist and assign tasks on open trouble tickets/work requests

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**Preferred Qualifications:**

K-12 experience

Strong networking skills background with proof of experience

LAN/WAN implementation experience

Active Directory Administration experience

Project management experience

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## Sumter County School System Job Description

### Technology - Technology Specialist

**Work Schedule:** 240 days

**Organization:** Operations - Technology

**Retirement System:** TRSGA

**Reports to:** Director of Technology

**FLSA Status:** Non Exempt

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#### Primary Function

To install and maintain hardware, peripherals and software in all system facilities. To maintain appropriate service records, licenses and inventory on equipment and software. To advise in technology purchasing decisions.

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#### Essential Duties

Provides support for computer hardware, software, and peripherals.

Provides technical support for nutrition personnel on technology hardware, networking and software.

Maintains equipment inventory.

Assists with technology purchases.

Establishes and maintains service records.

Schedules staff development classes.

Assists in maintaining district technology lab.

Conducts software training for system personnel.

Maintains such records as shall be required.

Performs the usual office routines and practices associated with a busy, productive and smoothly run office.

Participates in professional growth to keep abreast of current and emerging technologies.

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#### Additional Responsibilities

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Director of Technology.

**Minimum Qualifications**

Education Level: High School Diploma or equivalent

Proficient Skills: Written and oral communication skills, organizational skills, DOS, Window 3.1x and above, Windows NT, Novell 4.x and above, Networking, LAN operations, WAN operations and public relations

Physical Requirements: Routine physical activities that are required to fulfill job responsibilities

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

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## Sumter County School System Job Description

### Student Information Systems Coordinator

**Work Schedule:** 240 days

**Organization:** Operations - Technology

**Retirement System:** TRSGA

**Reports to:** Director of Technology

**FLSA Status:** Non -Exempt

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### Primary Function

Provides direction and leadership for the overall administration and coordination of Local, State, and Federal reporting procedures for student enrollment and attendance; full-time equivalent student reporting and student records reporting

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### Essential Duties:

Coordinates the development, implementation, and evaluation of data collection procedures for Local, State, and Federal reporting requirements for student enrollment and attendance, full-time equivalent student accounting, and student records reporting with State Department of Education personnel, central office administrators, and school-based personnel

Coordinates the development of records maintenance, dissemination, and destruction procedures for student permanent records and transcripts

Serves as the liaison with Management Information Systems Department in the identification of computer programming needs, data entry personnel training, development of report formats, and determining system timelines required for enrollment, FTE, student records reporting and special education reporting

Serves as Liaison with Services for Exceptional Children Department in maintaining data in Student Information System for all Local, State and Federal reporting

Assists in providing impact data for long-range departmental planning

Prepares State and Federal required enrollment information for services as mandated bylaw

Supports communication between State Department of Education, local Board of Education, local schools, departments within the school system, parents, and community members to the purpose of providing requested student information, revising and disseminating departmental procedures, and serving as a resource for various planning committees

**Essential Duties - continued**

Develops and provides appropriate procedures and in-service activities for central office staff, principals, data clerks/registrar, and selected teacher groups regarding reporting procedures for enrollment and attendance, FTE, student records reporting and special education reporting

Serves as Infinite Campus Administrator (student information system)

Researches a variety of information requests received from a variety of sources within the division, organization, and/or community/advisory group

Prepares and analyzes trends and statistical reports, deriving data from a variety of sources both within and outside the division and prepares related correspondence

Maintains complex departmental records and files

Communicates with employees as needed to relay information related to the area of assignment

Works with other departments as needed to ensure a smooth flow of processes

Facilitates timely and accurate data collection for assigned schools for State and Federal reporting procedures

Provides support and assistance to assigned schools with data collection necessary for student information reporting

Communicates regularly with schools via phone, email, and site visits

Supports and maintains the established SIS acceptable use policy for data entry at the school level

Completes the development and maintenance of necessary support and training materials for the District

Responds to any training needs identified by the schools

Gathers feedback from school sites on the SIS to determine which components could be modified or added from the District to meet school data needs

Supports deployment of SIS enhancement tools

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**Additional Responsibilities:**

Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education:** High School diploma or GED required

**Certification/Licensure:** None required

**Experience:** Minimum 2 years clerical/secretarial experience required; Experience in data processing preferred

**Knowledge/Skills/Abilities:**

Ability to handle minor student problems and work with students, parents and staff members

Must be Proficient in Microsoft Suite

Knowledge of basic office procedures

Ability to handle confidential information

Ability to compose and compile correspondence from a variety of sources

Must be able to work effectively with District and school personnel, parents, and students

Ability to work with minimal supervision

Must be detailed and task oriented

Excellent organizational skills and customer service skills

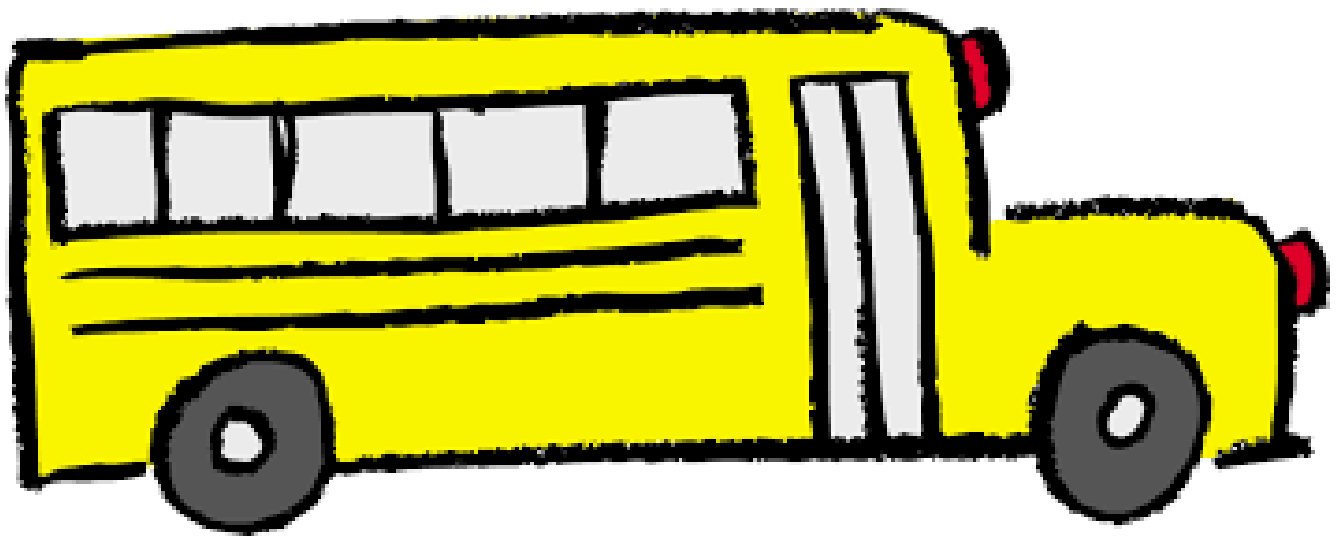
Excellent communication skills both written and verbal

**Working Conditions:** Normal office environment

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# Transportation







## Sumter County School System Job Description

**Director of Transportation Maintenance**

**Work Schedule:** 240 days

**Organization:** Operations - Transportation

**Retirement System:** TRS

**Reports to:** Superintendent

**FLSA Status:** Exempt

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### Primary Function

To maintain the school bus transportation fleet and other school system vehicles and motorized equipment in a condition that promotes safety and ensures operational excellence at all times. Provide leadership and supervisory assistance in the overall direction and administration of the department.

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### Essential Duties

Maintain Transportation budget jointly with the Director of Transportation

Maintain the safety and security of work place while maintaining an acceptable appearance of facilities and grounds.

Maintain office hours of 6:30 a.m. to 4:30 p.m. for a regular work day and be prepared to work late frequently and return to work to respond to calls (breakdowns, accidents, etc.) after hours and on weekends.

Inspect tools and maintain equipment for proper condition and make any recommendation for replacement of obsolete or worn out equipment (including vehicles).

Provide reports as requested by certain administrators (fuel consumption, state superintendent's reports, etc.). Ensure accountability for all shop resources (parts, fuel, supplies, etc).

Demonstrate an ability to work successfully with individuals and groups from diverse educational, social, and ethnic backgrounds.

Participate in training programs to increase skills and proficiency related to job.

Determine which vendors to purchase from in order to get the most effective, efficient, and safe products.

Maintain the necessary parts and supply inventory on-site.

Order parts necessary for emergency repairs.

**Essential Duties - continued**

Have the knowledge, skills, and ability to repair, diagnose, and inspect school buses

Stay abreast of current developments, literature, and technical source information relevant to the job and know how to apply this information.

Plan, layout, and assign routine shop work and emergency road service to technicians (and sometimes assign to self), during and after normal shop hours.

Inspect work performed by mechanics and other personnel in the process and upon completion to ensure the proper standards of work are maintained.

Maintain, coordinate, and supervise scheduling of preventive maintenance procedures and monthly safety inspections (as required by the state) of buses.

Coordinate and supervise the assignment of repair jobs.

Supervise repair jobs.

Maintain and supervise the documentation of repairs to system vehicles and inspections in paper and electronic form to meet state requirements.

Maintain a commercial driver's license with the necessary endorsements for operating any school bus or other commercial vehicle the school system may own.

Maintain technical repair information resources (computerized & paper form) in an orderly and easily accessible fashion.

Maintain and know how to utilize software on a notebook computer for electronics repairs and parameter calibrations related to various engines, body electrical systems, transmissions, and anti-lock brake systems on school buses.

Determine when certain repairs should be outsourced to another repair shop.

Develop and recommend specifications (entails interaction with various company representatives & research to gain information) for optional equipment for school buses and other vehicles that may be ordered.

Develop specifications for video surveillance systems utilized on school buses.

Review surveillance videos.

Download and transfer digital video of surveillance to various memory devices or post to server link for viewing in the different schools.

Respond to traffic accidents involving system vehicles, school buses in particular, to transfer students, get information for accident report, survey damage, etc.

**Essential Duties - continued**

Report & work with insurance companies on accident claims involving system vehicles.

Assist in the selection of shop personnel.

Evaluate performance of shop personnel for annual performance evaluations.

Recommend disposal of surplus equipment, vehicles, and materials.

Be familiar with State of Georgia, Dept. of Natural Resources, Environmental Protection Division (EPD) regulations regarding scrap tire and hazardous waste disposal and maintain compliance.

Be familiar with regulations and changes in regulations to ensure compliance related to Underground Storage Tank (UST).

Maintain annual registration of UST with Georgia EPD.

Maintain fuel supply for buses on-site.

Manage fueling operations for all system vehicles.

Maintain and evaluate fuel card lock systems for on-site fueling.

Evaluate and recommend equipment for other areas of the transportation operation.

Recommend short & long range goals for the transportation operation.

Recommend facility & equipment improvements.

Plan & manage computer systems for preventive maintenance, repairs, inventory, and other records.

Develop a summer maintenance schedule.

Coordinate annual inspections with the Georgia Department of Public Safety.

Identify warranty items for labor and parts cost reimbursement from the manufacturers (in order to save the school system money).

Maintain, document, and follow-up on manufacturer's recall notices.

Maintain accurate records consisting of VIN numbers, unit numbers, engine serial, transmission serial, engine size, capacity, etc. of vehicles in inventory.

Ensure driver Pre/Post trip inspection sheets are filled out properly and turned in to be filed and file them.

Occasionally drive a school bus as substitute driver.

**Essential Duties - continued**

Manage electronic time clock for transportation dept. hourly employees that use time cards.

Review and/or issue purchase orders for the Transportation Dept.

Utilize on-line auction sites for disposal of surplus items.

Utilize GPS devices to create map records in paper and electronic form for bus routes.

Facilitate implementation of Zonar system into school bus fleet to track driver payroll time, GPS tracking, real time diagnostics, Pre and Post trip vehicle inspections, etc.

Make recommendations regarding routing and other department electronic software.

Listen to, respond to, and take corrective action related to parent and employee complaints.

---

**Additional Responsibilities**

Ensure adherence to good safety procedures.

Follow federal and state laws, as well as School Board Policies.

Maintain open lines of communication with other department administrators within the district

Submit all required reports and budgets in a timely manner

Ensure all rules and regulations are followed

Performs other duties assigned by the Superintendent

---

**Minimum Qualifications**

Education Level: Bachelor's Degree

Certification / Licensing: Highly trained in the maintenance of diesel and gasoline engines, ability to manage shop personnel, ability to develop and oversee maintenance schedules that comply with all Department of Transportation guidelines. Written and oral communication skills

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

---

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## Sumter County School System Job Description

**Director of Transportation**

**Work Schedule:** 240 days

**Organization:** Operations - Transportation

**Retirement System:** TRS

**Reports to:** Superintendent

**FLSA Status:** Exempt

---

### Primary Function

Provides support for the safe operation of the assigned bus and control of the passengers while transporting to and from their assigned education center or school related function.

---

### Essential Duties

Prepares and up-dates bus routes for all public schools in the system

Recruits, trains and supervises all transportation personnel and makes recommendations to the Superintendent on their employment, transfer, promotions, and release.

Maintains frequent communications with building principals to ensure proper student behavior and discipline procedures on all buses.

Determines the transportation needs of special education services.

Develops recommendations for future transportation equipment and personnel needs.

Acts as liaison with parents for complaints and special request.

Conforms with all state laws and regulations regarding school transportation.

Recommends the budget for transportation and facilities operations.

Recommends purchases for the department in accordance with budgetary limitations and school system rules.

Advises Superintendent on road hazards for decisions on school closing during inclement weather.

Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

**Additional Responsibilities**

Maintain open lines of communication with other department administrators with the District

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

**Minimum Qualifications**

**Education Level:** High School Diploma or equivalent

**Certification / Licensing:** CDL Driver's License

**Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organization and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

---

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## Sumter County School System Job Description

### Transportation -Bus Driver

**Work Schedule:** 180 days

**Organization:** Operations - Transportation

**Retirement System:** PSERS

**Reports to:** Director of Transportation

**FLSA Status:** Non Exempt

---

### Primary Function

Provides for the safe operation of the assigned bus and control of the passengers while transporting to and from their assigned education center or school related function.

---

### Essential Duties

Obeys all traffic laws, including speed limit and stopping at all railroad crossings.

Observes all mandatory safety regulations for school buses.

Maintains discipline when students are on bus.

Reports undisciplined students to the proper authority.

Keeps assigned bus clean

Meets assigned schedule

Checks bus before each operation for mechanical defects.

Notifies the proper authority in case of mechanical failure or lateness.

Discharges students only at authorized stops.

Exercises responsible leadership when on out-of-district school trips.

Transports only authorized students.

Reports only accidents and completes required reports.

Enforces regulations against smoking and eating on the bus.

Knows, abides by, and enforces school system policies

### **Additional Responsibilities**

Performs other duties assigned by Director of Transportation.

---

### **Minimum Qualifications**

Education Level: High School Diploma or equivalent

Certification / Licensing: CDL driver's license

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

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## Sumter County School System Job Description

### Transportation -Bus Monitor

**Work Schedule:** 180 days

**Organization:** Operations - Transportation

**Retirement System:** PSERS

**Reports to:** Director of Transportation

**FLSA Status:** Non Exempt

---

### Primary Function

Provides support for the safe operation of the assigned bus and control of the passengers while transporting to and from their assigned education center or school related function.

---

### Essential Duties

Have punctual attendance

Shall be alert at all times to the needs of the students and to interact when necessary

Must be knowledgeable in the use of the lift and tie down systems for students in wheelchairs and mobility devices

Must be familiar with the emergency evacuation plan and be prepared to evacuate the bus in the event of an emergency.

Should be knowledgeable of the route

Must respect the confidentiality of students. Any information that is acquired in the course of job responsibilities related to the children or to an incident on the bus should be kept confidential; it should not be discussed with co-workers who do not have a need to know.

Responsible for maintaining the cleanliness of the inside of the school bus.

Ensure that all equipment that is not being used is placed in a proper storage area

Knows, abides by, and enforces school system policies

---

### Additional Responsibilities

Performs other duties assigned by Director of Transportation.

**Minimum Qualifications**

**Education Level:** High School Diploma or equivalent

**Certification / Licensing:** Written and oral communication skills, supervisory skills, ability to deal with multiple tasks, and interpersonal skills

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties

---

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## Sumter County School System Job Description

### Transportation -Routing Clerk

**Work Schedule:** 240 days

**Organization:** Operations - Transportation

**Retirement System:** TRSGA

**Reports to:** Director of Transportation

**FLSA Status:** Non Exempt

---

### Primary Function

To develop the electronic routing for all routing transportation needs. To prepare documents, create and maintain records, answer phones, and respond to inquiries. Follow all state laws and regulations regarding school transportation.

---

### Essential Duties

Input bus routes into computer system.

Prepare route sheets, bus rosters, payroll reports, memos, letters, and various documents.

Compile, copy, sort, update and maintain department files, inventory, mailing and database systems.

Type, format, proofread, and edit correspondence

Compute, record, and proofread data

Maintain emergency forms

Keep attendance records

Answer telephones, record and route messages, answer radio calls and follow specified procedures.

Handle inquiries and concerns in a courteous and responsible manner

Complete schedules, manage calendars, and arrange appointments as directed.

Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail

Operate office machines

Deliver and pick up mail

Generate a motor vehicle report on all drivers

**Additional Responsibilities**

Performs other duties assigned by Director of Transportation.

---

**Minimum Qualifications**

Education Level: High School Diploma or equivalent

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Transportation - Technicians/Mechanics

**Work Schedule:** 240

**Organization:** Operations - Transportation

**Retirement System:** Level 1 PSERS  
Levels 2-5 TRS

**Reports to:** Director of Transportation

**FLSA Status:** Non Exempt

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### Primary Function

To assist in the performance of prescribed jobs necessary for the maintenance of school transportation

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### Essential Duties

Preventive maintenance operations on all cars, trucks, vans and buses

Repair and diagnosis of engine, brake (including air, hydraulic and ABS), transmission, chassis, surveillance, wheel chair lift, electrical systems, electronic systems, tires and body system problems relative to school buses. Diagnostics are performed by conventional methods and by use of specialized equipment (such as a laptop computer).

Repairs are made using conventional hand tools, power tools, specialized tools and other machinery.

General repairs and maintenance of cars, trucks and vans.

Knowing and carrying out your specific duties.

Knowing and obeying the laws applying to your job.

Keeping records and making reports.

Helping new technicians learn their job.

Taking part in training programs.

Knowing, caring for and maintaining your assigned vehicles.

Operating your vehicle properly.

Maintain a current CDL license with the necessary endorsements for operating a school bus.

**Essential Duties - Continued**

At times, transport students on a bus (as a substitute bus driver, for evacuation purposes, etc.). When doing so, you will be required to adhere to the policies and procedures outlined in the bus driver's handbook that pertain to the transporting, loading and unloading of students (Appendix A, Sections 6-10).

Assign spare buses to drivers whose buses are out of service (this will include maintaining a record of which spare bus is assigned to which driver).

If you unlock a door to a storage area or to the shop, lock it back before you leave at the end of the workday.

Your shop work area should be in a clean and orderly state before you leave at the end of the workday. If you make a mess in some other area of the shop, clean it up.

Any valuables found on or in a vehicle should either be left where found or turned in to the transportation department secretary.

Tools should be cleaned, put away and your tool box locked before you leave at the end of the workday.

You are responsible for all tools assigned to you.

You are not to obtain tools from another technician's toolbox without that technician's (or the shop foreman's) knowledge and consent.

You are responsible for the care and return of tools you borrow from the tool room or from someone else.

Keep an accurate record of work completed and materials used and the applicable inspection records.

Know, abide by and enforce school system policies.

Carry a phone for designated two-week periods for on-call/after hours service calls.

Make road service calls during regular work hours and at other times as necessary.

Direct the work of other skilled or semi-skilled staff.

### Additional Responsibilities

Ensures all rules and regulations are followed

Adheres to all District policies and procedures

Performs other duties assigned by Director of Transportation Maintenance

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### Minimum Qualifications

**Education:** High school diploma or completion of a General Education Development (GED) testing program;

**Certification/Licensing :** Valid Georgia Class B CDL Driver's License with P & S endorsements: to be acquired within 90 days of employment or as scheduling permits.

**Experience:** Minimum of two years experience as a Technician or equivalent work experience in medium/heavy duty truck repair.

**Proficiency:** Availability to answer emergency calls at all hours, including off-hours. Desire to advance in ASE School Bus Technician Certification. Must be willing to work in undesirable locations/conditions. Must be able to follow both written and verbal instructions and perform work assignments in a timely and effective manner. Must be able to work well with others. General computer skills required.

---

### Level 1

-Capability of performing manual labor involved with washing buses or other cleaning chores around that may be required at the Transportation Department. Maintain a CDL with the appropriate endorsements in order to be available as a substitute bus driver when necessary. Be able to shuttle buses back and forth to outside shops. Be able to pass random DOT drug screenings. Other duties as assigned.

### Level 2

-Must have at least one year mechanical background/experience and be able (physically, mentally) to repair, diagnose, and inspect school buses and other system vehicles. Must be willing to work to attain ASE certifications in the School Bus area. Will be responsible for some supervision of Level 1 shop personnel and mentor other new hires or lower level transportation employees. Be able to pass random DOT drug screenings. Other duties as assigned.

### Level 3

-Show documentation of having attained certification in ASE standards S1 through S3 and have met all the standards outlined for Transportation Shop Personnel, Technician, **Level 2**.

### Level 4

-Show documentation of having attained certification in ASE standards S4 through S7 and have met all the standards outlined for Transportation Shop Personnel, Technician, **Level 3 and Level 2**.

### Level 5

-Show documentation of having attained ASE Master School Bus Technician certification and have met all the standards outlined for Transportation Shop Personnel, Technician, **Level 4, Level 3 and Level 2**.

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# Ignite College and Career Academy





## CEO Job Description

### Chief Executive Officer (CEO) of Ignite CCA

**Work Schedule:** Full Time/At Will

**Organization:** Ignite College and Career Academy (a Georgia Nonprofit Corporation operating a public school program as a business/K-12/higher education partnership)

**Reports to:** Ignite Board of Directors/Superintendent

**FLSA Status:** Exempt

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### Primary Function

The CEO ensures the continuous improvement of the community partnership and programs at the college and career academy. Additional responsibilities include but are not limited to directing the administrative, curricular and instructional services at the college and career academy, securing additional public and private assets of the nonprofit organization in support of the CCA's mission, and working well with the chief executives of the respective partners. The CEO will manage public assets with the assistance of the public funding fiscal agent (Sumter County Schools) and a private funding fiscal agent (One Sumter Economic Development Foundation, Inc.) under the oversight of the public-private Ignite CCA Board of Directors. Ignite is envisioned to become a regional partnership serving more than one public school system; Ignite already partners with regional post-secondary partners and employers from an 11-county area.

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### Essential Duties

#### Visionary, Innovative Leadership and Management

- Serves as Chief Executive Officer of Ignite College and Career Academy
- Shows initiative as a proactive leader to define and instill the culture and climate of the school
- Creates annual operating plans that support strategic goals and objectives set by the Ignite Board of Directors
- Demonstrates prior experience in vision and strategy development in a partnership environment
- Builds, modifies and maintains effective teams through focused leadership and the resolution of conflicts, barriers and differences among all partners, encouraging all partners to give primacy in spirit of the partnership and the mission of Ignite
- Recommends personnel actions to the superintendent(s), Board of Directors and higher education partners
- Provides leadership seamlessly connecting secondary education and post-secondary education to real jobs
- Develops Ignite's Annual Budget blending public and private investment

#### Workforce Development with Stakeholders and Implementers

- Collaborates with the principal(s), superintendent(s), and stakeholders to define and articulate the CCA's vision and to develop strategies for achieving that vision
- Builds workforce culture by promoting positive working environments and exercising consistent values that reflect the organization's mission
- Works with principal(s), CTAE Director and faculty to ensure the integrity of each program
- Leads the development of plans and specifications for new and renovated facilities for CTAE and academic programs
- Works jointly with the principal(s), ramps down projects/programs that are not meeting workforce development needs
- Coordinates the Industry Program Accreditation/Certification effort

- Researches, tracks and informs partners about legislation which impacts secondary and post-secondary environments
- Works with staff to ensure innovation and compliance

### **Partnership Building - Relationships and Funding**

- Interacts with the business community and stakeholders to identify and secure/enhance sources of funding for projects and programs; primarily responsible for soliciting and managing private funds in support of Ignite
- Collaborates with area businesses, post secondary institutions and state agencies to provide workforce development in consideration of needs documented by the partnership under the CEO's leadership
- Coordinates the development of board-approved endowment and the initiatives supported by the proceeds of that endowment
- Practices data-driven decision-making utilizing private sector input and student performance information
- Assures that the academy and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders
- Serves as the primary spokesperson and representative for the CCA to all stakeholders
- Routinely measures and reports progress to all stakeholders

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### **Minimum Qualifications**

**Education:** Bachelor's Degree or higher in business-related field or education required. Master's Degree or higher in business-related field or education preferred.

**Experience:** Required - Leadership experience in business, management and/or secondary or higher education— 7 years minimum. Preferred - Progressive leadership experience in a corporate environment for ten or more years; business experience combined with Middle-Secondary School (grades 6-12) instructional and leadership experience is a plus.

**Certification/Licensure:** Leadership Certification if an educator, and/or equivalent training if in the private sector. Must be or commit to become a Georgia Certified Economic Developer within five years.

#### **Knowledge/Skills/Abilities:**

Superior written and verbal communication skills

Knowledge of local, state, federal and/or private employment programs and grants preferred

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### **Additional Information**

Salary and benefits will be commensurate with experience. Healthcare and other benefits offered through public fiscal agent (Sumter County Schools). Teachers Retirement System of Georgia pension plan is offered through same fiscal agent, but candidate is free to suggest and/or negotiate an alternative solution with the Ignite Board of Directors. CEO will be evaluated primarily by the Board of Directors, who will work in conjunction with the Superintendent of Sumter County Schools. CEO will be the only employee of the nonprofit; all other faculty and staff connected with Ignite will continue to be employed and evaluated by their respective public education institutions.



## Sumter County School System Job Description

### Administrative Services Coordinator

**Work Schedule:** 240 days

**Organization:** Ignite CCA

**Retirement System:** TRSGA

**Reports to:** Ignite CEO and Director of CTAE

**FLSA Status:** Exempt

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### Primary Function

Coordinates operation of the office of the Ignite CEO and Director of CTAE handling confidential information and situations; Performs administrative tasks while working independently, managing multiple priorities to meet deadlines; Competently interacts with staff, students and business leaders.

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### Essential Duties:

Compiles, organizes, and prepares information and data for various meetings and reports; Disseminates reports to appropriate personnel

Schedules appointments, meetings, and other calendar activities

Schedules travel arrangements; Prepares itinerary and pertinent expense and/or reimbursement documentation

Prepares rough and final drafts of correspondence or refers correspondence to appropriate department for response; Proofs and edits correspondence received from other individuals/departments

Handles confidential information and material appropriately

Acts as a liaison between supervisor and other offices

Implements office procedures and delegates duties as needed

Facilitates timely preparation and efficient flow of communications, correspondence and related matters

Makes arrangements for conferences and group meetings including space, time and place; Informs participants of topics to be discussed, related research and necessary background information

Performs general office duties such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively with staff to provide quality service

### **Essential Duties continued**

Oversees the establishment and maintenance of office procedures and recordkeeping systems

Keeps informed regarding administrator's location and actions to provide notice of urgent and incoming correspondence and/or events

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### **Additional Responsibilities**

Demonstrates prompt and regular attendance and the ability to adapt to an extended/flexible work schedule

Performs other duties as assigned by the appropriate administrator

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### **Minimum Qualifications**

**Education:** High School diploma or GED required; Associates degree or 2 years of college preferred

**Certification/Licensure:** None required

**Experience:** Minimum of 5 years clerical/administrative experience preferred

**Knowledge/Skills/Abilities:**

Knowledge of District's and CCA's policies, procedures, and structure

Ability to review, analyze, and reconcile data of a complex nature

Proficient in typing and various office machines

Advanced skills in business communications and office practices and procedures

Must be able to work with minimal supervision

Ability to work effectively under stress, meet short deadlines, and take direction

Ability to coordinate multiple schedules and produce accurate work despite frequent interruptions

Demonstrated ability to work with personal and confidential information

Working knowledge of and experience with Microsoft Office

Must be able to successfully manage and prioritize multiple tasks, projects, and responsibilities.

Ability to work independently or as a team member

Excellent organizational and customer service skills

Excellent communication skills both written and verbal

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## Sumter County School System Job Description

### Work Based Learning and Business Retention Manager

**Work Schedule:** 220 days

**Organization:** Ignite CCA

**Retirement System:** TRSGA

**Reports to:** CEO Ignite CCA

**FLSA Status:** Exempt

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### Primary Function

To provide enhanced educational opportunities for students through Work Based Learning (WBL) by developing business and community partnerships for students and creating a culture of business and community engagement in all programs

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### Essential Duties:

Support existing business and industry with retention and growth through internships, collaboration and integrating with development authority and ICCA

Develop and improve relations with local business/industry and community organizations.

Coordinates the Work-based Learning program and creates business relations to support the WBL program

Assists CEO in establishing and maintain sound home and

CEO in developing a marketing plan for Ignite CCA

Develops annual report for Ignite CCA pertaining to WBL/Job Apprenticeship and post secondary opportunities

Coordinates career pathway planning with the counseling/guidance department at each middle and high school

Assists students in making career pathway decisions

Organized parent and community orientation meetings focused on career pathways and programs available for students

Creates a communicator plan to inform teachers, students and parents on career pathways

Fosters ongoing collaboration among academic, CTAE, college instructors, and business partners

Organizes job shadowing and other Career Related Events (CRE) activities

Assists CTAE Director in maintaining CTAE advisory committees and provide support to Career Development Authority (CDA) industry round table and related events

**Essential Duties continued:**

Facilitates professional learning opportunities for teacher regarding career development programs and related business certification

Assist in administration of End of Pathway assessments.

Performs other duties as assigned by the CEO / Development Authority

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**Minimum Qualifications**

**Education:** Bachelor's Degree required

**Certification/Licensure:** Must hold GaPSC Work-based Learning Endorsement or Equivalent

**Knowledge/Skills/Abilities:**

Communication Skills

Organizational Skills

Basic technology/computer skills

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## Sumter County School System Job Description

**Teacher - CTAE-Audio-Visual Film**

**Work Schedule:** 190 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Ignite CEO

**FLSA Status:** Exempt

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### Primary Function

Provides instruction in selected areas of Audio/Video Technology & Film to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities

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### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. Skills USA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

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### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent



### **Additional Responsibilities- continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations .i.e., ACTE, GACTE.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

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### **Minimum Qualifications**

**Education:** Minimum of an Associate's Degree or higher in broadcast and video production, communication, mass communications or a GaPSC-determined equivalent from an accredited institution accepted by GaPSC; The CTAE office can help with this.

**Certification/Licensure:** Must hold or be eligible for valid Audio/Video Technology certification from PSC Trades at GaPSC 505-2-.90;Areas of Specialization: (B) Audio/Video Technology & Film

**Experience:** Minimum of two (2) years of occupational work experience in the field required

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab/agricultural environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

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## Sumter County School System Job Description

**Teacher - CTAE- Information Technology**

**Work Schedule:** 190 days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Ignite CEO

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected areas of Information Technology to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities

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### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. Skills USA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

### **Additional Responsibilities- continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations .i.e., ACTE, GACTE.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

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### **Minimum Qualifications**

**Education:** Associate's Degree or higher in computer science, interactive media design or any other field from an accredited institution accepted by GaPSC.

**Certification/Licensure:** Must hold or be eligible for valid Information Technology certification from GaPSC Trades at GaPSC 505-2-.90; Areas of Specialization: (P) Information Technology AND meet any one of the five options: (Options 1,2,3, 4or5)as outlined in GaPSC Rule 505-2-.08 CAREER, TECHNICAL AND AGRICULTURAL EDUCATION, paragraph (3)(e), applicants meeting all requirements with the exception of industry testing and/or licensure may be issued a three (3)-year Induction certificate in this area of specialization

**Experience:** Minimum of two (2) years of occupational work experience in the field required

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab/agricultural environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

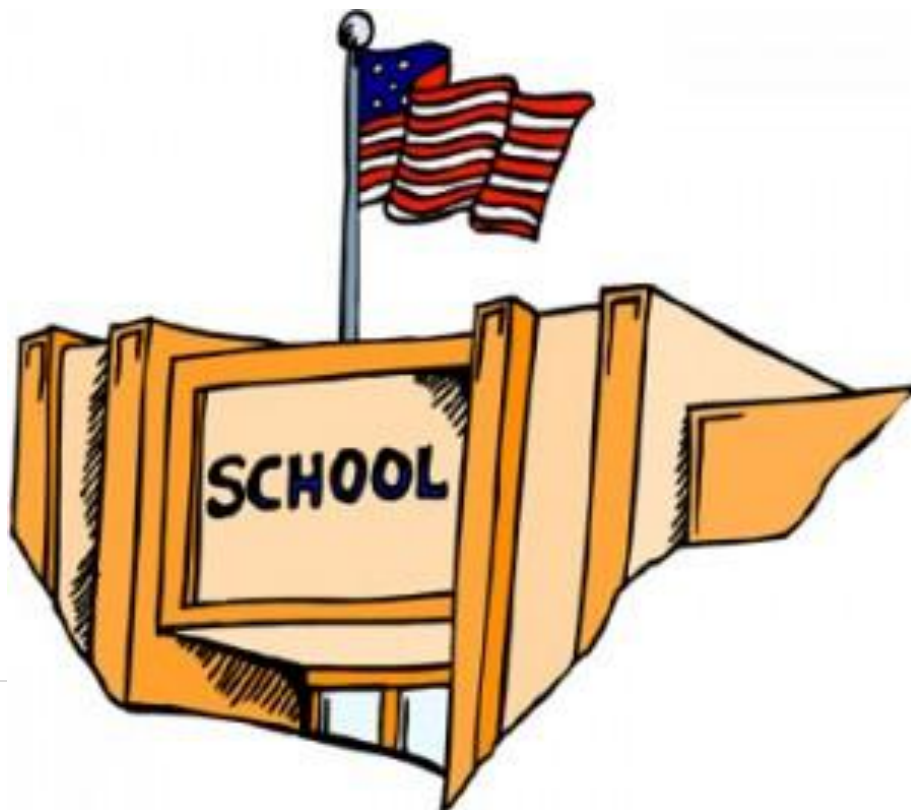
Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

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## Building Level - Certified





## Sumter County School System Job Description

### Academic Coach

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

Provides appropriate instruction in a safe and orderly environment conducive to learning; provides faculty leadership and support to administration for the school curriculum and instructional process

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### Essential Duties

Analyze needs and assist individual teachers who request services of the instructional coach or whom the administrators, refer for instructional coaching services.

Assist teachers in analyzing data such as GKID, Georgia Milestones, EOG, EOC and diagnostic reports to develop activities which will improve instruction and student achievement.

Provide feedback from classroom observations to teachers on issues affecting instruction in their classrooms and propose interventions.

Identify and provide appropriate instructional materials and resources.

Model best practices and instructional strategies for teachers.

Provide ongoing feedback and additional modeling to refine and reinforce improved teacher effectiveness.

Monitor the implementation of instructional strategies and interventions.

Assist teachers in progress monitoring of students who are receiving interventions.

Provide job-embedded professional learning to groups on a regular basis, i.e., weekly study groups, pods, grade levels, departments.

Monitor school improvement plan progress. Ensure grade level and subject area benchmarks for SIP goals are monitored through action plans.

Participate in required professional learning.

### Essential Duties - continued

Ensure implementation of standards-based classrooms (Class Keys).

Work collaboratively with all to implement school improvement initiatives.

Work to develop appropriate and balanced assessments.

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### Additional Responsibilities

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

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### Minimum Qualifications

Education Level: Bachelors Degree

Certification/Licensing: Valid Georgia Teaching Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Assistant Principal

**Work Schedule:** 220 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

The Assistant Principal is a member of the school leadership team. This role supports the Principal in providing the instructional and organizational leadership of the K-12 schools. The role serves as the school's advocate and works with all stakeholders to create a common vision for the school that best positions the school for success and engages students and their community. The Assistant Principal also works with others to execute a school improvement plan and allocates resources to continually improve student achievement. The Assistant Principal is also committed to building a talented instructional team and working with the Principal to ensure a safe, engaging learning environment for all students.

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### Essential Duties:

Demonstrates prompt and regular attendance

Assumes responsibility in the absence of the principal

Assists in the enforcement of policies concerning student discipline and attendance

Keeps the principal apprised of activities, situations, and developments that affect the school operation

Participates in the supervision and evaluation of professional and classified personnel

Assists in the supervision, observation and evaluation of staff

Assists in the supervision of the extracurricular program

Assists with safeguarding the health, safety and welfare of students

Assists with the maintenance and operations of the school facility

Assists with the supervision of student orientation, registration, and scheduling

Assists with the administration and supervision of the total school program in accordance with applicable regulations

### Essential Duties continued

Serves as a member or facilitator of District Student Disciplinary Due Process Tribunal Hearing panels, as needed

Works with the principal, counselors, and faculty to establish and maintain an educational program consistent with the District's philosophy, goals, objectives, policies, and procedures

Builds an environment that fosters collaboration and continuous improvement

Manages school financial, physical, and personnel resources to support optimal instruction

Serves as school's advocate and regularly communicates with all stakeholders

Conducts routine administrative duties as assigned by the Principal

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### Additional Responsibilities

Performs other duties as assigned by the principal

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### Minimum Qualifications

**Education:** Master's Degree in Education is required; higher degree is preferred

**Certification/Licensure:** Must hold or be eligible for a provisional or clear renewable Leadership Certificate Experience

**Experience:** Minimum of 3 years certified school experience required; experience as a classroom teacher at the applicable grade level preferred

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## Sumter County School System Job Description

### Athletic Director

**Work Schedule:** 220 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** High School Principal

**FLSA Status:** Exempt

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### Primary Function

The Athletic Director is responsible for the planning, staffing, finances, facilities, community relations, and compliance of the district's athletic programs. Incumbent provides overall program leadership for the District's athletic programs. Central to the Athletic Director's responsibilities is acquisition of the additional outside revenues, grants and resources necessary to maintain existing and develop new programs.

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### Essential Duties:

Provides opportunities for and supports student involvement in the promotion of school spirit.

Works cooperatively with system personnel to increase participation and improve the athletic program.

Develops and promotes a competition schedule.

Develops strategic vision for the athletic programs for the school district and oversees the implementation of this plan

Maintains annual athletic department budget to ensure long-term and short-term plans are aligned with District and state priorities

Provides guidance on Georgia High School Association (GHSA) compliance issues to ensure schools are following the guidelines appropriately and if not, ensure that they are taking the appropriate actions to comply

Keeps concurrent with federal and state mandates and communicates this to the administration

Develops and maintains operating policies and procedures for athletic facilities

Oversees revenue activities including: major sports sponsorships, events, game revenue, attendance, Booster Clubs, and all fund raising activities

Assists in hiring coaches for the Athletics Program

Assists with the evaluations of Head Coaches

Liaisons between Coach and Student-Athlete and Parents

### **Additional Responsibilities**

Adheres to all rules and regulations

Adheres to District processes and procedures

Performs other duties as assigned by the principal

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### **Minimum Qualifications**

Education Level: Masters Degree

Certification / Licensing : Leadership Certificate

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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## Sumter County School System Job Description

### Guidance Counselor

**Work Schedule:** P-8, 200 days  
9-12, 210 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

Provide specialized counseling and related guidance services for the normal, developmental needs of all the pupils for who he/she is responsible by providing opportunities for each to experience and accept, non-evaluative relationship in which better understanding of himself/herself and his/her environment is acquired, and to know the relationship between them.

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### Essential Duties:

Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with student in evolving education and occupation plans in terms such as evaluation.

Remains readily available to students in order to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.

Takes an active role in interpreting the school's objectives to students, parents, and the community at large.

Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.

Supervises the preparation and processing of college scholarships and employment applications.

Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records, for students.

Interprets test results and interests of individual students to teachers in an effort to assist the teacher in meeting the individual student's needs in the teachers instructional program.

Serves as a member of the Registration Team on student scheduling.

### **Essential Duties - continued**

Conducts follow-up studies of former students to facilitate evaluation of the total school program.

Conducts continuous evaluation of the counseling program.

Participates in activities to keep abreast of significant developments in our changing society.

Interprets the program of guidance services to parents and community organizations.

Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.

Advises administrators and faculty on matters concerning student discipline.

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### **Additional Responsibilities**

Adheres to all rules and regulations

Adheres to District processes and procedures

Performs other duties as assigned by the principal

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### **Minimum Qualifications**

Education Level: Masters Degree

Certification / Licensing : Georgia Certification in Guidance and Counseling

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organization and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

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## Sumter County School System Job Description

### Head Varsity Football Coach

**Work Schedule:** 190 days plus extended days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** High School Principal

**FLSA Status:** Exempt

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### Primary Function

Provide instruction and coach students to develop skills and the ability to excel in the assigned sport. Contribute to the education program as a whole and to the growth of students involved in athletics so that they are successfully competitive.

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### Essential Duties:

Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned. .

Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.

Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.

Ensures that all football coaches work together toward a common goal within the football program and provide unity with the feeder schools.

Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis

Take all necessary precautions to protect student athletes, equipment, materials

Work with the Director of Athletics to schedule competitions and coordinate arrangements.

Develop and coordinate a continuing evaluation of coaching program and make changes based on findings and the ongoing needs of the program

Accompany and supervise student athletes during athletic competitions.

Adheres to the rules of regulations of the Georgia High School Association (GHSA) and the National Federation of State High Schools Association (NFHS).

### **Essential Duties- continued**

Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.

Maintains, files, and copies all pertinent eligibility forms, transfer forms, grade reports, and ensures that district guidelines are followed.

Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook

Encourage sportsmanlike conduct in all phases of athletic participation

Establish and maintain open communication by conducting conferences with parents, students, principals, teachers, and Director of Athletics

Maintain a current inventory of all fixed assets within program

Oversee process of cleaning, repairing, and storing all campus athletic equipment

Annually establish and meet performance goals

The Principal or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.

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### **Additional Responsibilities**

Adheres to all rules and regulations

Adheres to District processes and procedures

Maintain emotional control under stress.

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### **Minimum Qualifications**

**Education Level:** Bachelor's degree in a related field

**Certification / Licensing :** Valid Georgia Teaching Certification

**Experience:** A minimum of three years of experience as a head varsity football coach preferred

#### **Knowledge/Skills:**

Must have experience or a desire to work in a diverse school district

General knowledge of coaching techniques and procedures

Demonstrated ability to instruct and supervise student athletes

Excellent organizational, communication and interpersonal skills

**Minimum Qualifications - continued**

**Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

**Working Conditions:**

Frequent district wide and statewide travel.

Frequent prolonged and irregular hours.

May be exposed to sun and heat.

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## Sumter County School System Job Description

### Instructor -CTAE-Army JROTC

**Work Schedule:** 240 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

Responsible for coordinating with school officials and District JROTC personnel to establish procedures relating to the administration, control, and education of students enrolled in the Junior ROTC program.

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### Essential Duties:

Complies with all regulatory guidelines outlined in Cadet Command Regulation 145-2, JROTC Program Organization, Administration, Operation, Training and Support and Cadet Command Regulation 145-8-3, Organizational Inspection Program

Provides comprehensive educational instruction to students enrolled in the JROTC program

Assesses and documents student leadership skills and JROTC academic skills

Develops and implements instructional lesson plans utilizing the JROTC four phase lesson plan and curriculum materials provided by US Army Cadet Command

Maintains documentation of student progress

Implements appropriate instructional techniques based on individual student needs

Implements instructional strategies that reflect the Georgia Performance Standards

Complies with the requirements outlined in the annual JROTC Curriculum Implementation Plan

Collaborates with general education staff, special education staff, guidance counselors, and school administrators, as needed, to maximize program effectiveness

Performs administrative and logistical tasks related to JROTC program management as directed by the Senior Army Instructor

Maintains technical proficiency in the administrative, logistical, and cadet data components of the Joint Unit Management Reporting System and JCIMS Maintains fundraising accountability as required by school and District policies



### **Essential Duties - continued**

Coordinates with all JROTC department personnel to plan, organize and conduct JROTC extracurricular and co-curricular activities to meet requirements established in the Unit Report and Cadet Command Regulation 145-2

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### **Additional Responsibilities**

Performs other duties as assigned by the appropriate administrator

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### **Minimum Qualifications**

Certification/Licensure: Must hold JROTC US Army Cadet Command Certification

Experience: Must be honorably retired from the United States Army; Experience working with youth preferred

Knowledge/Skills/Abilities:

Experience working with youth and culturally diverse groups

Ability to apply critical thinking skills in rendering solutions to various issues

Must be able to collaborate effectively with District personnel, the general public, and work with diverse groups of people

Excellent communication skills both written and verbal

Excellent organizational and leadership skills

Working Conditions: May require work in inclement weather

Physical Demands: Must meet physical standards outlined in Cadet Command Regulation 145-2

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## Sumter County School System Job Description

### Media Specialist

**Work Schedule:** 200 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

To provide a full spectrum of educational enrichment materials so that each student in the school will find available instructional and non-instructional materials appropriate to interest, abilities, and level of maturity.

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### Essential Duties:

Develops a functional school library program in the school.

Acts as consultant for the selection and acquisition of books and materials for the school's basic collection.

Implements purchasing through use of proper procedure and forms, develops organizational procedures for library materials, and processes materials.

Establishes and maintains a system of accounting for all library books, reference volumes, audiovisual materials, and periodicals.

Makes recommendations for library's budget.

Assists in planning and conducting in-service education workshops for teachers.

Maintains a continuous program of evaluation of techniques, services, and materials in the school library.

Prepares a detailed annual report covering growth of the collections and programs offered, plans for development, and comparisons of the school library and library services with state and national norms and standards.

Interprets the school library program to the news media and the public.

**Essential Duties - continued**

Works with individuals and groups of students and teachers in utilizing the library and librarian to their maximum potential in the educational process.

Participates in professional library and educational organization.

Types and processes orders, reports, bibliographies, forms, library schedules, letters to publishers, catalog, cards, etc.

Orders and received books selected for purchase.

Maintains files of catalog cards, vertical file material, and publishers' catalogs.

Writes notices to homeroom teachers concerning overdue books and collects fines for such books.

Makes simple repairs on damaged books and processes more severely damaged books for repair at the library.

Monitors attendance in the library and keeps attendance records.

Readies books for reserve on teachers' requests and maintains the Reserve Shelf.

Prepares current magazines for shelving and maintains the back-number stacks.

Assists in the annual inventory of library materials and prepares the list of missing books and books to be discarded.

Shelves incoming books.

Maintains current inventory of supplies and suggest item for acquisition as needed.

Oversees the general neatness and attractiveness of the library and its displays.

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**Additional Responsibilities**

Adheres to all rules and regulations

Adheres to District processes and procedures

Performs other duties as assigned by the principal

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## **Minimum Qualifications**

**Education Level:** Masters Degree

**Certification / Licensing :** Georgia Certification in Media

**Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organization and interpersonal skills.

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

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## Sumter County School System Job Description

### Principal

**Work Schedule:** 240 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Superintendent

**FLSA Status:** Exempt

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### Primary Function

Serves as the instructional and organizational leader of the local elementary, middle, or high school

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### Essential Duties:

Sets the general tone of the school;

Coordinates parent groups such as P.T.O. and the School Advisory Committee;

Represents the school to the community at large

Works with the assistant principal, counselors, and faculty to establish and maintain an educational program consistent with the District's philosophy, goals, objectives, policies, and procedures

Prepares budgets for the general school account;

Approves and supervises all expenditures within the school; signs checks, vouchers, and purchase orders

Assumes responsibility for the financial solvency of the school

Interviews, recommends employment, supervises, and evaluates all school personnel

Establishes rules and regulations for proper student conduct that are consistent with the policies of the Board and maintains student discipline

Assess the strengths of the school, identifies the weaknesses, and takes supportive or corrective action as the situation demands

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### **Additional Responsibilities**

Oversees maintenance and general upkeep of the school facility and grounds

Maintains professional growth through reading, participation in professional organizations and/or activities

Submit all required reports and budgets in a timely manner

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Superintendent.

---

### **Minimum Qualifications**

**Education:** Master's Degree in Education is required; higher degree is preferred

**Certification/Licensure:** Must hold or be eligible for the appropriate Georgia Leadership Certification in the area of Educational Leadership

**Experience:** Minimum 1 year successful experience in public school administration and/or supervision plus a minimum of 5 years certified school experience required; experience as a classroom teacher at the applicable grade level preferred

---

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## Sumter County School System Job Description

### Speech Language Pathologist

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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#### Primary Function

Evaluates, identifies, and provides services to students who meet eligibility requirements for speech-language impairments; Works collaboratively and communicates with professionals and parents regarding integration of speech and language goals into classroom and home environment; Adheres to all federal, state, and local procedures

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#### Essential Duties

Models correct use of language, oral and written

Maintains accurate, complete, and appropriate records and files reports promptly

Demonstrates accurate and up-to-date knowledge of content

Integrates designated curriculum

Identifies speech and language disordered students through evaluation and analyzing communication skills of students found in the identification process

Participates in or conducts students staffing in order to relate pertinent data used in the determination of students' needs

Appropriately schedules students and conducts assigned classes at the times scheduled

Provides consultative services to teachers, parents, administrators, and allied agencies in order to integrate speech and language goals into the classroom, other educational programs, and the home environment

Evaluates and reports student progress for continuation or termination of services

Participates with school administration/coordinators for effective planning, coordination, and implementation of speech/language pathology program into the total education system

### **Additional Responsibilities**

Adheres to all District policies and procedures

Performs other duties as assigned by the appropriate administrator

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### **Minimum Qualifications**

**Education Level:** Master's Degree in Speech Language Pathology

**Certification/Licensing:** Must hold or be eligible to hold clear Service Certificate in Speech Language Pathology

**Knowledge/Skills/Abilities:** Excellent communication skills both orally and in writing Excellent organizational skills

**Working Conditions:** Classroom environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - CTAE-Agriculture

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected areas of Agriculture Science to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. FFA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, school & county leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

### **Additional Responsibilities - continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** Bachelor's Degree required

**Certification/Licensure:** Must hold GaPSC certification in Agriculture Education

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab/agricultural environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

**Teacher - CTAE-Automotive Technology**

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected areas of Automotive Technology to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. Skills USA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, school & county leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

### **Additional Responsibilities - continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education Level:** Education: Minimum of a high school diploma or GED equivalent or higher required

**Certification/Licensing:** Must hold or be eligible for valid certification from PSC Trades at GaPSC 505-2-.90;  
Areas of Specialization: (C) Automotive Service Technology;

**Experience:** Minimum of 2 years of occupational work experience in the field required

**Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab/automotive environment (indoor or outdoor) (all-weather)

**Physical Demands:**

Ability to lift and carry 50-100 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping, crouching, kneeling, laying, leaning or standing around vehicles

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## Sumter County School System Job Description

Teacher - CTAE-Business & Computer Science

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected curriculum areas based on the approved state and local curriculum

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides projects based on program guidelines and requirements

Manages and maintains program facilities and equipment

Implements successful instructional strategies and demonstrates appropriate classroom management skills

Sponsors local chapter of Future Business Leaders of America (FBLA)

Works closely with postsecondary institutions to ensure seamless transition

Develops and maintains communication with industry representatives regarding program improvement and work-based learning activities

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Demonstrates professionalism and follows professional ethics in all work-related activities

**Additional Responsibilities**

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

**Minimum Qualifications**

Education: Bachelor's Degree required

Certification/Licensure: Must hold or be eligible for valid Certification in Business Education

Knowledge/Skills/Abilities:

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

Working Conditions: Classroom/lab/studio environment

Physical Demands:

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - CTAE-Career Exploration

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in the Middle School area of Career Awareness, to ensure that students gain appropriate knowledge and skills about various industries and are prepared for a career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, school & county leadership

Accounts for student attendance and punctuality Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

Prepares adequately for responsibilities to be assumed when absent

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### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE.

### **Additional Responsibilities - continued**

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** Bachelor's Degree required

**Certification/Licensure:** Must hold or be eligible for valid Certification for Grade Level

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - CTAE-Culinary Arts

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in Culinary Arts to ensure that students demonstrate appropriate mastery of standards, gain knowledge and skills essential to the industry, and are prepared for related career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom/laboratory, co-curricular, and career-related education experiences

Provides community-based instruction and projects based on program guidelines and requirements

Sponsors (or if already sponsored, supports) the local chapter of FCCLA

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Exhibits knowledge of performance-based instruction and assessment

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends school and Department/District-level professional learning activities as directed

Establishes and maintains membership affiliation in professional organization(s) related to industry and/or CTE

### **Additional Responsibilities - continued**

Prepares adequately for responsibilities to be assumed when absent

Facilitates home-school communication by such means as holding conferences, telephoning, and written correspondence

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** Minimum of an Associate's Degree or higher in Culinary Arts or a PSC-determined equivalent required

**Certification/Licensure:** Must hold or be eligible for Culinary Arts Certification

**Experience:** Minimum of 2 years of occupational work experience in the field required

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance;

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - CTAE-Engineering Technology

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected areas of Engineering Technology to ensure that students demonstrate appropriate mastery of standards, gain knowledge and skills essential to the industry, and are prepared for related career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom/laboratory, co-curricular, and career-related education experiences

Provides community-based instruction and projects based on program guidelines and requirements

Sponsors (or if already sponsored, supports) the local chapter of TSA

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Exhibits knowledge of performance-based instruction and assessment

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### **Additional Responsibilities**

Attends school and Department/District-level professional learning activities as directed

Establishes and maintains membership affiliation in professional organization(s) related to industry and/or CTE

Prepares adequately for responsibilities to be assumed when absent

Facilitates home-school communication by such means as holding conferences, telephoning, and written correspondence

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** Bachelor's Degree or higher required

**Certification/Licensure:** Must hold or be eligible for Technology Education Certification

**Experience:** Minimum of 2 years teaching and/or occupational work experience in the field preferred

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - CTAE-Family and Consumer Science

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected areas of Family/Consumer Science, to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. FCCLA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, school & county leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

### **Additional Responsibilities - continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

Education: Bachelor's degree or higher from an accredited institution accepted by GaPSC required

Certification/Licensure: Must hold GaPSC certification in Family and Consumer Science Education

Knowledge/Skills/Abilities:

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

Working Conditions: Classroom/lab environment

Physical Demands:

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - CTAE-Healthcare Science

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

#### Primary Function

Provides instruction in selected areas of Healthcare Science Technology to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities; This position will instruct the Patient Care Pathway and certify the PCT/CNA students

---

#### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. HOSA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

#### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

### **Additional Responsibilities-continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** Associate's Degree or higher in Nursing required

**Certification/Licensure:** Must hold current licensure as a Practical Nurse (LPN) or Registered Nurse (RN) issued by the state governing or regulatory body for Nursing; Healthcare at GaPSC 505-2-.87

**Experience:** Minimum of two (2) years of occupational work experience in the healthcare field required

#### **Knowledge/Skills/Abilities:**

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

**Working Conditions:** Classroom/lab environment

#### **Physical Demands:**

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

**Note:** This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.





## Sumter County School System Job Description

### Teacher - CTAE-Marketing

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction in selected areas of Marketing, (to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and post-secondary opportunities

---

### Essential Duties:

Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences

Provides community-based instruction and projects based on program guidelines and requirements

Provides leadership opportunities for students by establishing a Career and Technical Student Organization (CTSO), i.e. DECA, as a co-curricular instructional tool within the classroom

Manages and maintains program facilities and equipment

Adheres to all state guidelines required for the implementation of a successful program

Provides classroom environment which promotes active learning in subject area

Communicates responsibly with students, parents, colleagues, school & county leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends school and District-level professional learning activities as directed

Prepares adequately for responsibilities to be assumed when absent

### **Additional Responsibilities - continued**

Seeks and maintains professional learning opportunities through State endorsed professional organizations. i.e., ACTE, GACTE.

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

Education: Bachelor's Degree required

Certification/Licensure: Must hold GaPSC certification in Marketing Education

Knowledge/Skills/Abilities:

Proven communication and instructional strategies

Classroom management skills

Excellent communication skills both orally and in writing

Excellent organizational skills

Working Conditions: Classroom/lab/studio environment

Physical Demands:

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

---

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## Sumter County School System Job Description

### Teacher - Fine Arts -Band

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

Supervises and coordinates band activities; Supports each participant in achieving a higher level of personal skill, fosters an enhanced appreciation for music, and increases student musical capability through rehearsals and performances; Provides students with an opportunity to participate in extracurricular band activities; Ensures compliance with all state and District regulations and requirements; Participation in approved band performances in the community are also an expectation of this position

---

### Essential Duties:

Directs school bands, including marching band, concert ensembles, and jazz program

Prepares lessons that reflect accommodations for individual student differences

Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned

Collaborates with Orchestra, and Chorus teachers to provide students with integrated experiences

Conducts on-going assessments of student achievement through formal and informal testing

Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students

Provides for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and GMEA Large Group Performance Evaluation and Solo & Ensemble events

Ensures compliance with federal and state laws and Sumter County Board of Education board policy

Manages administration of a highly successful and supportive booster organization

Works collaboratively with feeder school band directors to recruit and retain students at the high school

Compiles budgets and cost estimates based on documented program needs

Coordinates fundraising activities and manages funds

### **Essential Duties - continued**

Oversees process of cleaning, repairing, and storing all band equipment

Accompanies and supervises students on out-of-town trips

Ensures all necessary and reasonable precautions are taken to protect students, equipment, materials, and facilities

---

### **Additional Responsibilities:**

Maintains emotional control under stress

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows professional ethics in all work-related activities

Maintains professional relationships with colleagues, students, parents, and community members

Prepares adequately for responsibilities to be assumed when absent

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** Bachelor's Degree in Music Education

**Certification/Licensure:** Valid Georgia Teaching Certification in Music

### **Knowledge/Skills/Abilities:**

Ability to collaborate with staff in an extremely active performing arts environment is essential

Knowledge of overall operation of instrumental music program

Ability to manage budget and personnel

Classroom management skills

Excellent organizational skills

Excellent communication skills both orally and in writing

**Minimum Qualifications - continued**

**Working Conditions:**

Classroom environment

Outside as required by activities

Requires travel and job responsibilities outside of the scheduled work hours

**Physical Demands:**

Frequent lifting 5-10 lbs

Occasional lifting of up to 50 lbs

Frequent sitting, bending, walking, and standing

Occasional stooping, kneeling, squatting, and reaching

Occasional exposure to adverse weather conditions

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## Sumter County School System Job Description

### Teacher - Fine Arts -Chorus

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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### Primary Function

Supervises and coordinates Choral activities; Supports each participant in achieving a higher level of personal skill, fosters an enhanced appreciation for music, and increases student musical capability through rehearsals and performances; Provides students with an opportunity to participate in extracurricular choral activities; Ensures compliance with all state and district regulations and requirements; Participation in approved choral performances in the community are also an expectation of this position.

---

### Essential Duties:

Directs middle or high school chorus groups.

Prepares lessons that reflect accommodations for individual student differences

Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned

Collaborates with Orchestra and Band teachers to provide students with integrated experiences

Conducts on-going assessments of student achievement through formal and informal testing

Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students

Provides for choral participation at extracurricular events, including concerts, pep rallies, parades, and GMEA Large Group Performance Evaluation and Solo & Ensemble events

Ensures compliance with federal and state laws and Sumter Board of Education board policy

Compiles budgets and cost estimates based on documented program needs

Coordinates fundraising activities and manages funds

Oversees process of cleaning, repairing, and storing all choral equipment

**Essential Duties - continued**

Accompanies and supervises students on out-of-town trips

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities

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**Additional Responsibilities:**

Maintains emotional control under stress

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows professional ethics in all work-related activities

Maintains professional relationships with colleagues, students, parents, and community members

Prepares adequately for responsibilities to be assumed when absent

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

**Minimum Qualifications**

**Education:** Bachelor's Degree in Music Education **Certification/Licensure:** Valid Georgia Teaching Certification in Music

**Knowledge/Skills/Abilities:**

Ability to collaborate with staff in an extremely active performing arts environment is essential

Knowledge of overall operation of instrumental music program

Ability to manage budget and personnel

Classroom management skills

Excellent organizational skills

Excellent communication skills both orally and in writing

**Working Conditions:**

Classroom environment

Outside as required by activities

Requires travel and job responsibilities outside of the scheduled work hours

**Minimum Qualifications - continued**

**Physical Demands:**

Frequent lifting 5-10 lbs

Occasional lifting of up to 50 lbs

Frequent sitting, bending, walking, and standing

Occasional stooping, kneeling, squatting, and reaching

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## Sumter County School System Job Description

### Teacher - PreK

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal/PreK Director

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction for students which will enable them to learn and demonstrate mastery of the Pre-K Content Standards

---

### Essential Duties:

Demonstrates enthusiasm for working with Pre-K students

Provides content-related and appropriate instruction based on the district's curriculum

Provides classroom environment which promotes active learning in subject area

Exhibits knowledge of developmentally appropriate practices for four and five year olds

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows the Operating Guidelines required by Bright from the Start

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

---

### Additional Responsibilities

Attends all required trainings for Pre-K teachers

Prepares adequately for responsibilities to be assumed when absent

Works with parents/guardians in all aspects of the student's educational program

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

### **Additional Responsibilities - continued**

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

Education Level: Bachelors Degree

Certification/Licensing: Valid Georgia Teaching Certification

Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

Physical Demands:

Ability to lift and carry 30-50 pounds with assistance

Ability to push or pull a maximum of 50 pounds

May require stooping or crouching

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## Sumter County School System Job Description

### Teacher - Regular Education

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

---

### Primary Function

Provides instruction for students that enables them to learn and demonstrate mastery of the Georgia Performance Standards

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### Essential Duties:

Provides content-related and appropriate instruction based on the district's curriculum

Provides classroom environment which promotes active learning in subject area

Exhibits knowledge of performance-based instruction and assessment

Communicates responsibly with students, parents, colleagues, and school leadership

Accounts for student attendance and punctuality

Follows all county, state, and federal policies and procedures

Follows professional ethics in all work-related activities

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### Additional Responsibilities:

Prepares adequately for responsibilities to be assumed when absent

Works with parents/guardians in all aspects of the student's educational program

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Integrates appropriate technology into classroom instruction

Avoids behaviors which detract from staff morale

Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education:** Bachelor's Degree

**Certification/Licensure:** Valid Georgia Teaching Certification in applicable field required, or must be eligible to hold a valid Georgia Teaching Certificate

**Experience:** 0-1 year classroom experience required

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## Sumter County School System Job Description

### Teacher - Special Education

**Work Schedule:** 190 days

**Organization:** Building Level - Certified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Exempt

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#### Primary Function

To provide instruction for students with disabilities that supports learning and results in decreased behavior and increase achievement.

---

#### Essential Duties

Develops or selects and modifies lessons and materials to meet individual student needs

Utilizes special methodology for instruction to support student progress using GPS standards

Develops, implements, monitors, and reviews the Individualized Education Program (EIP) for each student on the caseload.

Address the unique needs of students in caseload, i.e., lifting and positioning moderately, intellectually disabled, orthopedically impaired, severely and profoundly disabled students or signing for deaf/hard of hearing students

Administers evaluations of student progress on an on-going basis and maintains appropriate records

Follows due process procedures for all referred and eligible students with disabilities

Meets expectations according to the general education teacher job description

---

#### Additional Responsibilities

Works with parents/guardians in all aspects of the student's education program

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Uses technology to support instruction

Serves as a resource to general education faculty, administrators, and related services personnel

Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education Level:** Bachelor's Degree

**Certification/Licensing:** Valid Georgia Teacher Certification for area of specialization required

**Knowledge/Skills/Abilities:**

- Proven communication and instructional strategies
- Classroom managements skills
- Knowledge of IDEA and due process requirements
- Excellent communication skills both orally and in writing
- Excellent organizational skills
- Knowledge of basic first aid methods, techniques for positioning and moving physically challenged students

**Working Conditions:** Classroom environment

**Physical Demands:**

- Ability to lift and carry 30-50 pounds with assistance
- Ability to push or pull a maximum of 50 pounds
- May require stooping or crouching
- May have to diaper, catheterize, lift, position, tube feed, and assist with eating and toileting

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# Building Level - Classified





## Sumter County School System Job Description

### Custodian

**Work Schedule:** 240 days

**Organization:** Building Level - Classified

**Retirement System:** PSERS

**Reports to:** Principal

**FLSA Status:** Non Exempt

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### Primary Function

Maintaining cleanliness and order, and promoting a healthy and safe environment for students and school employees through regular maintenance of school's facilities.

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### Essential Duties

Maintains a pattern of prompt and regular attendance.

Demonstrates appropriate communication skills as applicable for the job.

Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public / customer service.

Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.

Maintains confidentiality of sensitive information and material; adheres to chain of command.

Maintains a professional appearance as appropriate for job responsibilities.

Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.

Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.

Exhibits time on task, a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls to a minimum during work hours.

Demonstrates proficiency in the use of equipment and supplies as appropriate for job assignment.

Performs minor equipment repairs and maintenance when necessary.

Installs equipment in classrooms as required (pencil sharpeners).



### **Essential Duties - continued**

Maintains designated areas in a neat, sanitary and orderly manner.

Restocks supplies when necessary.

Performs grounds-keeping tasks as designated by supervisor.

Locates, procures, operates and returns needed equipment and materials required to complete assigned tasks.

Ensures security and accountability for equipment and supplies.

Demonstrates loyalty to the school system and administrators.

Enhances the climate of the building and the morale of colleagues.

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### **Additional Responsibilities**

Adheres to all rules and regulations

Knows, abides by, and enforces school system policies

Performs other duties assigned by Principal and/or Director of Maintenance

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### **Minimum Qualifications**

Education Level: Basic literacy and reasoning skills

Proficiency Skills: Ability to organize. Basic written and oral communication and basic math skills

Must be able to understand and follow directions both written and verbal

Physical Demands: Typically requires climbing ladders; pushing and/or pulling. Must have sufficient strength and manual dexterity to operate power equipment. Must be able to lift up to 50 pounds and carry for short distances. Must be able to stand, crouch, and climb to use ladders and perform various types of manual labor

Personal Skills: Ability to lift materials and equipment weighing a maximum of 75 pounds. Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

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## Sumter County School System Job Description

### Paraprofessional - Pre-Kindergarten

**Work Schedule:** 190 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non Exempt

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### Primary Function

Provides assistance with classroom organization, management, and presentation/development of classroom instruction; Works under general supervision of the instructional staff

---

### Essential Duties:

Works closely with the Pre-Kindergarten teacher and students

Follows the operating guidelines required by the Georgia Pre-Kindergarten program

Assists the teacher in the preparation of educational materials for students

Works individually with students and/or in small groups to help reinforce learning objectives

Assists with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, and all other instructional Quality guidelines as assigned

Participates in lunchroom, recess, hall-monitoring, and bus duties

Assists with preparing and maintaining learning centers for instruction

Assists in preparing class displays, bulletin boards, and other instructional material, such as flash cards, charts, transparencies, games, etc.

Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Performs other duties as assigned by supervising teacher

## **Minimum Qualifications**

**Education Level:** High School Diploma or GED required plus 60 semester hours of college credit; OR 90 quarter hours from a technical college; OR pass the Georgia Paraprofessional Assessment test with a minimum score of 475

**Certification / Licensing:** Georgia Paraprofessional Certificate

**Proficiency Skills:** Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

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## Sumter County School System Job Description

### Paraprofessional - Regular Education

**Work Schedule:** 190 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non Exempt

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### Primary Function

To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

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### Essential Duties:

Under supervision of licensed teacher, prepares for classroom activities.

Assists in preparing class displays, bulletin boards, and other instructional material, such as flash cards, charts, transparencies, games, etc.

Assists teacher with classroom activities.

Under supervision of a certified teacher, works with individuals or small groups to reinforce simple understandings, skills, or appreciations taught by the teacher.

Participates in in-service training programs.

Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.

Assists with such large group activities as drill work, reading aloud, and story telling.

Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Performs other duties as assigned.

**Minimum Qualifications**

**Education Level:** High School Diploma or GED required plus 60 semester hours of college credit; OR 90 quarter hours from a technical college; OR pass the Georgia Paraprofessional Assessment test with a minimum score of 475

**Certification / Licensing:** Georgia Paraprofessional Certificate

**Proficiency Skills:** Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

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## Sumter County School System Job Description

### Paraprofessional - Special Education

**Work Schedule:** 190 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non Exempt

---

#### Primary Function

To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

---

#### Essential Duties:

Maintains a pattern of prompt and regular attendance.

Demonstrates appropriate communication skills as applicable for the job.

Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.

Complies with system cultural diversity guidelines in dealing with students, parents, coworkers and the public.

Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.

Maintains a professional appearance as appropriate for job responsibilities.

Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.

Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and task with little or no direct supervision.

Exhibits time on task, a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls during work hours.

Takes direction readily in a cooperative manner from the supervisor.

Provides adequate supervision of students at all times.

**Essential Duties**

Disciplines students with fairness and equity.

Assumes a leadership role in the absence of the regularly - assigned teacher.

Assists classroom teacher in planning and implementing class activities.

Assists in student assessment, grading work and tests and data collection.

Assists in routine record-keeping.

Prepares instructional materials according to supervising teachers lesson plans.

Locates, procures, operates and returns needed equipment.

Assists in routine classroom housekeeping responsibilities.

Assists in ordering/inventorying classroom equipment, materials and supplies.

Demonstrates loyalty to the school, school system and administrators.

enhances the climate of the building and the morale of colleagues.

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**Additional Responsibilities**

Performs other duties as assigned by supervisor

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**Minimum Qualifications**

Education Level: High School Diploma or GED required plus 60 semester hours of college credit; OR 90 quarter hours from a technical college; OR pass the Georgia Paraprofessional Assessment test with a minimum score of 475

Certification / Licensing: Georgia Paraprofessional Certificate

Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills

Personal Skills: Pleasant personality, cooperative attitude, physical skills, ability to lift a student up to a weight of 40 LBS without assistance, ability to perform a two person lift for students over 60 lbs. (lumbar support belt required) and stamina to perform essential duties.

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## Sumter County School System Job Description

### Registrar - High School

**Work Schedule:** 240 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non -Exempt

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#### Primary Function

The Registrar is responsible for registering students and managing a wide variety of student and curriculum information. The work involves responsibility for the day to day maintenance and operation of the school information management system utilized for student registration, scheduling, updating, monitoring of student records, curriculum planning, grade reporting and related activities.

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#### Essential Duties:

Ensures confidentiality and security of all student and staff information maintained in student information systems

Processes required forms and information to enroll new students and discusses the process with students and parents.

Prepares documentation and drafts correspondence pertaining to registration requirements and procedures.

Enters records of incoming students to conform with District standards and works with SIS Director to make sure they are input correctly

Communicates with SIS Director for issuance of SIS user ID's and passwords for staff and Portal user ID's and passwords for parents and students

Enters student "entry" and "leave" data daily and updates demographic data as changes are presented

Communicates with previous schools, for incoming students, to get all relevant educational records, including following up with families in regards to immunization, birth certificate, and social security records

Completes all withdrawal paperwork for exiting students, including getting transfer grades from teachers and collecting textbooks

Enters student transcript college grades for dual enrolled students and transferred in grades



### Essential Duties - continued

Manages and submits, both via mail and electronically, transcripts and other requested records as authorized and prepares related correspondence.

Works closely with leadership and SIS Director to ensure accuracy on all state and federal reporting based on Department of Education guidelines

Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data

Runs and prints various reports for school use as requested by administrators

Provides training and/or support for other school clerical staff on accessing/updating student information, locating students using student schedules, and student check in/out procedures

Helps maintain permanent records; Applies test score labels to test cards in student permanent records

Enters graduation information in SIS and prepares transcripts for colleges

Prepares and reports student information for HOPE eligibility

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### Additional Responsibilities:

Performs other duties as assigned by the appropriate administrator

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### Minimum Qualifications

Education: High School diploma or GED required

Knowledge/Skills/Abilities:

Proficient in Microsoft Office

Proficient in navigation of educational websites

Proven ability to handle confidential information

Working Conditions: Normal office environment

Physical Demands:

Routine physical activity associated with normal office environment

May have to lift up to 10lbs

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## Sumter County School System Job Description

### School Bookkeeper

**Work Schedule:** 240 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non -Exempt

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### Primary Function

The School Bookkeeper is responsible for generating and maintaining accurate and timely financial records for two separate sets of funds: funds from federal, state and local sources and student activity funds (funds generated and expended at the school level). The incumbent in this position is responsible for providing school administration with accurate and timely financial information with which to make critical financial decisions.

---

### Essential Duties:

Receives, verifies and processes Student Activity Fund deposits on a daily basis as required

Reviews Purchase Orders for completeness, accuracy, & funds availability prior to presenting to Principal for approval

Processes all approved Student Activity Fund Requisitions for Purchase of goods/services, writing necessary checks and maintaining all required documentation

Records all Student Activity Fund transactions each month and reconciles the generated accounting records with bank activity in an accurate and timely manner

Maintains and monitors school accounts for positive month end balances;

Maintains monthly and yearly Student Activity Fund financial records as required for annual audit;

Participates in formal training programs to maintain proficiency in accounting for both cost center and Student Activity Fund

For High School -Works closely with club sponsors, athletic director, and athletic manager to ensure compliance with Student Activity Fund accounting procedures and Board Policy

Acquires and retains knowledge related to various business systems required to be used in the discharge of duties related to both cost center and Student Activity Fund accounting

**Additional Responsibilities:**

Serves as the financial liaison between school and District departments

Performs other duties as assigned by the appropriate administrator

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**Minimum Qualifications**

**Education:** High School diploma or GED required; Associate's degree or equivalent completed college course work relative to bookkeeping is preferred

**Certification/Licensure:** None required

**Experience:** Minimum 2 years clerical/secretarial experience preferred

**Knowledge/Skills/Abilities:**

Knowledge of generally accepted accounting principles

Ability to understand and apply all regulatory requirements

Strong organizational and time management skills

Fluent in multiple level of excel

Ability to work independently or as a team member

Ability to analyze data and compile/present results

Ability to multi-task while meeting all critical deadlines.

Must be able to collaborate effectively with District, school personnel, the general public and sponsors

Excellent communication skills both written and verbal

**Working Conditions:** Normal office environment

**Physical Demands:**

Routine physical activity associated with normal office environment

May have to lift up to 10lbs

---

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## Sumter County School System Job Description

### School Data Clerk

**Work Schedule:** 220 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non -Exempt

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### Primary Function

The Data Clerk is responsible for registering students and managing a wide variety of student and curriculum information. The work involves responsibility for the day to day maintenance and operation of the school information management system utilized for student registration, scheduling, updating, monitoring of student records, curriculum planning, grade reporting and related activities.

---

### Essential Duties:

Ensures confidentiality and security of all student and staff information maintained in student information systems

Processes required forms and information to enroll new students and discusses the process with students and parents.

Prepares documentation and drafts correspondence pertaining to registration requirements and procedures.

Enters records of incoming students to conform with District standards and works with SIS Director to make sure they are input correctly

Communicates with SIS Director for issuance of SIS user ID's and passwords for staff and Portal user ID's and passwords for parents and students

Enters student "entry" and "leave" data daily and updates demographic data as changes are presented

Communicates with previous schools, for incoming students, to get all relevant educational records, including following up with families in regards to immunization, birth certificate, and social security records

Completes all withdrawal paperwork for exiting students, including getting transfer grades from teachers and collecting textbooks

Manages and submits, both via mail and electronically, grades and other requested records as authorized and prepares related correspondence.

### **Essential Duties - continued**

Enters student schedules, adding/dropping students in appropriate sections for all classes after master schedules have been developed by the administration

Works closely with leadership and SIS Director to ensure accuracy on all state and federal reporting based on Department of Education guidelines

Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data

Runs and prints various reports for school use as requested by administrators

Provides training and/or support for other school clerical staff on accessing/updating student information, locating students using student schedules, and assist with student check in/out procedures

Provides training and/or support to clinic workers for maintaining health/emergency data

---

### **Additional Responsibilities:**

Performs other duties as assigned by the appropriate administrator

---

### **Minimum Qualifications**

**Education:** High School diploma or GED required

**Certification/Licensure:** None required

**Experience:** Minimum 2 years clerical/secretarial experience required; Experience in data processing preferred

### **Knowledge/Skills/Abilities:**

Ability to handle minor student problems and work with students, parents and staff members

Must be Proficient in Microsoft Suite

Knowledge of basic office procedures

Ability to handle confidential information

Ability to compose and compile correspondence from a variety of sources

Must be able to work effectively with District and school personnel, parents, and students

Ability to work with minimal supervision

Must be detailed and task oriented

Excellent organizational skills and customer service skills

Excellent communication skills both written and verbal

**Minimum Qualifications - continued**

**Working Conditions:** Normal office environment

**Physical Demands:**

Routine physical activity associated with normal office environment

May have to lift up to 10lbs

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## Sumter County School System Job Description

### School Nutrition - Assistant Manager

**Work Schedule:** 190 days

**Organization:** Building Level - Classified

**Retirement System:** PSERS

**Reports to:** School Nutrition Manager

**FLSA Status:** Non Exempt

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#### Primary Function

Assists the manager in assuring the smooth and efficient operation of the school cafeteria in a friendly and professional manner. May serve as cashier or assume responsibility for meal management books, employee scheduling, production supervision or other duties as assigned by the manager. Is prepared to carry out management responsibilities in the manager's absence.

---

#### Essential Duties

Attends job related training classes and workshops

Practices procedures in food preparation, use and care of equipment, and personnel habits to assure that sanitation standards are met.

Follows standards of safety in preparing, storing and serving food.

Prepares food according to a planned menu using standardized recipes.

Follows manager's instructions in portioning, garnishing, and serving meals.

Participates in implementing promotion of special school and community activities consistent with board policy.

Maintains required forms and records as assigned by manager.

Knows, abides by, and enforces school system policies.

Participates in implementing cost containment measures while maintaining quality.

Supervises the kitchen in the absence of the manager.

Performs certain assigned managerial duties as assigned by manager which may include inventory, receiving deliveries, cashiering and preparing reports.

**Additional Responsibilities**

Adheres to all rules and regulations

Performs other duties assigned by the Nutrition Manager

---

**Minimum Qualifications**

Education Level: High School Diploma or equivalent

Certification / Licensing :

Proficiency Skills: Written and oral communication skills, planning, organization, management, math and money handling, deal with multiple tasks, computer competence, office machines and food preparation.

Personal Skills: Pleasant personality, clean and well groomed, excellent health, physical skills and stamina to perform essential duties, ability to lift 35 lbs., work in high heat and humidity, and stand up to six hours.

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## Sumter County School System Job Description

### School Nutrition - Food Assistant

**Work Schedule:** 185 days

**Organization:** Building Level - Classified

**Retirement System:** PSERS

**Reports to:** School Nutrition Manager

**FLSA Status:** Non Exempt

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#### Primary Function

Works cooperatively with other staff members to assure a smooth, efficient meal service operation by preparing and serving safe, tasty and attractive foods according to the guidelines of the school nutrition program

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#### Essential Duties

Attends job related classes and workshops.

Practices procedures in food preparation, use and care of equipment, and personnel habits to assure that sanitation standards are met.

Follows standards of safety in preparing, storing and serving food.

Maintains the food inventory in the dry storage and freezer.

Practices correct procedure in checking in food items from vendor.

Maintains the large equipment, floors in the kitchen and the freezer and coolers to ensure that they meet safety and sanitation standards.

Participates in implementing promotion of special school and community activities consistent with board policy.

Maintains required forms and records as assigned by manager.

Knows, abides by, and enforces school system policies.

Maintains clean trashcans, can rooms, receiving dock, and area around trash dumpster.

### **Additional Responsibilities**

Adheres to all rules and regulations

Performs other duties assigned by the Nutrition Manager

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### **Minimum Qualifications**

**Education Level:** High School Diploma or equivalent

### **Certification / Licensing :**

**Proficiency Skills:** Written and oral communication skills, planning, organization, management, math and money handling, deal with multiple tasks, computer competence, office machines and food preparation.

**Personal Skills:** Pleasant personality, clean and well groomed, excellent health, physical skills and stamina to perform essential duties, ability to lift 35 lbs., work in high heat and humidity, and stand up to six hours.

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**Note:** This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.



## Sumter County School System Job Description

### School Nutrition - Manager

**Work Schedule:** 190 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Director of Nutrition

**FLSA Status:** Non Exempt

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### Primary Function

Assures the smooth and efficient operation of the school cafeteria in a friendly and professional manner. Plans and oversees the preparation and serving of students and staff appealing nutritious meals according to the guidelines of the school nutrition program.

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### Essential Duties

Operates the school food and nutrition program consistent with all local, state, and federal program requirements.

Instructs employees regarding the policies of the school food and nutrition program and sees that policies are enforced.

Provides on-the-job training and supervision for all areas of operation.

Establishes written duty and work schedules for all employees. Provides instructions on preparation techniques, portion control, scheduling of equipment and all other related areas.

Participates in all in-service and informational meetings conducted by the School Nutrition Director or state consultant.

Involves the principal, teachers, parents and students in activities related to the school food and nutrition program in an effort to improve program management and understanding for the benefit of students.

Evaluates employee performance annually. Screens employees for the food and nutrition program and makes recommendations on employment.

Keeps accurate and up-to-date records and financial accounts; submits reports on schedule.

Maintains desirable standards of personal hygiene, conduct, sanitation and performance among all employees.

### Essential Duties- Continued

Requisitions all food and supplies according to local policy, using product standards to contain costs and improve quality.

Supervises the proper receipt, storage and use of all products purchased through the program.

Maintains a safe environment; reports all accidents and emergencies to the school nutrition director's office and the principal.

Maintains high food standards through the supervision of employees in the use of standardized recipes, procedures and techniques.

Implements collection and accountability procedures for meals, milk and other food service as required by the free and reduced meal policy.

Prepares and follows an operational budget and management plan which will keep the program financially sound.

Knows, abides by, and enforces school system policies.

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### Additional Responsibilities

Adheres to all rules and regulations

Performs other duties assigned by the Director of Nutrition

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### Minimum Qualifications

**Education Level:** High School Diploma or equivalent

**Certification / Licensing :** None Required

**Proficiency Skills:** Written and oral communication skills, planning, organization, management, math and money handling, deal with multiple tasks, computer competence, office machines and food preparation.

**Personal Skills:** Pleasant personality, clean and well groomed, excellent health, physical skills and stamina to perform essential duties, ability to lift 35 lbs., work in high heat and humidity, and stand up to six hours.

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## Sumter County School System Job Description

### School Secretary

**Work Schedule:** 190 or 220 days

**Organization:** Building Level - Classified

**Retirement System:** TRSGA

**Reports to:** Principal

**FLSA Status:** Non -Exempt

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### Primary Function

The School Secretary assures the smooth and efficient operation of the assigned office in a friendly and professional manner. Receives the public, operates the telephone system, and serves as a key communicator and coordinator relating to essential operation of the office.

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### Essential Duties:

Performs the usual office routines and practices associated with a busy, productive, and smoothly- run office.

Prepares all office correspondence whether original or on standard form.

Knows at least one word processing program and is able to perform other school computing functions as assigned.

Acts as receptionist.

Receives and routes all incoming calls.

Exhibits pleasant behavior when dealing with the public or with other employees.

Presents a positive image when discussing school or school related business to the public.

Maintains such records as shall be required.

Establishes and maintains an efficient filing and retrieval system for assigned areas.

Assists in preparing instructional materials as required.

Maintains a log of visitors to the school.

Operates office machines

Prepares materials and information necessary for the opening and closing of school (sick leave forms, physicals, etc.)

### **Essential Duties - continued**

Handles incoming and outgoing correspondence.

Keeps records of all leaves and absences.

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### **Additional Responsibilities:**

Performs other duties as assigned by the appropriate administrator

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### **Minimum Qualifications**

**Education:** High School diploma or GED required

**Certification/Licensure:** None required

**Experience:** Minimum 2 years clerical/secretarial experience preferred

### **Knowledge/Skills/Abilities:**

Ability to handle minor student problems and work with students, parents and staff members

Must be Proficient in Microsoft Suite

Knowledge of basic office procedures

Ability to handle confidential information

Ability to compose and compile correspondence from a variety of sources

Must be able to work effectively with school personnel, parents, and students

Ability to work with minimal supervision

Must be detailed and task oriented

Excellent organizational skills and customer service skills

Excellent communication skills both written and verbal

**Working Conditions:** Normal office environment

### **Physical Demands:**

Routine physical activity associated with normal office environment

May have to lift up to 10lbs

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# Auxiliary





## Sumter County School System Job Description

### Substitute Employee (Teacher or Paraprofessional)

**Work Schedule:** As Needed

**Organization:** Teaching and Learning - Auxiliary

**Retirement System:** N/A

**Reports to:** School Administrator

**FLSA Status:** Non -Exempt

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### Primary Function

Performs related duties of a teacher, paraprofessional, clinic assistant, and/or clerk to provide continuity in the day-to-day responsibilities during the absence of the regular employee; Note: Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute employment.

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### Essential Duties:

Manages classroom and provides instructions according to plans as prepared by the classroom teacher

Provides classroom environment which promotes active learning

or

Assists the teacher with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, lunchroom duty, recess, etc.

Works with students to help reinforce learning objectives

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### Additional Responsibilities

Adheres to all Sumter County Board of Education policies and procedures

Uses appropriate judgment to act in the best interest of students at all times

Performs other duties as assigned by the appropriate administrator



## Substitute Employee (Teacher or Paraprofessional)

### Minimum Qualifications

**Education Level:** High School Diploma or GED required; Associate's Degree preferred

**Certification / Licensing:** Certificate of Completion of an approved Substitute Training

**Proficiency Skills:** Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills

**Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

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