



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You 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					<b>EVIDENCE EXISTS THAT:</b>
<ul style="list-style-type: none"> <li>i. Monitor applicant files for all positions.</li> <li>j. Maintain applicant files for all positions.</li> <li>k. Establish and monitor employment process for licensed and non-licensed staff.</li> <li>l. Notifies candidates who were not selected.</li> </ul> <p>1.02 Work with principals and Superintendent concerning vacancies and transfers.</p> <ul style="list-style-type: none"> <li>a. Supervise voluntary and involuntary transfers.</li> </ul> <p>1.03 Maintains skills in administering the SRI.</p> <p>1.04 Prepare staff reduction process.</p> <p>1.05 Direct preparation of agenda items from Human Resources division for School Board meetings.</p> <p>1.06 Goal setting:</p> <ul style="list-style-type: none"> <li>a. Short and long range planning for personnel.</li> <li>b. Assist in the development of school policy.</li> <li>c. Creates and revises personnel related policies.</li> <li>d. Attend and call meetings of district supervisors.</li> </ul> <p>1.07 Contract management.</p> <ul style="list-style-type: none"> <li>a. Manage all employee contracts.</li> <li>b. Process employee grievances.</li> </ul>	<ul style="list-style-type: none"> <li>B</li> <li>A</li> <li>E</li> <li>A</li> <li>E</li> <li>D</li> <li>E</li> <li>E</li> <li>D</li> <li>F</li> <li>F</li> <li>F</li> <li>A</li> <li>F</li> </ul>			<ul style="list-style-type: none"> <li>1.06 Communicate effectively</li> <li>1.07 Work under stress</li> <li>1.08 Speak and write effectively</li> </ul> <p>SKILLS OF:</p> <ul style="list-style-type: none"> <li>1.01 Calculator operation</li> <li>1.02 Computer functions</li> </ul>	<ul style="list-style-type: none"> <li>i. All employees requiring licensure are licensed in a timely and appropriate manner.</li> <li>j. Applicant files are being maintained.</li> <li>k. All staff are employed according to the established written process.</li> <li>l. Candidates who did not receive an offer of employment are notified in a timely and appropriate manner.</li> </ul> <p>1.02 Vacancies and transfers are completed in a timely and appropriate manner.</p> <p>1.03 SRI skills are maintained.</p> <p>1.04 State law is being followed in the unrequested leave of absence process.</p> <p>1.05 Agenda items are prepared in a timely and appropriate manner.</p> <p>1.06</p> <ul style="list-style-type: none"> <li>a. Evidence of appropriate short and long range planning is present.</li> <li>b. Advice given in leadership council and School Board strategy sessions helps the school district meet its goals.</li> <li>c. Policies are updated and created when appropriate.</li> <li>d. Regular meetings are held with other supervisors and the results reduced to formulation of action and/or written recommendations.</li> </ul> <p>1.07</p> <ul style="list-style-type: none"> <li>a. Contracts have been administered properly during the year in accordance with their intent.</li> <li>b. Grievances are processed in a timely and appropriate manner.</li> </ul>

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					
<p>1.08 Negotiations</p> <p>a. As assigned, serve as chief negotiator in many situations.</p> <p>b. Generate financial information for negotiations.</p> <p>1.09 Evaluations</p> <p>a. Develop and maintain an evaluation process for non-licensed personnel.</p> <p>b. Supervise the evaluation of probationary staff.</p> <p>c. Supervise the Employee Discipline Program.</p> <p>1.10 Participate in personal and professional growth activities.</p> <p>1.11 Address personal needs and fairness issues of employees as they impact upon the organization.</p> <p>1.12 Administer the Employee Assistance Program.</p> <p>1.13 Communicate salary and fringe benefit changes to the Business Office.</p> <p>1.14 Formulate and monitor Human Resources budget.</p> <p>1.15 Implement MN Pay Equity Act.</p> <p>a. Recommend salary for hourly employees not part of a group.</p> <p>1.16 Supervise substitute staff program.</p> <p>1.17 Supervise payroll services.</p>	<p>D</p> <p>F</p> <p>N/A</p> <p>B</p> <p>F</p> <p>F</p> <p>F</p> <p>N/A</p> <p>D</p> <p>C</p> <p>C</p> <p>E</p> <p>E</p> <p>C</p> <p>D</p>				<p>EVIDENCE EXISTS THAT:</p> <p>1.08</p> <p>a. Assigned tasks are being completed and appropriately written communications are made meeting notices and press releases.</p> <p>b. Accurate financial information was generated.</p> <p>1.09</p> <p>a. An up-to-date evaluation process is on file for non-licensed staff.</p> <p>b. Monitor state rules and local SBRs relative to probationary staff.</p> <p>c. If employee discipline procedures are not completed within deadlines established or in accordance with deadlines established, appropriate remedial action is taken.</p> <p>1.10 Appropriate professional growth is presented.</p> <p>1.11 Human Resources department investigates fairness issues.</p> <p>1.12 Employee Assistance Program is properly administered.</p> <p>1.13 Personnel changes are reported to the Business Office in a timely and accurate manner.</p> <p>1.14 Human Resources budget is prepared in a timely and appropriate manner.</p> <p>1.15 Pay Equity was implemented in a timely and appropriate manner with all employees.</p> <p>1.16</p> <p>a. Substitutes are provided in a timely and accurate manner.</p> <p>b. Substitute manual is updated when necessary.</p> <p>1.17</p> <p>a. Goals and objectives are clearly communicated to staff, students and community.</p>

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					
<p>1.18 Supervise the development and updating of job descriptions - chair banding committee.</p> <p>1.19 In cooperation with other district directors, plan for staff development activities.</p> <p>1.20 Monitor lane advancement process for teachers.</p> <p>2.00 PERFORM SPECIAL ASSIGNMENTS AS DIRECTED BY SUPERINTENDENT</p> <p>2.01 Serve as curriculum liaison person for district with Department of Children, Families &amp; Learning.</p> <p>2.02 Act as the administrative liaison with Bemidji State University.</p> <p>2.03 Attend all School Board meetings.</p> <p>2.04 With cabinet, is the legal liaison with school counsel.</p> <p>2.05 Monitor data privacy.</p> <p>2.06 As assigned.</p> <p>3.00 DEVELOP AND ADMINISTER THE FOLLOWING EDUCATION BUDGETS:</p> <p>3.01 Develop and administer the budgets for:</p> <ul style="list-style-type: none"> <li>a. Indian Education Program</li> <li>b. Drug &amp; Alcohol Grant</li> <li>c. Violence Grant</li> <li>d. Homeless Grant</li> </ul> <p>3.02 Prepare and submit state and federal financial budget reports for the programs listed above.</p> <p>3.03 Recommend Board policy as it relates to state and federal program responsibilities.</p> <p>3.04 Advise the Superintendent on district compliance with state and federal laws.</p>	<p>F</p> <p>B</p> <p>C</p> <p>F</p> <p>E</p>				<p><b>EVIDENCE EXISTS THAT:</b></p> <p>1.18 Has an up-to-date file of job descriptions for all personnel.</p> <p>1.19 Staff development activities are being carried out in accordance with district goals.</p> <p>1.20 All lane advancements are approved according to school district contract agreement.</p> <p>2.01 All communications with the Department of CFL enhance the image of the school district.</p> <p>2.02 All communicatons with BSU enhance the image of the school district.</p> <p>2.03 Attends all School Board meetings unless excused by the Superintendent.</p> <p>2.04 Assigned tasks are completed to the satisfaction of the Superintendent.</p> <p>2.05 Data privacy rules are followed.</p> <p>3.01 Budgets have been developed and administered with regard to district accounting, budget and purchasing procedures.</p> <p>3.02 Required reports are correctly completed by established deadlines.</p> <p>3.03 School Board policy has been recommended.</p> <p>3.04 Superintendent has been made aware of areas where the district is not in compliance with state and federal laws and regulations regarding supervised programs.</p>

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You 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					
<p>3.05 Supervise the following:</p> <ul style="list-style-type: none"> <li>a. Drug and Alcohol Abuse</li> <li>b. Indian Education</li> <li>c. School Nurse</li> <li>d. Homeless</li> <li>e. Violence</li> <li>f. Home School</li> <li>g. Open Enrollment</li> </ul> <p>3.06 Conduct evaluations on staff assigned.</p> <p>3.07 Serve as authorized LEA representative for federal programs.</p> <p>3.08 Supervise the completion of all required reports relating to state and federal programs.</p> <p>3.09 Attend technical assistance programs and workshops.</p>					<p>EVIDENCE EXISTS THAT:</p> <p>3.05 All assigned programs were supervised in an appropriate manner.</p> <p>3.06 Complete evaluations on assigned staff are on file on July 1 of each year.</p> <p>4.07 Attendance as LEA representative to federal programs is reflected in minutes.</p> <p>4.08 All reports are completed and submitted on time to the program agency.</p> <p>4.09 Workshops were attended and information disseminated to program supervisors.</p>