

Ravenswood City School District

Position Description

TITLE: Director of Technology

Job Purpose Statement:

Under the direct supervision of the Superintendent, the Director of Technology plans, organizes, directs, and evaluates the acquisition and application of technology in support of all District activities. Coordinates the development and implementation of District's technology plan. Coordinates, organizes, and supervises staff development to train and provide technical guidance in software, educational technology, and use of systems. Assists in the development of the District's technology budget and alternative funding sources. Improves users' use and access to the systems, while maintaining security and integrity.

Essential Job Functions

- Direct, coordinate and supervise the operations and daily activities of the district technology department which maintains district voice, data and network systems and clients.
- Develop, revise, and maintain a comprehensive District Technology Plan, goals and implementation strategies for computer technology and associated infrastructure.
- Train, support, and monitor District Technology Plan to achieve measurable goals.
- Provide leadership to the district's technology committees.
- Attend County Office of Education technology related meetings on behalf of the District and provides brief summaries of meetings to stakeholders.
- Direct department operations, maintenance of services, and implementation of new programs and/or processes.
- Research new advancements in computer hardware and systems/applications software
- Recommend priorities, goals and directions as well as purchase of equipment and materials.
- Facilitate meetings, workshops, seminars, for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as District representative.
- Collaborate with internal and external personnel for the purpose of implementing and/or maintaining services and programs.
- Perform personnel administrative functions for the purpose of maintain necessary staffing, enhancing productivity of staff, and ensuring department/program outcomes.
- Prepare a wide variety of reference, presentation, policy and administrative materials for the purpose of documenting activities and requests.
- Participate in a variety of meetings for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Act as technology liaison with business partnerships and school support groups.
- Monitor budget allocations, expenditures, fund balances and related financial activities.
- Manage the development of the district wide area and local area networks for instructional and administrative use.
- Develop and implement strategies for a safe and secure environment for staff and students.

- Perform a variety of system design, installation, modification, and maintenance tasks at individual school sites and the District Office.
- Assist with student and staff information systems to ensure data is accurate and accessible to all necessary parties.
- Assess and evaluate software and hardware needs, recommend purchases
- Resolves user difficulties and contact software and hardware vendors as necessary to diagnose and resolve problems.
- Ensure the regular backups of mission-critical data are performed and that IT disaster recovery procedures are implemented and documented.
- Ensure that best practices are adopted, documented, and maintained regarding network security and confidentiality of sensitive data.
- Implement District standards for computer hardware and software; assure integrity of classroom and administrative computer systems.
- Develop, monitor, and maintain the District website service with direction from the Superintendent, for the purpose of providing information regarding the activities of the District.
- Assist in the administering of district servers, applications and network systems as needed.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** High level of technical knowledge of Window Server and Linux environments. Knowledge of budget development and management. Familiarity with DNS. Knowledge of principles and practices of supervision and training. Familiarity with Microsoft Active Directory implementations.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:**
 - Bachelor's degree from an accredited college or university; Master's degree preferred
 - Hands on experience with Windows 2000/2003 Server and Workstation
 - 5+ years of experience in server support and system administration and educational technology management
 - Experience with implementing systems security
 - Experience administrating MS Exchange Server and Outlook configurations
 - Microsoft Certification preferred
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for

extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Superintendent

Work Year:

- 12 months

Salary Placement:

- Range 7 of Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Director of Student Services

Job Purpose Statement:

Under the direct supervision of the Superintendent, the Director of Student Services implements and maintains pupil programs and services in conformance with district and state objectives. Provides support and leadership for the development, operations and evaluations of Child Welfare and Attendance Services. Coordinates foster youth services and homeless youth services with other agencies. Coordinates health and mental health services. Provides support and leadership for PBIS Coordinators, High School Transition Coordinators, and district After School Programs. Provides support to site administrators in the development and implementation for SSTs and 504s.

Essential Job Functions

- Serve as administrative officer for pupil services.
- Plan and recommend department goals, policies and procedures.
- Collaborate with school site administrators and other district personnel for the purpose of implementing and maintaining services or programs, and to identify and assess student needs.
- Manage and oversee program components for the purpose of delivering services which conform to established guidelines and regulations.
- Collaborate with staff for the purpose of identifying students who are not making adequate academic progress and design appropriate interventions.
- Monitor projects, grants, and programs for the purpose of ensuring that services comply with district, state and federal requirements.
- Oversees registration, and open enrollment processes for the purpose of ensuring compliance with district goals, procedures, policies and applicable regulations.
- Coordinate with administrators and staff for the purpose of providing staff development to improve achievement of all students.
- Facilitate meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Researches parent concerns for the purpose of counseling them on program content, their obligations and responsibilities and negotiate solutions.
- Facilitate resolution of parent complaints.
- Develop and recommend annual budget allocations for department.
- Perform other related and specialized duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Student Services office functions, practices and procedures. Pertinent codes, policies, regulations and/or laws (open enrollment, student rights, health services, etc.). Intimate knowledge of school system. Working knowledge of grants management.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university; Master's degree preferred. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Valid California Teaching Credential with English Learner authorization
- Valid California Administrative Services Credential
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Superintendent

Work Year:

- 12 months

Salary Placement:

- Range 9 of Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certificated Management.

Ravenswood City School District

Position Description

TITLE: Technology System Administrator

Job Purpose Statement:

Under the direct supervision of the Director of Technology, the Technology System Administrator maintains the district's server infrastructure. The Technology System Administrator is responsible for ensuring that Windows 2008+ servers run smoothly every day. The Technology System Administrator will improve users' use and access to the systems, while maintaining security and integrity.

Essential Job Functions

- Administer district servers, applications and systems.
- Plan, install, test and maintain server and network systems.
- Use tools to monitor and improve server performance.
- Develop new or improved techniques and procedures.
- Create and maintain accurate up-to-date documentation of server infrastructure.
- Maintain and add system user accounts.
- Define requirements for and recommend server infrastructure purchases.
- Lead the installation of new servers.
- Maintain and create district Active Directory group policies.
- Maintain Linux-based server monitoring system.
- Provide training to technology staff on basic techniques and procedures.
- Maintain a schedule of events such as upgrades, planned outages, and other service impacting events.
- Perform and manage system backups and recovery.
- Maintain data integrity.
- Develop system administration, security and network policies and tools oriented towards efficient system management.
- Interact with users, departments and school personnel to establish system specifications and resolve problems.
- Create scripts and applications to support the smooth operation of various services.
- Maintain district MS Exchange Server e-mail system.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** High level of technical knowledge of Window Server and knowledge of Linux. Familiarity with DNS. Familiarity with Microsoft Active Directory implementations.

- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:**
 - Bachelor's degree from an accredited college or university or equivalent experience
 - Experience with Windows 2008+ Server and Workstation
 - 5+ years of experience in server support and system administration
 - Experience with implementing systems security
 - Experience administrating MS Exchange Server and Outlook configurations
 - Microsoft Certification preferred
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Technology

Work Year:

- 12 months

Salary Placement:

- Range 5 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Student Services Coordinator

Job Purpose Statement:

Under the direct supervision of the Director of Student Services, Student Services Coordinator performs a variety of highly responsible and specialized administrative duties in the maintenance and daily use of the district's Student Information System and State Student Information System. Student Services Coordinator oversees staff use and access to district's Student Information System, while maintaining security and integrity.

Essential Job Functions

- Maintain and update the district's Student Information System and State Student Information System.
- Provide support for staff utilizing the district's Student Information System and State Student Information System.
- Prepare queries, reports, and data tables from internal and external databases.
- Adhere to all state and federal guidelines and timelines.
- Compile, organize, and compute data to prepare a variety of reports requested by administration for management and planning.
- Assist school sites in the preparation of student reports
- Provide staff training on attendance and general support for attendance
- Prepare and conduct trainings for staff use of database systems.
- Support Director with routine processes such as yearly roll over, summer school, state testing pre-identification.
- Support Director with registration and Child Nutrition Department reports
- Compile annual attendance reports.
- Compile and submit periodic reports to State Student Information System.
- Provides documentation for yearly audits on attendance.
- Meet with school site monthly to collect and review attendance reports.
- Fulfill annual data requests for district partners.
- Perform a variety of related clerical duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Principles and practices of student information systems. District policies, procedures, and requirements related to attendance. Principles and procedures of record keeping and reporting. Principles of data collection and report preparation.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.

- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, photocopy machine, fax machine, etc.).
 - **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Student Services

Work Year:

- 12 months

Salary Placement:

- Range 4 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Special Education Coordinator

Job Purpose Statement:

Under the direct supervision of the Director of Special Education, the Special Education Coordinator performs a variety of highly responsible and specialized clerical duties in the processing and maintenance of special education data, records, and reports. Provides support in the maintenance of records and files for Special Education management and staff. Works within District standard policies and procedures; exercises responsibility for the accurate and timely processing of data requiring independent judgment in the application of established policies and procedures.

Essential Job Functions

- Create, track, and maintain IEP data.
- Prepare queries, reports and merge data.
- Create and maintain excel/google drive records database.
- Assist in the compiling of data for reports.
- Assist with document and data translation.
- Provide feedback to Case Managers on accuracy of IEP implementation.
- Create and Analyze Reports.
- Provide regular feedback to Director or designee regarding compliance issues.
- Oversee storage and maintenance of records, files, records request, mailing and other data.
- Provide assistance with confidential responsibilities as needed.
- Greet/ Support parents as needed.
- Monitor district-level database and process requests from case managers/teacher for record changes, drops, add, etc.
- Manage Users, update accounts.
- Process transfer request from other districts in a timely manner.
- Process and review IEPs to be filed.
- Monitor unaffirmed/unsigned IEPs and meeting/evaluation alerts on a regular and recurring basis and send out reminders to the program specialists/case managers.
- Monitor database errors during report time and communicate with coordinators/case managers.
- Annually update grades, student roll over, schools, teacher assignments, etc.
- Communicate with program specialist in their role of overseeing teachers/case managers.
- Attend relevant meetings at San Mateo County Office of Education.
- Control data transmission between district databases.
- Assist parents with information and resources available in our community and San Mateo County.
- Participate in designing, creating and editing Special Education reports through district database.
- Assist with other department tasks as needed.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Special Education functions, practices and procedures, techniques, and theories. Pertinent codes, policies, regulations and/or laws.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Special Education

Work Year:

- 12 months

Salary Placement:

- Range 4 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Director of Special Education

Job Purpose Statement:

Under the direct supervision of the Superintendent, the Director of Special Education assumes responsibility for the development and operation of all Special Education Programs in the district, county, non-public and private school placements.

Essential Job Functions

- Serve as administrative officer for special education.
- Direct the operation and administration of Special Education Programs for the district.
- Plan and recommend programs, policies, and goals for the provision of Special Education Programs within the district.
- Establish and maintain high standards of performance
- Evaluates the effectiveness of program and staff results
- Coordinates the activities of staff to ensure maximum cooperation and minimum overlapping of services.
- Work cooperatively with site administrators and other district personnel to ensure the effective integration of special education programs within the general education program to the degree possible.
- Develop and recommend annual budgets for Special Education Programs,
- Provide information and consultation to district staff on matters of legislation, policy and practice related to special education.
- In the area of personnel and instructional support, determine proper staffing for various types of services and programs provided by the department in accordance with the staffing ratios set by the District, the County Special Education Consortium, and the State Master Plan for Special Education.
- Cooperate with Human Resources in the recruitment, selection, and placement of staff.
- Provide instructional support and consultation to Special Education teachers and staff.
- Identify and provide appropriate staff development programs in Special Education.
- Supervise and evaluate the performance of classified and certificated members assigned to the department.
- Consult with site administrators in the supervision and evaluation of Special education staff members assigned to their schools.
- Work cooperatively with public and private agencies in obtaining and coordinating special services to children.
- Represents the district in the San Mateo County Consortium for Special Education and coordinate the district program with consortium policies and operations.

- Develop, recommend, and monitor all contracts with other public education agencies and non-public school for required special educational programs and services not available with the district.
- Ensure that parent and student rights under the law are protected and that due process procedures are fully followed in all special education programs.
- Represent the district in fair hearing and compliance issues related to Special Education.
- Supervise the maintenance of student records and confidential files in accordance with state and federal laws.
- Perform other related and specialized duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Special Education functions, practices and procedures, techniques, and theories. Pertinent codes, policies, regulations and/or laws. Knowledge of administering and interpreting testing instruments.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university; Master's degree preferred. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Valid California Teaching Credential with English Learner authorization
- Valid California Administrative Services Credential
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Superintendent

Work Year:

- 12 months

Salary Placement:

- Range 9 of Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certificated Management.

Ravenswood City School District

Position Description

TITLE: Human Resources Coordinator

Job Purpose Statement:

Under the direct supervision of the Director of Human Resource, the Human Resource Coordinator performs a variety of specialized duties in the recruitment, screening, classification and processing of new certificated and classified personnel. Coordinates the onboarding process of new hires and separations. Serves as a technical resource to employees regarding human resources functions, activities, laws, codes, rules, regulations, practices, policies and procedures. Maintains electronic employee files and personnel files. Maintains confidentiality of sensitive and privileged information.

Essential Job Functions

- Oversee all systems and documentation relating to compliance of personnel files.
- Input, update and maintain district personnel database and personnel filing and respond to onsite audits.
- Administer various personnel benefit programs, such as group health, dental, vision, COBRA, life insurance and other related benefit claims.
- Serve as liaison with benefit providers and ensure benefits changes are entered appropriately.
- Resolve administrative problems/discrepancies with the benefit carrier representatives.
- Implement, manage and monitor the district's risk management Workers Compensation program.
- Manage leave of absences and work closely with payroll regarding the tracking of PDL/PARENTAL/FMLA/CFRA and Extended Leaves.
- Collaborate with supervisors and employees regarding interactive processes for disability accommodations.
- Review and respond to unemployment claims with appropriate documentation.
- Respond and complete any verifications of experience/employment.
- Complete and submit Personnel Retirement Benefit forms.
- Complete and submit Teacher Loan Forgiveness Application Requests.
- Comply and respond to subpoena for personnel documents.
- Compose and process correspondence/mail for the department.
- Prepare and process the confidential agenda for the Board of Trustees meetings.
- Data entry, filing and assist with other needs of the department.
- Provide Spanish/English Interpretation and translation as needed.
- Assist with other department tasks as needed.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Human Resources office functions, practices and procedures. Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel. Applicable laws, codes, rules, regulations, policies and procedures.

- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Human Resources

Work Year:

- 12 months

Salary Placement:

- Range 4 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Director of Human Resources

Job Purpose Statement:

Under the direct supervision of the Superintendent, the Director of Human Resources plans and directs the program of personnel operations for all certificated and classified personnel in the district. Supervises and coordinates activities related to salary determination for the District. Serves on the Superintendent's cabinet and negotiations team for the District. Manages and implements the bargaining contract with the organizational units. Maintains confidentiality of sensitive and privileged information.

Essential Job Functions

- Serve as administrative officer for personnel services.
- Direct the overall operations of selection and assignment of classified and certificated personnel.
- Assure adherence to State and Federal law, in addition to District, RTA, and CSEA contract policies and procedures.
- Direct the district's recruitment, selection, and assignment of certificated and classified employees
- Monitor the placement of all certificated employees to ensure compliance with credentialing regulations.
- Audit credentials of certificated staff and assist employees with achieving necessary state and federal credential standards.
- Coordinate the personnel evaluation program of the district for all employees in cooperation with principals and other district administrators.
- Direct and conduct research for the improvement of personnel policies and practices.
- Conduct job analysis to determine appropriate functions and proper job classifications for classified and certificated employees.
- Provide leadership in developing salary and employee benefit programs for the district.
- Interpret district policies and administrative regulations regarding appropriate personnel procedures.
- Administer substitute workers for certificated and classified employees.
- Administer staff allocations and determine staffing needs and ratios.
- Coordinate district action in cases of employee dismissal.
- Coordinate student-teacher and internship programs for the district.
- Approve, in accordance with district regulations, salary advancement for all qualified in-service college and/or university units.
- Research, compile and provide a variety of information for reports, special projects, salary negotiations, interviews, meetings, employee orientations and other related functions.
- Perform other related and specialized duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Human Resources office functions, practices and procedures. Practices and procedures related to compensation and labor relations. Applicable laws, codes, rules, regulations, policies and procedures. California teacher credentialing requirements.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university; Master's degree preferred. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Superintendent

Work Year:

- 12 months

Salary Placement:

- Range 7 of Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Maintenance, Operations, and Transportation (MOT) Coordinator

Job Purpose Statement:

Under the direct supervision of the Chief Business Official, the Maintenance, Operations, and Transportation (MOT) Coordinator recommends goals and objectives, and assists in the development of policies and procedures related to facilities cleanliness and transportation. Manages, directs, plans, schedules, and organizes maintenance, custodial, and transportation personnel regarding methods and procedures of work, supply, and equipment requirements, and operational problems, and conflicts.

Essential Job Functions

- Establish and evaluate routes to conform to school policies and comply with mandated guidelines
- Communicates with drivers, staff, parents, and others to resolve transportation issues.
- Arrange transportation for special events.
- Maintain and operate a variety of computer software programs in support of the district's student transportation system.
- Provides notice to staff and parents regarding any changes to routes.
- Reviews field trip requests for the purpose of arranging transportation, confirming proper certification, and maintaining proper billing.
- Maintain School Bus Drivers records mandated by the California Highway Patrol, California Department of Education and Department of Motor Vehicles
- Coordinate training hours, medical appointments and first aid training/certification and up to date pull notices.
- Register vehicles, submit required yearly smog checks, junk surplus vehicles.
- Ensure that all district vehicles are in good working order and coordinate repairs, recalls as needed.
- Maintain necessary records for California Highway Patrol annual inspections.
- Handle accident and loss claims.
- Direct custodial activities for day and evening shifts and collaborate with principals to develop work plans.
- Recommend policy, personnel and procedural changes in the areas of maintenance and custodial services and operations.
- Assist in budget preparation and implementation for the department.
- Prioritize and schedule alterations, remodeling and other work to be done through work order system.
- Supervise in-service training for maintenance, custodial, and transportation staff.
- Coordinate with District safety representatives to assure that site facilities are safe.
- Supervise the custodial operation and ensure that buildings are properly and regularly cleaned.
- Develop a custodial master plan to ensure each facility will be properly maintained.
- Inspect regularly all building and grounds, checking the quality of cleaning/workmanship.
- Assist with other department tasks as needed.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:**
 - Planning, organization and administration/supervision of school facilities and custodial maintenance department in a school district.
 - Custodial practices and techniques of for schools and public buildings.
 - Applicable State, County and City laws, codes and regulations related to fire and safety in buildings.
 - Methods, materials and equipment used in facilities cleaning.
 - Thorough understanding of HazCom Plan and its implementation and maintenance.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Advanced computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Indoor and outdoor work environment. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Chief Business Official

Work Year:

- 12 months

Salary Placement:

- Range 4 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.

Ravenswood City School District

Position Description

TITLE: Middle School CTE – Makerspace Teacher

Job Purpose Statement:

Under the direction of Site Administrators, The Middle School CTE – Makerspace Teacher will develop, prepare and implement educational activities for students in current and emerging technology, design, making and engineering, within the framework of Career Technical Education and established procedures. Plan, prepare, implement, monitor and evaluate a quality competency-based Career Technical Education (CTE) program leading to the development of student skills aligned to high school CTE pathways. Provide each 6-8 grade student regular making experiences including open lab time, classes and electives, throughout the school term.

Essential Job Functions

- Develop curriculum for CTE elective for middle school students, aligned with Information and Communication Technologies or Manufacturing and Product Development industry sector.
- Collaborate with teachers in similar roles at other school sites, and with district administration, on curriculum development.
- Develop and schedule regular making experiences that are CTE standards based and design thinking focused that integrate rigorous content with academic language and math skills in the service of our diverse population of students and provide an effective environment of learning that integrate with classroom instruction for students 6-8.
- Develop making experiences which adapt the curriculum to the needs of each pupil.
- Set up makerspace for each class experience, including set up for the lab experience, cleanup, and resetting all materials between classes.
- Manage the makerspace, including an inventory of equipment and consumables in the lab and the handling of broken equipment.
- Develop procedures, teach and monitor student safety protocols, and procure necessary equipment and supplies.
- Organize and train volunteer assistance, including recruiting and scheduling guest lecturers and volunteers to work with student teams during class time and during open access times for the makerspaces, for example lunch and recess.
- Provide professional development and coaching, including previewing/reviewing maker experiences with teachers before or after activity occurs with students.
- Other duties that support instruction as assigned.

Ravenswood City School District

Position Description

TITLE: Curriculum & Instruction District Lead Teacher

Job Purpose Statement:

Under the direction of the Director of Curriculum and Instruction, the Curriculum & Instruction District Lead Teacher is a full-time classroom teacher who serves as a leader for specified content area and acts as a support and liaison between sites and the district office for continuous improvement in curriculum, instruction and assessment in the designated area.

Essential Job Functions

- Plan, coordinate, conduct and communicate the results of regular meetings.
- Participate in content area meetings.
- Model effective teaching practices and serves as a lab classroom for colleagues to observe.
- Facilitate professional development focused on district initiatives in the designated content area.
- Facilitate designated content area focused Professional Learning Community.
- Collect information from colleagues regarding program materials including texts, supplies and equipment.
- Provide guidance and direction in the development and identification of resources, creating unit maps and pacing as well as assessments.
- Attend training sessions and workshops, as needed.
- Assist in planning professional development to support instruction.
- Assist with the planning and facilitation of vertical meetings.
- Work with colleagues and administration to share information with parents/guardians, as relevant.
- Other duties that support instruction as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:**
 - Common Core State Standards, Positive Behavioral Intervention and Supports (PBIS), Response to Intervention/Multi-Tiered Systems of Support, and Universal Design for Learning and backwards unit and lesson design experience.
 - Pedagogy, curricular programs, assessments, and supplementary materials for historically underserved populations, English and Standard English Learners.
- **ABILITY TO:**
 - Support the development of a district-wide learning culture and advocates for the designated content area.
 - Capitalize on teacher relationships and builds systems that support teacher learning and spreads promising practices.

- Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:**
 - Bachelor's degree from an accredited college or university.
 - Enrollment in or completion of teacher preparation program.
 - **PHYSICAL ABILITIES:** Seeing to perform activities and read a variety of materials. Hearing and speaking to exchange information and make presentations. Dexterity of hands and fingers to operate a keyboard and various equipment. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Valid California Teaching Credential with English Learner authorization.
- Valid California Driver's License.

Working Conditions:

- **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Curriculum & Instruction

Work Year:

- 10 months

Salary:

- \$6,000 stipend (When available through outside funding)