

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

Title: Administrative Assistant to the Superintendent of Schools

Employment Term: 12 Months, 40 hour work week, plus attendance at Board of Education meetings

Job Purpose Statement: Produces and disseminates clerical output for the Superintendent of Schools. Processes incoming and outgoing information from the Superintendent's office. Frees the Superintendent from routine paper processing requirements and minor detail requests and inquiries. High degree of contact with the Board of Education Chairperson. Continual contact with the public and the Board of Education members.

Supervision Received: Receives general direction from the Superintendent, who outlines general policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact. Provides administrative support to the Board of Education.

Supervision Exercised: Assigns work to, supervises and evaluates the Secretary, Superintendent's Office; transmits instructions of Superintendent to staff members, and follows up to assure compliance with instructions and related time limits.

Essential Job Functions: Must be capable of prioritizing, meeting deadlines and working in a fast-paced, high pressure environment while maintaining a high degree of confidentiality.

Ability to deal with the public in a courteous and professional manner.

Performs research and provides background information for the use of the Superintendent. Schedules daily, weekly, monthly and annual events and cyclical activities. Transcribes from written, verbal and video/audio recorded sources.

Prepares Board of Education meeting agendas, reviews them with the Superintendent and the Board of Education Chairperson and collects enclosures. Posts the agenda and enclosures on the district website, distributing and emailing to the Board of Education, Central Office and the public. Coordinates all subcommittee, focus group, and task force meeting agendas and minutes. Posts agendas, meeting minutes and other relevant information on the district website. Assists Central Office Administrators when preparing information to go to the Board of Education, Town Officials or the public, reviewing for accuracy, formatting and completeness.

Prepares Friday Packets for distribution to the Board of Education, administrators and the public.

Coordinates with the Deputy Superintendent on Expulsion Hearings, works with the Director of Elementary Education in preparing Opt In/Opt Out and preschool placement applications and letters and

coordinates all out of district requests.

Collects data and prepares yearly State ED539 Report (Reducing Racial, Ethnic and Economic Isolation Data Collection.)

Maintains Board of Education and Superintendent's expense accounts.

Coordinates annual Superintendent's Awards Recognition, CABA Student Leadership Awards Recognition and Rotary Club of Fairfield Annual Student Recognition Luncheon.

Maintains master database with various sort options. Refers incoming written and verbal inquiries to appropriate offices for response. Coordinates FOI requests. Responds to Board of Education Members, administrators, employees, employee groups, the general public, state and local agencies, and walk-in information seekers.

High degree of interaction with Board of Education Members. Attends all Board of Education meetings to record minutes and log various requests and reminders. Transcribes Board of Education Meeting Minutes and reviews them with the Board Secretary. Assists and performs other related tasks as required.

Knowledge, Skills and Abilities: A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of educational laws, regulations, policies and procedures. A working knowledge of the internal organization responsibilities and program of the Board of Education. The skill to perform secretarial tasks, including taking and transcribing correspondence, minutes of meetings and complex reports, etc. in shorthand, speedwriting, rough notes or transcription equipment. Required to have strong organizational, verbal, grammar, written communication skills. Proficient in Microsoft Office. Ability to carry out duties with a high degree of independence. Ability to be discrete and confidential, at all times. Ability to apply principles of office management to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to maintain effective working relationships with department heads, Board of Education members, employees, the public, high profile individuals (including community leaders) and to deal with public relations problems courteously and tactfully.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with an Associates Degree in Business Administration or Secretarial Science or a related course of study, and five years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Should have the ability to promptly acquire knowledge of policies, regulations, and statutes governing the school district. Must have the ability to maintain a flexible evening schedule to attend all Board of Education Meetings as scheduled or Special Meetings scheduled with little notice. Must be flexible and able to stay beyond the end of the work day to complete a project, provide assistance to someone, meet a specific deadline, or when an unexpected situation arises.

Physical Exertion/Environmental Conditions: Performs duties in an office environment. Irregular long and short-term exposure to computer screen. Stress in carrying out administrative related duties and meeting deadlines while working in a fast-paced, high pressure environment.

4/4/97

Revised June 2012

Fairfield Public Schools

Title: Accounting Specialist

Job Purpose Statement: Assists in control of the accounting functions of the school system in budget preparation and management, establishment and monitoring of grant accounts, and administratively reviewing a variety of accounting and bookkeeping procedures including accounts payable, accounts receivable and cash management, payroll and pension calculations.

Supervision Received: Works under the general supervision of the Business Administrator and the Supervisor of Fiscal Services. Works independently using own initiative, establishing task priorities, and performs special assignments for supervisors in developing financial information.

Supervision Exercised: Provides task supervision to secretarial, clerical, and substitute staff as necessary.

Essential Job Functions:

Performs various accounting and bookkeeping functions in a variety of computer surroundings. Provides extensive hands-on support for a diversity of fiscal functions by utilizing spreadsheets, data base and preprogrammed computer operations. Assists in preparation and monitoring of annual budget. Compiles and coordinates data. Provides calculations for end-of month financial statement transfers and adjustments. Assists departments in resolving discrepancies in their budget accounts. Keeps supervisor informed of status of accounts.

Monitors expenditures of federal, state and internal grants, and prepares and submits required financial reports. Maintains account balances and projects funding availability based on department activity. Provides cash management, cash receipts and other financial monthly reports. Performs liaison duties in compiling and coordinating data for review by external auditors.

Prepares special education and other tuition billing statements. Processes tuition payments, summer school fees and other billings, collections and deposits. Responsible for preparing bank reconciliation's, issuing checks, and assisting other departments with student activity accounts and other banking related issues. Responsible for reviewing all purchase order voucher packages for payment and researching vendor inquiries.

Reviews all payroll salary and pension calculations, time sheets, pay rate and deduction settings prior to payroll being processed. On a backup basis performs all facets of payroll operations including, but not limited to, salary calculations, paycheck production/distribution, and payroll balancing.

Incidental Job Functions:

Enters and retrieves data in an automated accounting system. As assigned, sets up and maintains Special Accounts or financial systems for various funds. Recommends systematic changes to improve accounting performance.

Answers public and other school inquiries on financial and bookkeeping matters. Responds to questions concerning purchase orders, and resolves problems related to billings, collections, etc. Performs other related duties as directed.

Knowledge, Skills and Abilities: Excellent knowledge of municipal accounting principles and methods and ability to apply and adapt established methods to varied accounting transactions. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately. Ability to interpret financial statements and to prepare complete and accurate accounting reports and statements of some complexity. Have demonstrated competency in preparing, interpreting and analyzing data in a spreadsheet environment. Ability to respect confidentiality of privileged information. Working knowledge of modern office equipment, practices, and procedures. Ability to establish effective working relationships with other employees and the public. Ability to write financial reports.

Minimum Qualifications Required: An Associate's degree in accounting or business administration or its equivalent, and at least three years experience in municipal accounting and computer operations; or, the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Physical Exertion/Environmental Conditions: Performs duties in an office environment. Routinely and regularly exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting deadlines and compilation of application for grants and completion of various reports.

Bulletin: The job of Accounting Specialist consists of a variety of accounting functions in support of business operations and fiscal services, including payroll procedures for Fairfield Public Schools. This highly responsible position requires excellent organizational abilities, independent judgment as well as responsibility for the outcome of the work assignment.

7/1/97

Revised 4/17/98

Fairfield Public Schools

Title: Administrative Assistant – Business Office.

Job Purpose Statement: To provide direct support for the Director of Operations and the Business Office by assuming a variety of operational, writing, editing, computer and computational tasks.

The Administrative Assistant works independently using critical thinking skills, computational skills and written and oral expression.

Responsible To: Director of Operations.

Supervision Exercised: Business Office Secretaries.

Essential Job Functions: Coordinates the secretarial duties and responsibilities for the Business Office. Assigns tasks to appropriate staff members.

Interacts with staff members on a daily basis by answering questions and providing direction relating to business office functions.

Implements and manages job cross training and required working knowledge of all aspects of each position within the Business Office clerical tasks.

Maintains corporate calendar and tracks the work flow of all Business Office functions.

Compiles various budget information and manages the printing and assembling of the district budget.

Coordinates and processes all necessary paperwork for the risk management claims and student accident insurance claims for the district.

Compiles and submits data for a variety of State and Federal reports on an annual basis relating to financial data and auditing.

Processes transportation reimbursements and mileage reimbursements for the district.

Arranges for outside professional and technical services as well as vendors for various projects and district requirements through the Business Office and for the Director of Operations.

Manages the telephone systems for the district including the new phone system installations.

Manages and trouble shoots all voicemail issues for the district including initializing new mailboxes.

Locates confidential and general information through research and contacts with other departments, school districts, state agencies, and other outside sources.

Plans, coordinates, and manages special projects for the Business Office and the Director of Operations.

Develops and designs complex spreadsheets for a variety of projects for the district budget, school enrollment projections, cost projections, and other business office functions.

Facilitates Business Office functions by drafting letters, contracts, documents, reports and other written materials for the Director of Operations.

Incidental Job Functions: Participate in special projects as determined by Director of Operations.

Coordinates and schedules front desk reception coverage for the Business Office.

The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Knowledge, Skills and Abilities: Extensive experience and skill in editing, proofreading and drafting a wide variety of Business Office type materials and functions. Strong bookkeeping and organizational skills are required. Proven ability to work independently while managing simultaneous tasks in a variety of Business Office and school district functions.

Have an understanding of Business Office and support requirements of schools, and the ability to analyze these requirements. Ability to coordinate with others and follow through on projects independently.

Excellent skills required in the use of technology including the ability to use Microsoft Office products, software applications, E-mail and the Internet. Strong written and oral communication skills are required.

Minimum Qualifications Required: Associate's degree (A.A) or equivalent from a two-year college.

Five years of successful professional experience in a Business Office with skills and responsibilities accordingly.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screens as well as some light to medium Lifting. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

Bulletin: To facilitate support to the Business Office and the Director of Operations. Responsible for operational, writing, editing, computer and computational tasks. Work independently using critical thinking skills and abilities. Strong written and oral expression.

7/1/05

Fairfield Public Schools

Title: School Services Liaison.

Job Purpose Statement: To facilitate support services to schools. To ensure that support services are user friendly and responsive to the needs of the schools. Works closely with representative of schools and departments. Coordinates services to schools provided by the Business Office, Town Departments, Central Warehouse and the Copy Center/Mailroom as well as related service requirements of the Office of Instruction. Maintains on-site contact with individual school representatives.

Responsible To: Director of Operations.

Supervision Exercised: Copy Center/Mailroom Staff.

Essential Job Functions: Identify, develop and maintain district relationships with office and curriculum equipment vendors to ensure the most cost effective, efficient service to the district from state contracts or bid process.

Identify, develop and implement enhanced processes for school support. Arrange for E-enterprise opportunities. Assist schools in appropriate use of allocated supply budgets.

Manage direct-to-school programs for school supplies and materials and work with the Town of Fairfield to purchase these items.

Monitor expenditures for direct purchase of school supplies and equipment in accordance with budget. Assist schools in the development of equipment lists, specifications and ensure all items are ordered. Coordinate and arrange for summer receipt and transshipment of equipment, supplies and instructional materials to schools.

Develop recommendations for the budgeting of capital equipment, new classroom equipment and curriculum, copiers and supply accounts. Develop and standardize capital equipment purchase recommendations with current pricing list. Maintain standards and guidelines for budgeted allocations.

Assist building administrators with transitional needs for supplies and equipment brought on by renovation and/or new construction.

Manage Fairfield Public Schools website including maintaining district site, provide permissions for school users and troubleshoot posting problems. Identify and discuss technologies and trends within the Instructional Department to encourage district use within a supportive environment.

Maintain and manage a tracking system for all copiers and related contracts for maintenance and repair. Maintain an inventory of all maintenance agreements and arrange for payment for items such as office machines, copiers, cell phones, beepers, and walkie-talkies.

Responsible for School Services policies and periodical updates and/or revisions for the Business Services Manual.

Manage copy center and mailroom personnel. Manage the copy center and mailroom by streamlining processes, ordering supplies, and providing for maintenance of and/or replacement of equipment. Responsible for the day-to-day operation of the copy center and mailroom including organizing work priorities.

Maintain supply of district-wide print materials (i.e. Registration Cards, Emergency Cards, Work Orders, etc.). Reproduce as needed.

Arrange for outsourced printing services for documents not recreated in the copy center.

Print media support: provide layout and design assistance and/or complete production of print products from various departments (i.e. brochures, elementary report cards, Human Resource contracts, Superintendent's awards, etc.).

Oversee district repair accounts and establish a protocol for how these funds best serve the district in repairs, maintenance and replacement.

Incidental Job Functions: Participate in Special Projects as determined by Director of Operations or other Central Office Administrators.

Software, print & design support provided staff upon need.

The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Knowledge, Skills and Abilities: Proven ability to work independently while managing simultaneous tasks in a variety of school district functions. Have an understanding of support requirements of schools, and the ability to analyze these requirements and arrange for support services. Ability to coordinate with others and follow through on projects independently. Strong technology skills, ability to use office software applications, E-mail and the Internet. Strong written and oral communication skills are required.

Minimum Qualifications Required:

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in public contact and in meeting deadlines.

Bulletin: To facilitate support services to schools. To ensure that support services are user friendly and responsive to the needs of the schools. Works closely with representative of schools and departments. Coordinates services to schools provided by the Business Office, Town Departments, Central Warehouse and the Copy Center as well as related service requirements of the Office of Instruction. Maintains on-site contact with individual school representatives.

7/1/05

Fairfield Public Schools
Fairfield, Connecticut

- I. JOB TITLE: Human Resources Support Specialist
- II. CERTIFICATION/QUALIFICATIONS: Bachelor's degree in Human Resources Management, Communications, or Education and four years of professional experience in the field. Thorough knowledge of personnel policies, laws and public relations practices. Considerable ability to speak and write effectively. Ability to be a self-starter and take initiative. This individual must be able to multi-task and deal effectively with certified and non-certified staff, candidates, union representatives, and the public. Skilled in Microsoft Office (Word, Excel, PowerPoint, Access and Outlook) and the Internet.
- III. WORK YEAR: 12 Months
- IV. REPORTS TO: Assistant Superintendent, Human Resources
- V. JOB GOAL: Assist with all functions of the Human Resources office under the direction of the Assistant Superintendent, Human Resources
- VI. MAJOR RESPONSIBILITIES:
- A. Selection and Employment:
- Coordinates and assists in placements for all non-certified Fairfield Public Schools employee groups to include paraprofessionals, secretaries, custodians, maintenance workers and unaffiliated employees.
 - Assists in planning and conducting recruitment activities.
 - Plans, prepares and distributes job position announcements.
 - Assists in the development of job descriptions.
 - Plans and organizes selection processes by participating in and coordinating screening and group interviews.
 - Conducts credential review and reference checks prior to appointment of recommended candidates.
 - Assists the Assistant Superintendent, Human Resources in projecting staffing needs, assignments, and transfers.
- B. Employee Relations:

- Maintains human resources records, which are needed for information and research purposes, such as salary surveys, retirement and staffing projections.
- Plans, coordinates and conducts orientation programs for new employees.
- Keeps accurate and up-to-date accounting of certified and non-certified assignments for each department/school site. Prepares staffing reports for administrative use.
- Serves as the main contact to the payroll department. Provides accurate reporting of salaries and all related human resources information that interfaces with payroll.
- Completes all paperwork for the U.S. Department of Labor relevant to Unemployment Compensation. Represents the Fairfield Public Schools at hearings, as required.

C. Labor Relations Administrations:

- Assists with bargaining unit contract proposals, to include:
 - analysis of current agreement
 - analysis of proposals
 - suggestions regarding proposal language and economics reflecting goals and objectives
 - collection of statistical data to support the process
- Administers personnel procedures consistent with labor relations practices established with the representative bargaining units.
- Assists with interpretation of policies regulations and employee agreements for employees, the Board and the public.
- Implements Board policies, administrative regulations and contract provisions as they relate to human resources matters.
- Assists in administration of evaluation processes by developing and/or revising forms, interpreting laws, policies and procedures.
- Periodically audits internal files to maintain Federal/State reporting compliance.
- Performs other appropriate duties as may be assigned

FAIRFIELD PUBLIC SCHOOLS

Title: Custodial Supervisor

Job Purpose Statement: The Custodial Supervisor has overall responsibility for the cleanliness of all Board of Education facilities. This position is responsible for supervision, recruitment and training of all custodial personnel. Represents the district in meetings, conferences and demonstrations related to cleaning of school buildings. Manages, selects and purchases custodial equipment and supplies. Works closely with the Business Office and the School Administration.

Supervision Received: Receives general supervision from the Manager of Facilities and the Director of Operations, performs tasks independently within general work assignment.

Supervision Exercised: Provides supervision to all custodial staff.

Essential Job Functions Supervises custodial staff by determining workloads and schedules; develops, interprets and implements policies and procedures; and ensures that staff are trained in all custodial activities and are following standard operating procedures.

Gathers information and participates in the selection and development of new or enhanced methods of cleaning; participates in selection and or development of training programs for custodial staff such as safety, Government regulations and cleaning methods, etc. Serves as the primary district contact to suppliers of custodial equipment and supplies.

Provides input into the development of the operating budget for the assigned area of responsibility; orders materials and supplies for all Board of Education facilities; monitors and tracks all expenditures for this area.

Gathers and/or develops information to insure uniform standards of cleanliness throughout the district.

Monitors and assures the submission of all required documents and forms such as MSDS records and other required documentation.

Files State and other reports and forms that are the responsibility of the district. Assists in obtaining a variety of permissions and permits related to custodial activities. Provides summary information to the Manager of Facilities on a continuous basis.

Coordinate and oversee all move management functions.

Visits schools on a rotating or as needed basis.

Required to work a variety of shifts with focus on primary times for building callings.

Coordinates and oversees all deliveries to the central stores location.

Oversees the sidewalk and handicap ramp snow removal for all Board of Education facilities; oversees rubbish removal and recycling as required.

Assists in the selection of staff; performs evaluations of subordinates and recommends and implements discipline as required.

Participates in the collective bargaining process.

Responds to emergency calls on a 24 hour 7 days per week basis and is responsible for calling other staff as necessary for response to same.

Incidental Job Functions: The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Interacts with school principals on an as needed basis.

Knowledge, Skills and Abilities: Extensive knowledge of cleaning means, cleaning equipment and methods of school facilities. Basic knowledge of the "Green" program. Knowledge and understanding of the MSDS sheets and familiarity with product safety. Related management experience; ability to communicate verbally and in writing to a variety of individuals and groups involved in the operation of school buildings.

Minimum Qualifications Required: Two-year Associates degree or equivalent. A minimum of five years experience in custodial maintenance, with a minimum of two years in a supervisory capacity. Knowledge of the principles, methods, techniques and practices relating to cleaning buildings and building maintenance. Computer skills, proficient in Microsoft Office necessary.

Ability to work effectively, and communicate effectively, with the public, school administrators, staff, contractors, parents and others.

Physical Exertion/Environmental Conditions: Possibly medium to heavy lifting and Regular intermittent exposure to computer screens. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

Bulletin: The job of Custodial Supervisor requires a responsible person to oversee a large district custodial program for the Fairfield Public School System.

FAIRFIELD PUBLIC SCHOOLS

Title: Maintenance Supervisor

Job Purpose Statement: The Maintenance Supervisor has overall responsibility for the maintenance and repair of all Board of Education facilities. This position is responsible for the general supervision, recruitment and training of maintenance personnel. Represents the district in meetings, conferences and demonstrations related to maintenance of school buildings. Manages, selects and purchases maintenance equipment, tools and supplies. Works closely with the Manager of Facilities, the Business Office and the School Administration. Manages and oversees all maintenance tasks and projects and assigns personnel as required. Prioritizes all maintenance work, grounds and landscaping work and is responsible for operating, monitoring and maintaining the computerized Maintenance Management Work Order System.

Supervision Received: Receives general supervision from the Manager of Facilities and the Director of Operations, performs tasks independently within general work assignment.

Supervision Exercised: Provides supervision to all maintenance, grounds and landscaping staff.

Essential Job Functions: Supervises, determines and coordinates workloads and schedules; develops, interprets and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff are trained in complex maintenance activities; ensures that staff are following standard operating procedures as well as OSHA safety measures.

Manages, upgrades and implements computer programs related to the maintenance of the district facilities. Programs include but are not limited to: maintenance management work order systems, roofing project management and repair, HVAC equipment and Controls, and other preventative maintenance programs.

Reviews daily, all interior and exterior building and facility needs, system control programs and addresses any alarm status issues. Assigns staff as required to resolve all building and facilities issues and alarm status issues.

Coordinates and inspects work performed by in-house staff and contractors. Verifies and keeps current all building official, fire marshal, conservation, and health official requirements and related codes for all maintenance projects. Assists in obtaining a variety of permissions and permits related to maintenance activities and projects.

Answers questions and provides information related to project including resolving problems, approving expenditures, handling complaints and providing technical expertise in area of assignment.

Interacts professionally with the public, vendors and school/town staff; maintains effective working relationships and works in cooperation with the management team to effectively meet the departmental objects.

Coordinates and works closely with the town staff on all weather related issues that may affect the conditions of the facilities (i.e. snow storms, etc.).

Assists in the selection of staff; performs evaluations of subordinates and recommends and implements discipline as required. Participates in the collective bargaining process.

Implements, coordinates, and maintains records of all training programs for department personnel. Ensures that proper practices are followed.

Provides input into the development of the operating budget for the assigned area of responsibility; orders materials and supplies for all Board of Education facilities.

Answers questions and provides information related to projects including resolving problems, handling complaints and providing technical expertise in area of assignment and provides summary information to the Manager of Facilities on a continuous basis.

Responds to emergencies as requested; coordinates activities with other responders; direct the work of staff and utilization of resources to affect repair and ensure the safety of the students and staff.

May perform a variety of field maintenance tasks, depending upon experience and level of certification. Performs other duties of similar nature.

Incidental Job Functions: The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises. Interacts with school principals on an as needed basis.

Knowledge, Skills and Abilities: Extensive knowledge in maintenance of facilities and equipment with a working knowledge of building trades including HVAC, plumbing, electrical and carpentry; ability to supervise staff effectively; knowledge of safety practices and principles related to maintenance activities; ability to communicate verbally and in writing to a variety of individuals and groups involved in the operation of school buildings, able to be familiar with, understand and read blueprints as well as project specifications. Strong computer skills, proficient in Microsoft Office necessary. Familiarity with facility related computer programs required.

Minimum Qualifications Required: Two-year Associates degree or equivalent. Familiarity with applicable laws, ordinances, rules and regulations. A minimum of five years experience in maintenance of facilities and equipment, with a minimum of two years in a supervisory capacity. Ability to work effectively, and communicate effectively, with the public, school administrators, staff, contractors, parents and others.

Physical Exertion/Environmental Conditions: Possibly medium to heavy lifting and Regular intermittent exposure to computer screens. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

Bulletin: The job of Maintenance Supervisor requires a responsible person to oversee a large district maintenance program for the Fairfield Public School System.

Revised 05/09, 11/09

LB

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

POSITION DESCRIPTION

HEAD OF SECURITY

EMPLOYMENT TERM

11 MONTHS

JOB GOAL

To help provide for and ensure the safety, security and protection of all students, staff and property.

ILLUSTRATIVE TASKS

Notify the school administration of any situation requiring immediate attention.

Assist the school administration in monitoring smoking regulations.

Intervene in situations involving student safety, and inform an administrator of any incident that was a breach of safety regulations or may have resulted in an injury to student or school personnel.

Manages system to prevent, investigate and recommend removal of students violating residency requirements throughout the school system.

Completes other duties as assigned by the school administration.

Assist parents and visitors in the school building, giving them directions to the school.

Assists and advises the Headmaster on all security matters.

Prepares drafts of security plans.

Evaluates the district's security program on a continuing basis and recommends changes.

Works closely with building principal in the coordination of security programs.

Reviews annually job description performance responsibilities of all school personnel and recommends changes as necessary to meet school security needs.

Recruits security personnel, coordinates their work, and evaluates their performance.



Head of Security (Cont'd)

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Develops and administers an in-service training program for security personnel and other staff members who have security responsibilities.

Serves as a resource person to the Headmaster, as requested, to address students groups on various aspects of school security.

Makes frequent unscheduled inspections after school hours of various areas and buildings in the district to ensure adequate security.

Administers the district's pass and identification program for students, staff, and visitors.

KNOWLEDGE, ABILITY AND SKILLS

Extensive experience and training as police officer and/or related experience. Sensitive to special requirement of providing security in school environment. Strong written and oral communication skills.

JOB DESCRIPTION

SECURITY GUARD

POLICY AND PROCEDURES

The Security Guard will wear his/her photo identification card attached to the pocket of his/her jacket so that he/she can be identified easily.

The Security Guard will be issued a security uniform which will be worn while on duty. It shall be the responsibility of the security guard to have it cleaned regularly to maintain a neat and professional appearance.

The Security Guard assigned to patrolling the interior of the school will report for duty at the assigned time and report to the Security Office for their assignments.

The Security Guard's main goal is to help provide for and ensure the safety, security and protection of all students, staff and property.

The interior security guards may be called upon to monitor the outside grounds if the person assigned to that duty is ill or absent from duty.

The Security Guards will notify the Director of Security of any situation requiring immediate attention.

The Security Guards will assist the school administration and staff in monitoring smoking regulations. The male security officer will check all of the boys' lavatories and locker rooms several times during the day. The female security officer will perform the same inspections of the female facilities.

The Security Guards will intervene in situations involving student safety, and inform the Director of Security or school administrator of any incident that was a breach of safety regulations or may have resulted in an injury to students or school personnel.

The Security Guards will patrol the cafeteria area during lunch periods to prevent any vandalism, violations of school rules and to prevent fights among students.

The security guards will check all exits during period breaks to prevent unauthorized students from leaving school, and allowing authorized students to leave the school grounds. Students will be stopped and they will have to show a pass indication that they are allowed to leave school.

The Security Guards may be required to attend in-service training courses set up by the Director of Security of school administrators.

The main duties of the Security Guards will be to patrol the school hallways and areas of assembly, interacting with students in a friendly and courteous manner. It is the high visibility of security personnel throughout the campus which will be the greatest deterrent to any acts of vandalism, smoking, criminal acts and violations to school policies.

The Security Guard does not have arrest powers. The main duty of this person, therefore, is to prevent crimes or violations of school policies. The security guard will report violations of school policies to the Dean of the appropriate House. All violations of the law will be reported to the Police, but it is the Deans and school administrators who must make all decisions regarding discipline.

The Security Guard must remember that common sense, good judgment, and the proper interaction with students will go a long way in correcting any problems that may arise.

The Security Guard will complete other duties as assigned by the Director of Security as the need arises.

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

I. JOB TITLE: College/Career Center Assistant

II. QUALIFICATIONS/REQUISITE SKILLS:

1. Ability to relate well with staff, visitors, parents and students.
2. Be able to use college and career-oriented reference material and assist others in its use.
3. Desire to learn about and keep current in concepts of college and career education.
4. Ability to work smoothly and efficiently with uneven and unexpected student volume and to succeed in helping people with widely different needs.
5. Minimal secretarial skills/computer skills.

III. WORK YEAR: 10 months (186 days)

IV. REPORTS TO: Administrator, Pupil Personnel or Headmaster

V. JOB GOALS:

Assists in helping students learn the processes necessary to make good decisions and developing skills leading to the ability to do adequate college and career research.

Assists in providing resource material to aid students, faculty and staff in utilizing the center to its fullest capacity.

VI. MAJOR FUNCTIONS

1. Assisting students. Help create an environment in the College/Career Center where students are encouraged to explore the College/Career Center's materials and other means of obtaining college and career information.
2. Provide for the day-to-day operation of the College/Career Center.
3. Maintains a library of college, occupational and career-oriented videos, catalogs, reference books, brochures, magazines etc.
4. Orders, maintains and provides adequate supplies of forms for testing, draft registration, financial aid and applications for Connecticut schools and colleges.
5. Instructs students in the use of the computer college search.
6. Assists guidance counselors, teachers and other school personnel in utilizing all aspects of the College/Career Center.
7. Participates in providing College/Career Center orientation to groups of students, parents and other visitors.
8. Schedules appointments for use of the College/Career Center and visiting College Admission Counselors.

9. Provides information to homerooms, guidance offices, local newspapers, the school newsletter and the school website announcing colleges, vocational schools, military visits and local college fairs.
10. Provides student passes for visits. Answers telephone, coordinates registration of PSATs in October, compiles information packages for Financial Aid Night and Junior Night and coordinates student employment service information.
11. Designs bulletin boards and attractively displays posters and other current information.
12. Assists in the planning and implementation of special programs and the promotion of student college and career awareness.
13. Helps insure that the Center is kept in clean, neat, attractive and in secure condition.

Revised 3/25/03