

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
3.19 Determine probationary period and provide information to supervisors.	B2	A/D			3.19 Probationary evaluation information was provided in a timely manner.
3.20 Keep abreast of changes in personnel law.					3.20 State and federal laws were followed.
3.21 Develop forms to be used in HR.					3.21 Forms are developed to best meet the needs of the employees and the district.
4.00 MANAGE LEAVE REQUEST PROCESS	A1				
4.01 Monitor the completion of leave requests.		D			4.01 Employee absences were used according to negotiated agreements.
4.02 Supervise the data entry of leave requests.		D			4.02 Leave requests were processed in a timely and accurate manner.
4.03 Maintain employee time off on computer system.		D			4.03 Time off was created, deleted and updated for employees in an accurate and timely manner.
4.04 Maintain the teacher sick leave bank.		A			4.04 The sick leave bank was up-to-date and accurate.
5.00 ASSIST IN CONTRACT NEGOTIATIONS	B2				
5.01 Prepare cost charts for bargaining units..		A			5.01 Cost charts were prepared in a timely and accurate manner.
5.02 Compute cost of proposals.		A			5.02 Proposals were costed in an accurate manner.
5.03 Provide data to negotiators.		A			5.03 Accurate information was provided to negotiators.
5.04 Provide contract salary information to payroll manager.		A			5.04 Accurate information was provided to payroll manager.
5.05 Type and distribute revised agreements.		A			5.05 Agreements were accurately revised and distributed.
6.00 PROCESS REQUIRED REPORTS	B2				
6.01 Compile and compute Department of Children, Families and Learning STAR		A			6.01 STAR was completed accurately and submitted by required deadlines.
6.02 Compile and compute Pay Equity Report		A			6.02 Pay Equity Report was completed accurately by the designated deadline.
6.03 Compile staff profile report.		A			6.03 Staff profile report was completed each year.
6.04 Compile minority staff report.		A			6.04 Minority report was completed each year.
6.05 Compile comparable worth report.		A			6.05 Comparable worth information was up-to-date.
6.06 Prepare MSBA salary questionnaires.		A			6.06 MSBA questionnaires are completed accurately and in a timely manner.
6.07 Prepare and distribute district employee directory.	A1	A			6.07 District directory was prepared each fall.
6.08 Complete other reports and surveys as directed.					6.08 Other reports and survey were completed as directed.

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7.00 MANAGE SALARY LANE ADVANCEMENT PROCESS 7.01 Responsible for tracking course approvals. 7.02 Verify lane advancement requests. 7.03 Compute and report salary increases to payroll manager.	B2	W Tri-A Tri-A			7.01 Course approvals were processed accurately. 7.02 Lane advancement requests were verified accurately and timely. 7.03 Report and salary increases were processed accurately and timely.
8.00 MANAGE SUBSTITUTE PROCESS 8.01 Recrute substitutes. 8.02 Supervise maintenance of substitute lists. 8.03 Supervise the placement of substitutes.	B2	Q D D			8.01 Advertisements were published as needed. 8.02 Substitute lists were maintained and accurate.
9.00 MANAGE TEACHER LICENSES 9.01 Verify that staff hold appropriate licenses for assignment. 9.02 Prepare applications for variances and waivers. 9.03 Maintain records on teacher and administrator licenses. 9.04 Record, monitor and maintain renewal files. 9.05 Prepare and process continuing education election. 9.06 Monitor and notify staff and supervisors of license expirations. 9.07 Provide information on license renewal to staff and community.	B2	D A A A M A A D			9.01 Supervisors are notified of inappropriate licensed staff. 9.02 Applications for variances and waivers are submitted to CFL in a timely manner. 9.03 Licensing records were maintained in an accurate manner. 9.04 Clock hours are recorded with 95% accuracy. 9.05 Ballots are processed at the close of the election. 9.06 Notice of license expiration was completed in January. 9.07 Accurate information was provided regarding license renewal.
10.00 COMMUNICATE WITH LOCAL MEDIA 10.01 Publish legal ads as required by law. 10.02 Publish notices as required.	B2	A			10.01 Legal ads appeared in local newspaper in August. 10.02 Notices are posted according to request..
11.00 SUPERVISE HUMAN RESOURCES CT 11.01 Supervise and evaluate personnel clerk typist.	B2	D			11.01 Evaluations are held as required by district policy.
12.00 PERFORM OTHER DUTIES 12.01 Other duties as assigned.					12.01 Other duties were completed as assigned.