

Hartford Public Schools
JOB DESCRIPTION

POSITION: **Lead School Safety Officer**

REPORTS TO: Executive Director of Internal Investigations & Security
Director of Security

SUPERVISES: **School Safety Officers Assigned at Qualifying HPS Site**

PRIMARY FUNCTION: Conduct the duties of a School Safety Officer and in addition, coordinate, supervise, and evaluate all security issues pertaining to the assigned qualifying Hartford Public School site. Work in conjunction with Central Office Supervisory personnel, the Hartford Police Department and any other appropriate security/safety agencies.

RESPONSIBILITIES INCLUDE:

1. Investigative public safety work involving the control, maintenance, and enforcement of laws and regulations governing the order and security of the City's Public Schools.
2. Supervise Hartford Public Schools Safety Officers assigned to the qualifying Hartford Public School site by the Executive Director of Internal Investigations & Security and Director of Security. Complete and submit time sheets of School Safety officers assigned to the qualifying school.
3. Conduct uniform and assignment inspections. Inspect and insure the operation of access control and camera systems for the assigned school. Assist in repair or training in these areas as needed. Work with the Principal in developing and inspecting patrol assignments. Review and inspect reports for accuracy. Work closely with the assigned school principals and administrators to help assess and determine individual school security needs. Monitor monthly schools fire and crisis drill compliance.
4. Provide supervision and support to the assigned school to improve security related performance and climate. Meet with the Principals and administrators to discuss security related needs and take steps to implement improvements at the school. Work with Principals and School Staff to assign and coordinate security needs for all after school activities/programs.
5. Lead School Safety Officer may assist the Residency Investigator with residency checks as appropriate.
6. Serves as a Field Training Officer for new School Safety Officers. Provides direction in the procedures in the operation of schools. May conduct remedial training to School Safety Officers as needed to adhere to board policies and operational procedures.
7. Initiate and supervise School Safety Officers in a rapid response team to emergencies.
8. Oversee video surveillance as related to schools during both emergencies and regular operation. Make recommendations for camera integrations for operational use.
9. Complete weekly, monthly and yearly reports regarding security related needs/findings at the assigned school. Complete School Safety surveys for assigned school. Meet with the Executive Director of Internal Investigations & Security and the Director of Security to provide information, updates, and suggestions for the improvement of safety and security at the assigned school as needed.
10. Assist Central Office Supervisory Security Staff in the evaluation process of School Safety Officers assigned to the qualified School. Meet with Principals and

Administrators for input into the process. Conduct personal observations and inspections related to all aspects of the School Safety Officers performance and duties.

11. Respond to school emergencies and direct the response until relieved by the Executive Director of Internal Investigations & Security the Director of Security.
12. Develop effective communication channels in order to ensure that Central Office Security Supervisory Personnel are informed of all emergencies.
13. Assist Central Office Supervisory Security Personnel in scheduling, planning and conducting orientation and professional development/training sessions and opportunities for personnel assigned to the qualifying school.
14. Monitor daily attendance (Substitute Automated Management System) and punctuality records of safety/security staff
15. Assist in the ordering and maintaining of uniforms, radios, and all security equipment for the assigned qualifying school. Maintain an inventory of issued radios for the assigned school.
16. Performs other security related functions and activities as requested by the Executive Director of Internal Investigations & Security, Director of Security, Deputy Superintendent, and Superintendent.

QUALIFICATIONS AND EXPERIENCE:

1. High School Diploma or GED, Associates degree in criminal justice or other related field preferred, which may be substituted by 5 or more years' experience in the field of Safety and /or Security required.
2. Documented experience working with culturally diverse populations.
3. Must have excellent written, verbal and report-writing skills.
4. Demonstrated ability to develop relationships and act positively with students, parents, administration, and outside officials.
5. Documented training experience in Emergency Response, and Basic Security Operations
6. Reliable transportation and a valid driver's license

CERTIFICATION REQUIRMENTS:

None

SALARY AND TERMS OF EMPLOYMENT: 213 day work days, 11-month employee (19 days in summer, 6 days prior to school, School Year + 1 PD 183, 5 days after school lets out), 7 hour work day, Grid 6B = \$48,832.18 - \$66,070.83

EVALUATION: Evaluated Annually

UNION AFFILIATION: Hartford Schools Support Supervisors Association, Local 78, AFSA, AFL-CIO

Donnie M. Bow 5/25/18
Union Date

Sateka Banks 5/25/18
OTM Date

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

Revised 5-21-2018

Hartford Public Schools
JOB DESCRIPTION

- POSITION:** Residency Coordinator
- REPORTS TO:** Security Coordinator, Director of Security
- SUPERVISES:** Residency Investigator(s), School Safety Officers in Absence of Security Coordinator and the Director of Security

PRIMARY FUNCTION: Coordinate, assign, supervise, and investigate cases presented to the Residency Verification Unit to determine residency for students, parents, and guardians of students who attend and utilize the educational services of the Hartford Public Schools.

RESPONSIBILITIES INCLUDE:

1. Supervise and assign cases to members of the Residency Verification Unit. Investigate cases presented to the Unit to determine residency of students, parents and guardians. Investigate student "No Shows" as requested.
2. Maintains and updates a spreadsheet record of all investigations done noting the resolution of each case
3. Keeps track of average district savings in tuition payments for students withdrawn for non-residency.
4. Creates a monthly report of all residency investigations and submits an annual report at the end of each school year
5. Train and work with all school administrators and staff to insure personnel are familiar with residency requirements and school attendance issues.
6. Maintains a close working relationship with the City of Hartford's Asst. Corporation Counsel who will assist and represent the Residency Unit at residency hearings.
7. Attend residency hearings and present the results of the investigation and facts discovered regarding residency requirements.
8. Maintains and updates the residency search software program.
9. Supervises, maintains equipment, and trains the Floor Captains at Central Office. Organize and conduct periodic floor captain meetings and training relating to Central Office security and safety procedures.
10. Produces all Central Office HPS Photo ID badges and, upon request, provides the same service for all schools
11. Maintains a spreadsheet record of all schools Fire/Crisis drill reports for annual State report
12. Assists Security Department with school safety inspections and training as needed
13. Performs other residency and security related functions and activities as requested by the Security Coordinator, Director of Security, Chief Operating Officer, Assistant Superintendent, and Superintendent.

QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in work related field or equivalent work related experience
2. Knowledge in residency laws and policies
3. At least 3 years supervisory and investigative experience
4. Documented experience working with culturally diverse populations.
5. Must have excellent written, verbal and report-writing skills.
6. Familiarity with the McKinney-Vento Homeless Assistance Act
7. Documented experience in training personnel in related field
8. Demonstrated ability to develop relationships and act positively with students, parents, administration, and outside officials.
9. Reliable transportation and a valid driver's license

CERTIFICATION REQUIRMENTS: None



SALARY AND TERMS OF EMPLOYMENT: 10-month employee, 193-day work year, 6 days prior to school start, the school year, 5 days after school ends Grid level A710: \$62,101.00-\$74,996.00.

EVALUATION:

Evaluated Annually

UNION AFFILIATION:

Hartford Schools Support Supervisors Association (HSSSA)

	1/13/17		1/13/17
Union	Date	OTM	Date

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AUG 15 2005

JOB DESCRIPTION

6 Occupational Therapy and Physical Therapy Supervisor
Language, Speech and Hearing Department

POSITION: Occupational Therapy and Physical Therapy Supervisor

REPORTS TO: Senior Coordinator of Language, Speech & Hearing and Physical and Occupational Therapy Services

PRIMARY FUNCTION: Evaluate and supervise occupational and physical therapy staff. Provides and facilitates staff development for the Occupational Therapy and Physical Therapy Department.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervise and evaluate occupational and physical therapy staff.
2. Plan, provide and facilitate all aspects of professional development training for staff.
3. Conduct staff meetings, facilitate communication and disseminate information to the staff.
4. Serve as liaison to Senior Coordinator.
5. Serve as liaison to program sites for effective program planning.
6. Serve as consultant to schools and department staff on specialized educational materials, equipment, and resources.
7. Receive and process new referrals.
8. Organizes staffing patterns for efficient coverage.
9. Assists with the facilitation of non-therapeutic departmental responsibilities.
10. Manages and coordinates contract services from outside agencies.
11. Assists the Senior Coordinator in the interview and selection of new staff.
12. Arranges new staff orientation.
13. Monitors the yearly update of the Policy and Procedure Manual.
14. Organizes and coordinates ordering of adaptive equipment needed by students.
15. Makes recommendations regarding future equipment purchases.
16. Provides for efficient maintenance of records and prepares required reports and statistics for the department, district and the State Department of Education.
17. Provides or facilitates in-service training for parents and community agencies.
18. Provides professional evaluations of students as needed.
19. Assists in the provision of therapy coverage for mandated students on a temporary, emergency basis as determined by the Senior Coordinator.
20. Performs other duties as assigned.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelors Degree in Occupational Therapy or Physical Therapy.
2. Five or more years of experience as a school-based occupational therapist or physical therapist.
3. Management and/or supervisory experience desirable.
4. Demonstrated leadership ability.
5. Ability to function as part of a team.
6. Familiar with district curriculum policies and procedures as they pertain to student therapy needs.
7. Ability to form positive relationships with families and community agencies.
8. Knowledge of Federal, State and Local legislation and policy
9. Excellent interpersonal and verbal communication skills.
10. Excellent organizational skills.
11. Ability to be flexible and work an extended day to meet the goals of the department.
12. Ability work under stress and difficult time constraints.

CERTIFICATION REQUIREMENTS

N/A.

SALARY AND TERMS OF EMPLOYMENT:

Work Year 10 months (193 days)

Salary Grid A725 (\$55,676 - \$67,239) .6 salary


EVALUATION:

Evaluated annually

UNION AFFILIATION:

The Hartford Schools Support Supervisors Association.

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8/3/05

Union

8/15/05
Date


HR Date

JOB DESCRIPTION
Medical Director
Health Services and Health Education Department
Hartford Public Schools

POSITION: Medical Director

REPORTS TO: Director of Health Services and Health Education

SUPERVISES: School System Part Time Physicians

PRIMARY FUNCTION: Preserve and improve the health of pupils in accordance with the requirements of the Public Health Code of the State of Connecticut and as mandated under various State laws.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Review, approve and oversee the plans and implementation of programs for the prevention, detection and control of physical defects and disease relative to Hartford children.
2. Responsible for supervision of school system part time physicians.
3. Review and approve all medically related individualized education plans for children served by the Department of Special Education.
4. Review and approve all medical procedures relative to children receiving special education services.
5. Serve as consultant to the coordinator of Physical Education and supervise the physicians assigned to cover interscholastic athletic events and to complete sports physical examinations.
6. Maintain the CLIA requirements for laboratory testing and oversee lab work.
7. Advise the Superintendent and administrative staff of the Hartford Public Schools on all matters of a medical nature.
8. Maintain the school system's OSHA regulations and advises the school system on related matters of infection control.
9. Provide on-call medical emergency coverage on a 12 month basis.
10. Serve as a consultant to the office of Human Resources on personnel issue relative to medical leave and related areas.
11. Serve as the Medical Director for the licensed medical and dental clinics.
12. Represent the school districts on community health boards and attend related community health meetings on an as needed basis.
13. Review and advise on matters of transportation of children for medical reasons.
14. Provide physical examinations and health assessments of school children as needed.
15. Instruct administrators, teachers and other staff, when appropriate, in medical matters including the administration of medications.

16. Supervise health staff relative to medical matters.
17. Assist in the development and implementation of third party reimbursement.
18. Perform other related duties as requested by supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Must be a licensed physician.
2. Minimum of five years experience in administration of medical programs.
3. Must possess demonstrated experience in school health and school based health clinics.
4. Bilingual (English/Spanish) preferred.

CERTIFICATION REQUIREMENTS:

Non-certified.

SALARY AND TERMS OF EMPLOYMENT: Twelve month work year. Salary Grid A796

EVALUATION:

Evaluated annually by supervisor.

UNION AFFILIATION:

Hartford Schools support Supervisors Association - HSSSA

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JOB DESCRIPTION

COORDINATOR OF ASSESSMENT PROGRAMS and COMMUNICATIONS OFFICE OF ACADEMICS

REPORTS TO

Executive Director for Special Funds, Technology and Accountability

SUPERVISES

Communications Support Specialist

PRIMARY FUNCTION

To perform all tasks related to the implementation of state and board mandated testing programs. To offer staff development activities for administrators, teachers and other staff as they relate to state mandated testing, to assist with the compilation of assessment data to complete state reports as needed. To direct the management of communications related to state assessments, NCLB Public School Choice, SES, and Highly Qualified Teachers. To oversee the functions of the Communications Support Specialist for Title I and NCLB Compliance.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Provide assistance to the schools and central office staff regarding the implementation of all state testing programs and the communication of those results, including procedures on test administration, scoring of tests, interpretation of results and test security policy.
2. Assist as needed with the coordination of district level assessments.
3. Serve as point person for additional state mandated assessments.
4. Participate in training sessions related to the implementation of testing programs.
5. Responsible for the inventory of test materials and coordinate timely delivery to schools.
6. Assist with the collection and review of all test data.
7. Assist with the development of workshops and professional activities for staff.
8. Supervise and evaluate the Communications Support Specialist.
9. Manage NCLB related communications, including Choice, Supplemental Educational Services, and non-Highly-Qualified teacher notification.
10. Communicate assessment results to schools and community.
11. Perform other duties that may be assigned by supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in education or related field.
2. Knowledge of state mandated testing programs.
3. Demonstrated knowledge of Microsoft Office.
4. Successful experience in working with staff, students, and parents
5. Excellent written and verbal communications skills required.
6. Ability to organize, manage time, follow through and meet deadlines while working under pressure.

CERTIFICATION REQUIREMENTS

None

SALARY AND TERMS OF EMPLOYMENT

11 Months. Salary Grid: B746 (\$81,142 - \$97,838) 2010-2011

EVALUATION

Evaluated annually

UNION AFFILIATION

Hartford Schools Support Supervisors Association (HSSSA)

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_____	_____	_____	_____
Union	Date	HR	Date

Revised 6-2-2010



Where the future is present.

JOB DESCRIPTION
Operations Transportation Coordinator

REPORTS TO:

Director of Transportation

SUPERVISES:

Transportation Specialist

PRIMARY FUNCTION:

Under the direction of the Director of Transportation, plan coordinate and oversee routing, scheduling, and daily transportation services and operation of the department; assure compliance with time schedules and applicable laws, codes, rules, and regulations; use geographic mapping and routing computer programs to plan the most efficient and effective bus routes and to assist in planning school boundary changes; prompt resolution of student transportation problems; coordination of student transportation programs with principals, central office, parents, Connecticut State Department of Education, outside agencies, and others; preparation of current and long range student transportation plans; related duties as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Analyzes current and long term student transportation requirements and provides plans for meeting requirements and improving operations.
- Notify vendors, schools and public of any changes in bus routes and schedules.
- Assist director in the handling of day-to-day problems and acts as a resource person to supervisors on management and transportation questions.
- Assist director in the development of the departmental budget; makes recommendations for the purchase of transportation supplies, materials and equipment.
- Assist director in implementation of district's transportation policies and communicate to schools expected behavior when using district transportation.
- Assist director in developing training options and improvement plans to ensure exemplary operation of transportation department.
- Ensure compliance with district and department based policies and procedures.
- Assist director in approving and forwarding invoice for transportation to accounting department.
- Assist director in assessing incidents, complaints, etc. (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Visit school sites to observe and evaluate bus, green and passenger loading and unloading zones; contacts appropriate city authorities to request zone changes.
- Assist director in planning, coordinating and overseeing the routing, scheduling and daily transportation services including regular and special education, contract services of the department; assures compliance with time schedules and applicable laws, codes, rules and regulations.
- Communicates with school site staff, administrators, parents and outside agencies to exchange information, coordinate activities and resolve issues, concerns and questions regarding transportation services, student behavioral problems and special accommodations for students.
- Recruit, and train all transportation personnel and make sound recommendations about placement, assignment, retention, discipline and dismissal.
- Attend professional growth activities to keep abreast of innovative techniques in transportation.
- Maintain good rapport with parents and community.

"Every student and every school thrives"

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree with minimum two years administrative experience
- Ability to direct and manage operations.
- Knowledge of Transportation management.
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication and interpersonal skills
- Ability to work under pressure within time constraints.
- Ability to work independently and manage time effectively.

CERTIFICATION REQUIREMENTS: None

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Salary Grid: C690 \$56,631 - \$73,202


EVALUATION:

Evaluated annually.


UNION AFFILIATION

Hartford Schools Support Supervisors Association

NOTE: The above description covers the primary duties and responsibilities of the position. The description shall not, however, be constructed as a complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.



HSSA Union Signature 7/11/16
Date



OTM Signature 7/12/16
Date

"Every student and every school thrives"

JOB DESCRIPTION
Program Manager of
Technology, Data and Accountability
School Choice Office

REPORTS TO:

Director, Office of School Choice

SUPERVISES:

Recruitment and Placement Specialists

PRIMARY FUNCTION:

Under the direction of the Director, the Program Manager develops and implements the technology, data and accountability infrastructure for the Hartford Public Schools Choice Office. The Program Manager maintains and supports the Choice Lottery and student enrollment enterprise.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises the Recruitment and Placement Specialists who serve as front line staff to families seeking placements at HPS. This includes managing the work flow, triaging volume during peak placement times and ensuring staffing needs are met.
2. Monitors student placement and enrollment capacity.
3. Leads the development and implementation of an integrated, data and accountability infrastructure for the Hartford Public Schools Choice Office that maximizes opportunities for school selection within a variety of school options.
4. Experience as a System Administrator of a student information system such as PowerSchool or similar software application.
5. Documents protocols and procedures, evaluates requests, and strives for continuous improvement of system performance, availability and functionality.
6. Implements needs and requirements into system development and coordinates best business practices into to maximize system workflow.
7. Identify key data points to measure the performance, accountability, and effectiveness of the Choice process, enabling the team to make mid-course adjustments to reach department goals.
8. Design efficient databases and spreadsheets to compile, clean, transform, validate and organize data from multiple sources to present or draw conclusions.
9. Facilitate all Choice operations, including the Choice application and lottery process
10. Use statistical knowledge and skills to support internal and external research efforts
11. Analyze Choice data to predict future trends, identify and solve challenges
12. Create design prototypes, including graphical renderings for reporting
13. Evaluates quality of services and makes recommendations for new software, equipment, upgrades for improved access and accountability.

14. Leads troubleshooting projects related to the Choice Magnet Schools process, to include data and billing for special education students.
15. Able to work in a cross functional team environment with demonstrated leadership abilities.
16. Other duties as assigned by the Supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's Degree in Statistics, Educational Measurement, Business or Management Information Systems, Master's preferred
2. At least five years' experience working in educational research-based setting, including significant experience working with:
 - Public school district data bases (required)
 - Software for statistical analysis
 - Data acquisition hardware and software
3. Demonstrated knowledge of networks, servers, IT structures, and on-line application development (Proficient in Excel is essential).
4. Exceptionally organized and detail-oriented; able to work under pressure, follow through and meet deadlines
5. Preparation of high quality correspondence, manuals, reports and documentation
6. Ability to meet deadlines, takes initiative, and make sound decisions under pressure
7. Ability to manage multiple projects concurrently
8. Advance knowledge in Microsoft Office, especially Excel and Access
9. Familiarity with SPSS statistical software packages
10. Willingness to work flexible and irregu0
11. 11r hours
12. Bi-lingual (Spanish) preferred

SALARY AND TERMS OF EMPLOYMENT:

Salary in accordance with Hartford Schools Support Supervisors Association (HSSSA)
 Grid C710: \$71,299 - \$86,016 (2015-16)
 Twelve Month Work Year

EVALUATION:

Annually

UNION AFFILIATION:

Hartford Schools Support Supervisors Association (HSSSA)

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 Union Signature Date

 OTM Signature Date

JOB DESCRIPTION

SUPERVISOR OF PRINTING AND DUPLICATING (PRINTING, AV & COURIERS) FINANCE AND ADMINISTRATION

REPORTS TO:

Executive Director of Finance and Administration

SUPERVISES:

Printing and Duplicating Technician
Audio & Visual Technician
Couriers

PRIMARY FUNCTION:

Supervise the Couriers, AV Technician and Printing and Duplicating functions for the Hartford Board of Education.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Set up, adjust and make repairs (where appropriate) to all duplicating center equipment including offset presses, copier, collator, stitcher, light table, drill press, paper cutter, process camera, envelope feeder, and related printing/duplicating equipment.
2. Lay out work, make photographic plates, adapt or devise designs and layouts, where appropriate.
3. Ability to schedule, coordinate, estimate, and adapt design to a variety of printed forms, reports, fliers, manuals, booklets, and similar related documents.
4. Estimate job costs; maintain inventory records, requisitions and work orders; maintain paper and supplies.
5. Instruct personnel on the use of reproduction equipment.
6. Prepare and maintain departmental budget, including staff time sheet.
7. Prepare user department billings on a monthly basis as required for copying/printing cost.
8. Supervise and evaluate technicians and student workers in the department.
9. Performs other duties that are assigned by supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. High School graduate or GED equivalent.
2. Appropriate course work in photo offset and lithography, preferred.
3. At least five years work experience in a printing and duplicating facility.
4. Previous supervisory experience, preferred.
5. Ability to establish and maintain effective working relationships with staff.

CERTIFICATION REQUIREMENTS

None

SALARY AND TERMS OF EMPLOYMENT:

12 Month work year. Salary Grid: C710

EVALUATION:

Evaluated annually

UNION AFFILIATION

Hartford Schools Support Supervisors Association (HSSSA)

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Updated as of 8/5/03

JOB DESCRIPTION
MEDICAID COORDINATOR
FINANCE & BUSINESS SERVICES

REPORTS TO: Director of Business Services

SUPERVISES: Billing clerks

PRIMARY FUNCTION:

Oversees the entire Medicaid billing process and function.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Responsible for School Based Child Health Services.
2. Responsible for the timely delivery of all required forms to any agency, public or private, federal, state and local.
3. Responsible for all audits of any type.
4. Conducts in-services and training for staff related to division to ensure that processes and procedures are kept.
5. Coordinates with school system Physician to ensure that proper medical approval is obtained prior to submittal..
6. Manage and distribute postage for Special Education process in all schools and related programs.
7. Manages and evaluates support personnel.
8. Performs other related duties as assigned by Supervisor or designee.
9. Manage and distributes information to schools relative to special education forms, and ensure that forms are ready for distribution at critical times of year.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in related area with at least 1 year of experience or minimum of 3 years experience with billing, required.
2. Demonstrated knowledge of and ability to work with financial matters.
3. Ability to deal effectively, fairly and courteously with people in a variety of environments.
4. Ability to work under pressure and within time constraints.
5. Excellent written and oral communication skills.
6. Ability to work autonomously as well as cooperatively with school communities.
7. Demonstrated knowledge in the use of PC software applications, i.e., Windows, Excel, Access and Word.

CERTIFICATION REQUIREMENTS: None

SALARY AND TERMS OF EMPLOYMENT:

12 Month Work Year. C-710

EVALUATION:

Six Months Probationary Period, then completed on an Annual basis

UNION AFFILIATION:

HARTFORD SCHOOLS SUPPORT SUPERVISORS ASSOCIATION - HSSSA

***Wages, hours and conditions of employment are subject to the respective collective bargaining agreement.**

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HR Representative Date

Union Representative Date

**Job Description
Organization Supervisor
Facilities Department**

REPORTS TO:

Executive Director of Facilities

SUPERVISES:

Office Assistant and non-certified personnel as assigned

PRIMARY FUNCTION: Provide employee relations support to department supervisors and oversee staffing to include selection and hiring process. Works in conjunction with management to develop, implement and maintain policies and procedure consistent with current best practices related to accounting operations and workflows. Provides and coordinates the usage of school facilities, dispatching and general office management. Performs a range of responsible duties in support of the effective operation of the Facilities Department.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Coordinate, oversee, and assist in the hiring for HPS non-certified Facilities personnel, including the review and screening of applicants and arrangement of interview process.
2. Work collaboratively with Executive Director and staff to assist in resolution of employee relation concerns.
3. Provide leadership and support to Facilities Department Supervisors, Managers, and Assistant Director.
4. Supports the coordination of use of school facilities.
5. Process all requests for the use of school facilities by external groups.
6. Maintains accounting data base in relation to rental fees collected.
7. Works with Athletic Directors, School Administrators, Security Department, and Custodial Department in the coordination of facilities use by external groups.
8. Ability to analyze information and prepare written reports and recommendations to Executive Director.
9. Oversee work order system.
10. Assists customers in understanding the process for using school facilities.
11. Work with departmental staff to ensure that school and community needs are met in a timely and professional manner.
12. Maintains databases with accurate and updated information and prepares reports as needed and upon request.
13. Assists with requests by internal departments for the use of school facilities, as needed, for weekend events.
14. Communicates effectively and professionally with school administrators and staff to ensure needs of schools are met.
15. Responsible for day-to-day operations for all staffing and employee relations.
16. Research accounting issues and develop solutions.
17. Assist in the gathering of budget details and documents from department; explains procedures to be followed in developing budget requests.
18. Provide analysis and reconciliation for accounts and prepare payroll projections and forecasts on salary accounts.
19. Perform other duties that may be assigned by the Executive Director of the Facilities Department.

SKILLS, KNOWLEDGE, QUALIFICATION AND EXPERIENCE:

1. Associates Degree; Minimum of five (5) years' experience in the area of Facilities Management or Business Administration.
2. Experience in the education field and knowledge of school system functions.
3. Ability to work under difficult time constraints and able to handle pressure situations.
4. Demonstrated ability to deal effectively, professionally and courteously and maintain favorable relationships with all level of administration.
5. Proficient in the use of Microsoft Windows, Excel, Access, MUNIS and any other applicable programs
6. Ability to take directives and follow through independently as well as work as a team member who is flexible and adaptable.
7. Excellent time management and organizational skills as well as the ability to prioritize multiple competing demands.
8. Ability to work an extended day to meet the goals of the department.
9. Demonstrated ability to consistently make decisions in accordance with policies and procedures.

SALARY AND TERMS OF EMPLOYMENT

12 month work year. Salary Grid: C715 (2017-2019) \$77,240 – \$93,246

EVALUATION:

Evaluated annually.

UNION AFFILIATION

HSSSA

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

Yvonne Wilson 12/21/18
HSSSA Signature Date

Natasha Banks 12/21/18
OTM Signature Date

JOB DESCRIPTION

TRANSPORTATION MANAGER FINANCE AND ADMINISTRATION

REPORTS TO:

Director of Business Services

SUPERVISES:

Transportation Staff

PRIMARY FUNCTION:

Responsible for evaluating and monitoring regular, non-public, special education and technical school transportation. Primarily responsible for the district's coordination of childrens' transportation and answering parent and administrator questions regarding student transportation services. Must have the ability to establish a strong, positive on-going communication with contracted bus company management staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Works cooperatively with school administrators to determine transportation needs of ALL students.
2. Evaluates and monitors "special needs" transportation requests within the following categories: medical (long-term or temporary), family living in a temporary shelter, or other "special" circumstances requests are reviewed on a case-by-case basis with the assistance of Director of Business Services.
3. Troubleshoots problems related to pupil transportation.
4. Coordinates and handles monthly distribution of bus tickets .
5. Maintains city bus ticket logs for special programs, parochial, non-public, and vocational schools; periodic follow-ups on ticket distribution for all programs.
6. Inform schools and newspapers with information to provide parents and pupils with accurate bus stop information.
7. Creates and monitors route and schedule development.
8. Coordinates regular middle and high school bus pass printing and distribution.
9. Monitor and verify eligibility lists; works with school administrators and IT to maintain up-to date data.
10. Monitors contract compliance with penalty imposition on vendor performance.
11. Prepares state reports
12. Prepares street directory with ridership.
13. Reviews and improves all invoices.

14. Coordinates procurement of trips thru requisition receipts and purchase orders.
15. Participates in re-districting meetings and development
16. Meets with parents and principals, as needed.
17. Performs other related duties as assigned by Supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in related field with a minimum of 6 years experience or at least 10 years experience in the student transportation field or similar.
2. Ability to work under pressure within time constraints.
3. Strong written and verbal communication skills.
4. Demonstrated ability to work cooperatively with school staffs, contracted vendors, and community personnel.
5. Must be able to relate courteously and tactfully to students and parents.
6. Excellent time management and organizational skills.
7. Ability to work independently and manage time effectively.
8. Demonstrated ability to maintain accurate and detailed records of a quantitative nature.
9. Bilingual preferred (English/Spanish).

CERTIFICATION REQUIREMENTS

None

SALARY AND TERMS OF EMPLOYMENT:

12-Month work year. Salary Grid: C720 \$59,674 - \$72,026

EVALUATION:

Evaluated annually.

UNION AFFILIATION

Hartford Schools Support Supervisors Association

NOTE: The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

5/2/01

Hartford Public Schools
JOB DESCRIPTION
FIELD MANAGER
Food & Child Nutrition Services Department

REPORTS TO: Director of Food and Child Nutrition Services.

SUPERVISES: Cook Managers, Head Cafeteria Supervisors

PRIMARY FUNCTION: Develop, implement and maintain standards of all aspects of the food service operation in assigned schools with a strong emphasis on compliance and accountability standard operating procedures. Conduct monitoring reviews as required by USDA for all meal programs. Compile data for monthly meal claims.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assists in the management of the total operation of all schools.
- Observes, evaluates and recommends change for improvement in all aspects of the food service program.
- Compiles all meal counts for monthly USDA reimbursements
- Supervises, trains, and evaluates Cook-Managers, Head Cafeteria Supervisors and site-based personnel.
- Completes probationary and annual performance evaluations for Cook Managers and Head Cafeteria Supervisors personnel. Assists in implementing corrective actions for any personnel not meeting requirements.
- Assist with menu and recipe development.
- Assist with monthly ordering process.
- Performs administrative tasks, such as: revising new forms and records, processing meal applications, reporting, policy making, auditing, disbursing supplies, and solving problems as required.
- Completes collection, input, corrections, retrieval, and ongoing maintenance of data related to meal applications via the computer terminal for designated schools.
- Conducts regular, documented on-site visitations to all meal programs including breakfast, lunch, after school snacks, and supper program sites; to include USDA monitoring requirements. Assures corrective action is completed as necessary.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Minimum of Associate Degree in Food Service Management, Institutional Management, or related field. Bachelor Degree in one of the aforementioned fields preferred.
- A minimum of 5 years of Food Service Management or related management experience.
- Demonstrated ability to effectively communicate verbally and in writing with subordinates, peers, and supervisors.
- Evidence of the ability to effectively plan, organize, direct, and operate a food service department serving over 4 million meals annually.
- Demonstrated ability to organize, motivate and direct other people.
- Computer skills with basic knowledge of Microsoft Excel, Word, and email capabilities.
- Valid Connecticut drivers license and means of own transportation.

CERTIFICATION REQUIREMENTS:

Food Protection Certification Program

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Salary grid C720.

UNION AFFILIATION:

HSSSA, Local 78

EVALUATION:

Annually, by the Director of Food Services

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*

Union Signature Date

OTM Signature Date

Hartford Public Schools
JOB DESCRIPTION
OPERATIONS MANAGER
FOOD & CHILD NUTRITION SERVICES DEPARTMENT

REPORTS TO: Director of Operations

SUPERVISES: Cook Managers and Food Service Workers

PRIMARY FUNCTION:

Accountable for overall operation of school assigned to. Responsible for operational district-wide tasks including but not limited to ordering of food and supplies, inventory management, development and maintaining production records and staff training. Assist in the development and documentation of operational standards.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Oversee overall operation of building school assignment. Assist assigned Cook Manager as needed.
- Compile and process district-wide orders of food and supply items. Assist and train Cook Managers in ordering and forecasting as needed.
- Compile district-wide monthly inventory, analyze trends, and assist schools in inventory management.
- Observes, evaluates and recommends change for improvement in all aspects of the food service program.
- Assist with development and implementation of training for food service staff district-wide.
- Assist with grant management as appropriate.
- Assist with on-going development and implementation of HACCP program.
- Develop, maintain, and distribute production records.
- Assist with menu and recipe development.
- Supervises, trains, and evaluates Cook-Managers and site-based personnel district-wide as required.
- Assist in the development, documentation, and training of standard operating procedures.
- Evaluate assigned employees annually.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Minimum of Associate Degree in Food Service Management, Institutional Management, or related field. Bachelor Degree in one of the aforementioned fields preferred.
- A minimum of 5 years of Food Service Management or related management experience.
- Demonstrated ability to effectively communicate verbally and in writing with subordinates, peers, and supervisors.
- Evidence of the ability to effectively plan, organize, direct, and operate a food service department serving over 4 million meals annually.
- Demonstrated ability to organize, motivate and direct other people.
- Computer skills with basic knowledge of Microsoft Excel, Word, and email capabilities.
- Valid Connecticut driver's license and means of own transportation.

CERTIFICATION REQUIREMENTS:

Food Protection Certification Program.

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Salary grid C720.

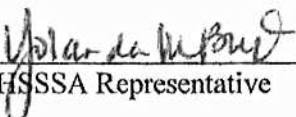
UNION AFFILIATION:

HSSSA, Local 78.

EVALUATION:

Annually by the Director of Operations

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*


HSSSA Representative 12/21/2018
Date


HBOE Representative 12/21/18
Date

Hartford Public Schools
JOB DESCRIPTION
SATELLITE MANAGER
FOOD & CHILD NUTRITION SERVICES DEPARTMENT

REPORTS TO: Director of Operations

SUPERVISES: Cook Managers and Food Service Staff

PRIMARY FUNCTION:

Responsible for the satellite meal service including production, cooking, and delivery of food and supply items. Assist in the development and documentation of operational standards. Assist Director of Operations with delivery of meals, bulk foods, supplies, and equipment as needed. Responsible for catering events, when requested.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Coordinate, supervise and evaluate the district-wide satellite feeding program.
- Supervises overall operation at prepack schools district-wide.
- Compares meal counts claimed to meals delivered at satellite locations and adjusts orders as needed.
- Check equipment for efficient operation and safety. Instruct employees in the correct use and care of equipment and report all repair and maintenance issues to the Director of Operations.
- Prepare food and supply orders for satellite operations as required.
- Develop production schedules for satellite operations.
- Instruct and train food service personnel as required.
- Assist with on-going development and implementation of HACCP program.
- Assist in recipe development and production training district-wide.
- Assist in the development, documentation, and training of standard operating procedures.
- Supervises, trains, and evaluates Cook-Managers and site-based personnel district-wide as required.
- Responsible for in-house catering functions.
- Evaluate employees annually as required.
- Performs any other related duties as assigned.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Minimum of Associate Degree in Food Service Management, Institutional Management, or related field. Bachelor Degree in one of the aforementioned fields preferred.
- A minimum of 5 years of Food Service Management or related management experience.
- Demonstrated ability to effectively communicate verbally and in writing with subordinates, peers, and supervisors.
- Evidence of the ability to effectively plan, organize, direct, and operate a food service department serving over 4 million meals annually.
- Demonstrated ability to organize, motivate and direct other people.
- Demonstrate the ability to drive a truck safely and efficiently.
- Valid Forklift Operators License
- Computer skills with basic knowledge of Microsoft Excel, Word, and email capabilities.
- Valid Connecticut driver's license and means of own transportation.

CERTIFICATION REQUIREMENTS:

Food Protection Certification Program
Fork Lift Operators License

SALARY AND TERMS OF EMPLOYMENT:

12-Month Work Year – Salary Grid C720

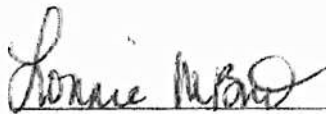
UNION AFFILIATION:

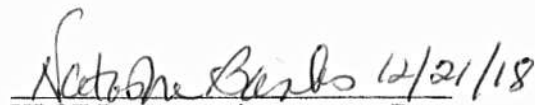
Hartford Schools Support Supervisors Association (HSSSA)

EVALUATION:

Evaluated Annually

NOTE: This description covers the principal duties and responsibilities of the job. It shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day to day.


HSSSA Representative 12/01/2018
Date


HBOE Representative 12/21/18
Date

Hartford Public Schools
JOB DESCRIPTION
SENIOR FIELD MANAGER
Food & Child Nutrition Services Department

REPORTS TO: Director of Food and Child Nutrition Services.

SUPERVISES: Cook Managers, Head Cafeteria Supervisors

PRIMARY FUNCTION: Develop, implement and maintain standards of all aspects of the food service operation in assigned schools with a strong emphasis on compliance and accountability standard operating procedures. Conduct monitoring reviews as required by USDA for all meal programs. Compile data for monthly meal claims.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assists in the management of the total operation of all schools.
- Assists in training of Field Managers in operational changes.
- Observes, evaluates and recommends change for improvement in all aspects of the food service program.
- Compiles all meal counts for monthly USDA reimbursements.
- Assists in processing of USDA monthly on-line claims for all meal counts.
- Assists Department Based School Technician in troubleshooting POS errors.
- Supervises, trains, and evaluates Cook-Managers, Head Cafeteria Supervisors and site-based personnel.
- Completes probationary and annual performance evaluations for Cook Managers and Head Cafeteria Supervisors personnel. Assists in implementing corrective actions for any personnel not meeting requirements.
- Assist with menu and recipe development.
- Assist with monthly ordering process.
- Performs administrative tasks, such as: revising new forms and records, processing meal applications, reporting, policy making, auditing, disbursing supplies, and solving problems as required.
- Completes collection, input, corrections, retrieval, and ongoing maintenance of data related to meal applications via the computer terminal for designated schools.
- Conducts regular, documented on-site visitations to all meal programs including breakfast, lunch, after school snacks, and supper program sites; to include USDA monitoring requirements. Assures corrective action is completed as necessary.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Minimum of Associate Degree in Food Service Management, Institutional Management, or related field. Bachelor Degree in one of the aforementioned fields preferred.
- A minimum of 5 years of Food Service Management or related management experience.
- Demonstrated ability to effectively communicate verbally and in writing with subordinates, peers, and supervisors.
- Evidence of the ability to effectively plan, organize, direct, and operate a food service department serving over 4 million meals annually.
- Demonstrated ability to organize, motivate and direct other people.
- Computer skills with basic knowledge of Microsoft Excel, Word, and email capabilities.
- Valid Connecticut drivers license and means of own transportation.

CERTIFICATION REQUIREMENTS:

Food Protection Certification Program

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Salary grid C725.

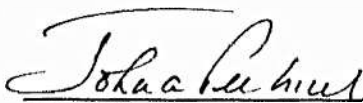
UNION AFFILIATION:


HSSSA, Local 78

EVALUATION:

Annually, by the Director of Food Services

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*


Union Signature _____ Date 1/6/15


OTM Signature _____ Date 1/6/15

JOB DESCRIPTION

PAYROLL MANAGER FINANCE DEPARTMENT

REPORTS TO: Director of Finance, Accounting and Disbursements

SUPERVISES: Payroll Specialists

PRIMARY FUNCTION:

The Payroll Manager oversees all BOE payroll operations and processes, and works in conjunction with management to develop, implement and maintain policies and procedures consistent with current best practices related to payroll operations, workflows and security administration. Supports all payroll related functions in the Finance Department, Office of Talent Management (Human Resources) and Labor & Legal Services Department. Works cooperatively with the City's Payroll Department and the City Treasurer's Office. Supervises, evaluates, and develops payroll staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the processing of timely and accurate payrolls for all employees of the Hartford Public Schools.
2. Responsible for the processing of employee deductions, including but not limited to: withholding taxes, group insurance, direct deposits, 403b/457 plan contributions, credit union contributions, etc., and ensure the accuracy and integrity of all deductions.
3. Ensure the accuracy and integrity of all pension and/or retirement deductions. Work with the Office of Talent Management to ensure accuracy of all contributions to the CT State Teachers' Retirement system.
4. Responsible for the maintenance of and any changes to the employee master record for health contributions, union dues, bank codes for direct deposit, etc.
5. Work with the Director of Finance, Accounting and Disbursements to ensure compliance with the IRS 403b/457 plan regulations and limits. Provide information and guidelines to all employees and ensure plan providers compliance with HPS site "Rules of Engagement".
6. Responsible for the timely and accurate payout of severance and vacation while adhering to contractual and district policy guidelines and formulas.
7. Responsible for providing information for internal and external audits and the implementation of audit recommendations approved by Finance Department administration.
8. Support the Office of Talent Management to ensure adherence to benefit accrual and usage limits.
9. Develop and maintain time entry rules and constraints to aid in accuracy of payments and budget allocations.
10. Responsible for implementing contractual changes as affects salary schedules, and the application of contracted salary increases, including retroactive payments.
11. Responsible for processing any stipends, special payments, or grievance settlements.
12. Responsible for the accuracy of individual employee taxes for W-2 reconciliation.
13. Establishes annual pay period calendar.
14. Responds to questions concerning payroll, and resolves problems as necessary.
15. Implements and supports any new system as affects payroll.
16. Facilitates and provides training for Timekeepers, Principals, Department Heads, etc. as needed.

Job Description – Payroll Manager (continued)

TYPICAL DUTIES AND RESPONSIBILITIES (Continued):

17. Responsible for supervising, training and evaluating payroll staff annually or as needed.
18. Attends professional development opportunities in order to stay current with developments in payroll operations.
19. Performs any other tasks or projects as assigned by the Director of Finance, Accounting and Disbursements or his/her designee.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's Degree in the area of Accounting, Finance or Business Administration or 8 years management experience in related area.
2. Strong working knowledge of payroll and accounting principles, methods and best practices.
3. Ability to apply principles of payroll administration to resolve practical problems and deal with a variety of issues.
4. Significant payroll management experience, preferably in a school district or municipal setting.
5. Demonstrated experience with MUNIS financial software preferred.
6. Demonstrated ability to work under pressure and within time constraints, and willingness to work extended hours as needed.
7. Ability to establish and maintain effective working relationships with administration, department heads, employees, vendors, and the public.
8. Demonstrated experience in implementing payroll systems for an organization of significant size.
9. Ability to respect confidentiality of privileged information.
10. Proven ability to supervise and evaluate staff.
11. Excellent communication (written and verbal), interpersonal, leadership and organizational skills.
12. Demonstrated knowledge in the use of PC software applications, (i.e., Windows, Microsoft Excel, Access and Word).

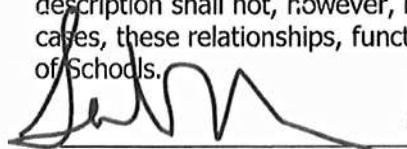
CERTIFICATION REQUIREMENTS: None

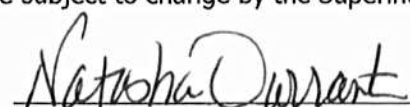
SALARY AND TERMS OF EMPLOYMENT: 12 Month Work Year. Salary Grid: C735

EVALUATION: Evaluated annually

UNION AFFILIATION: HSSSA (Hartford Schools Support Supervisors Association)
Local 78, AFSA, AFL-CIO

NOTE: The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.


Union Signature _____ Date 11/9/12


OTM Signature _____ Date 11/9/12

JOB DESCRIPTION
Financial Systems Manager – Business Systems
Metro Hartford Information Services

REPORTS TO:

Director of Business Systems

SUPERVISES:

N/A

PRIMARY FUNCTIONS:

Assists in the development and implementation of Administrative Applications necessary for the City of Hartford and the Hartford Public School System to operate as effective business and reporting organizations, specifically in the area of Financial Systems Support Services. These include, but are not limited to student management systems, health and human services systems, special education systems, and others used for to support services for students and residents. Supervises employees responsible for MUNIS and attendant sub-systems, check printing, reports and bank transfers.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises employees responsible MUNIS ERP system and related Financial sub-systems, check printing and bank file transfers.
2. Analyze system specifications to determine equipment and software requirements and make recommendations to the Director of Business Systems within Metro Hartford Information Services
3. Develop and Document Project Charters, Requirements and assign scheduled tasks, meeting agendas and minutes and communication plan
4. Assist and plan for the archival of financial systems data including reports and images
5. Monitor Server related functions for Operating System and Application Upgrades and coordinate schedule and communications related to disruption of service
6. Provides training and support to end users.
7. Develop system-testing requirements and organizes test schedule.
8. Design reports and forms and develops means to create as such.
9. Assists in the organization and development of appropriate data files for interaction with internal and outside agencies including local and federal government and financial institutions.
10. Helps in the development of system documentation and end user manuals.
11. Incorporate workflow needs and requirements into system development and coordinates best business practices into appropriate system workflow.
12. Analyze system performance during testing, and make modifications as necessary.
13. Assist in evaluating operational performance of system components (hardware, software and workflow).
14. Work with City of Hartford and Hartford Public Schools staff in administrating applications specifically the school district financial management system and several other departmental level systems.
15. Develop security models to provide system roles for data and menu access for end users
16. Liaison to systems software providers (MUNIS)
17. Performs other duties as requested by supervisors or designee.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor of Science degree required, coupled with at least 5 years experience in related field or equivalent, preferably in computer science of software engineering.
2. Demonstrated ability to design and implement application and systems software.
3. Working knowledge of multiple programming languages such as Visual Basic, MS Business Intelligence Development Studio and SQL stored procedures.
4. Ability to use high-end application databases such as SQL Server.
5. Familiarity with municipal government and public school system reporting needs, data requirements, MUNIS ERP Software Solution including Tyler Forms, Employee and Citizen Self-Service Application, Archive Management and Pulse Data Warehouse Reporting Development, MS SQL Reporting Services.
6. Strong working knowledge of Microsoft Productivity Products (Access and Excel) as Backend reporting tools and for application development, enhancement and integration.
7. Demonstrated project leadership, supervisory and communications skills.
8. Knowledge of Accounting Transactions and Banking Services and File Layouts such as ACH, ACI, Bank Reconciliation and positive pay
9. Knowledge of hardware needs for a clustered Enterprise Environment with built-in redundancy
10. Ability to develop, test and maintain business continuity plans for Disaster Recovery
11. Thorough understanding of Windows XP and Windows 7 operating system.
12. Working knowledge of Microsoft Windows server network capabilities and Active Directory as they relate to clients/server applications.
13. Ability to organize and prioritize in a high stress environment.

CERTIFICATION REQUIREMENTS:

None

EVALUATION:

Evaluated annually.

SALARY AND TERMS OF EMPLOYMENT:


12-Month Work Year. Bargaining grid: C735 (\$80,950 - \$97,644) 2012-2013

UNION AFFILIATION:

Hartford Schools Support Supervisors Association (HSSSA).

NOTE:

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions, and their applications are subject to change by the Chief Information Officer of Metro Hartford Information Services, operating under the joint direction of the Metro Hartford Information Services Partnership Board.

 7/6/12

 7/6/12

Union

Date

OTM

Date

Job Description
Compliance Manager – Special Education Department

REPORTS TO: Executive Director for Compliance

SUPERVISES: Special Education - IEP Compliance Monitors

SUMMARY: The Compliance Manger, in collaboration with the Chief School Improvement, Executive Directors of Compliance and Special Education, Director of Compliance and the district's Compliance Consultant, will ensure that the paperwork and workflow facilitation as outlined in the state monitoring report as addresses in a comprehensive, systemic and sustainable way. The manager will work closely with the special education team to develop and implement processing policies and procedures, align systems and data, and monitor adherence to these. The Compliance Manager will supervise the central office IEP Compliance Monitors. Additionally, he/she will work closely with the School Compliance Monitors to ensure timeliness and accuracy of IEP's and Special Education data and reports.

RESPONSIBILITIES INCLUDE:

- In collaboration with special education administration, manages and implements processing policies and procedures that align with compliance of regulations
- Manages analysis and monitoring of data related to service delivery, IEPs, sharing of information and responses to complaints
- Works with OTM and administration in developing and delivering Professional Development as outlined in the State Response of 11/11, district and other SDE requirements
- Manages and conducts Special Education program (IEP Direct) learning sessions for district
- Assists in implementation of guidelines and procedures associated with the PPT/IEP process.
- Manages special education data collection for state reporting
- Manages special education weekly and monthly data points
- Manages data collection and assists schools in monitoring instructional adjustments for identified student when appropriate, as part of the Audit Team
- Manages district IEP audit process
- Manages and prepares district's Desk Audit for the SDE
- Communicates with Compliance Consultant
- Works in conjunction with central office and attorneys regarding legal cases as requested
- Supervises and evaluates the Central Office IEP Compliance Monitors
- Performs other duties as appropriate to the position as requested by supervisor(s).

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree; minimum of five (5) years' experience in the area of business and/or educational management.
- Experience in the education field and knowledge of school system functions.
- Ability to work under difficult time constraints and able to handle pressure situations.
- Demonstrated ability to deal effectively, professionally and courteously and maintain favorable relationships with all level of administration.

- Proficient in the use of Microsoft Windows, Excel, Access and any other applicable programs
- Ability to take directives and follow through independently as well as work as a team member who is flexible and adaptable.
- Excellent time management and organizational skills as well as the ability to prioritize multiple competing demands.
- Demonstrated ability to consistently make decisions in accordance with policies and procedures.

SALARY AND TERMS OF EMPLOYMENT

12 month work year. Salary Grid: C740 \$91,289 - \$110,091 (2015-2016)

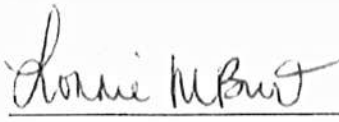
UNION AFFILIATION

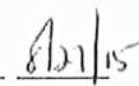
Hartford School Support Supervisors Association (HSSSA)

EVALUATION:

Six months probationary period and then annually thereafter.

NOTE: The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.





Union Signature

Date



Date

OTM Signature

**Job Description
Organization Manager
Foods & Child Nutrition Department**

REPORTS TO:

Director of Foods & Child Nutrition Department

SUPERVISES:

Non-certified personnel as assigned

PRIMARY FUNCTION: Provide employee relations support to department supervisors and oversee staffing to include selection and hiring process. Works in conjunction with management to develop, implement and maintain policies and procedure consistent with current best practices related to accounting operations and workflows.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Coordinate, oversee, and assist in the hiring for HPS non-certified food service personnel, including the review and screening of applicants and arrangement of interview process.
2. Work collaboratively with Director and staff to assist in resolution of employee relation concerns.
3. Provide leadership and support Food & Child Nutrition Department.
4. Responsible for day-to-day operations for all staffing and employee relations.
5. Research accounting issues and develop solutions.
6. Assist in the gathering of budget details and documents from department; explains procedures to be followed in developing budget requests.
7. Provide analysis and reconciliation for accounts and prepare payroll projections and forecasts on salary accounts.
8. Perform other duties that may be assigned by the Director of Foods & Child Nutrition Department.

SKILLS, KNOWLEDGE, QUALIFICATION AND EXPERIENCE:

1. Bachelor's degree; minimum of five (5) years' experience in the area of Human Resources or Business Administration.
2. Experience in the education field and knowledge of school system functions.
3. Ability to work under difficult time constraints and able to handle pressure situations.
4. Demonstrated ability to deal effectively, professionally and courteously and maintain favorable relationships with all level of administration.
5. Proficient in the use of Microsoft Windows, Excel, Access and any other applicable programs
6. Ability to take directives and follow through independently as well as work as a team member who is flexible and adaptable.
7. Excellent time management and organizational skills as well as the ability to prioritize multiple competing demands.
8. Demonstrated ability to consistently make decisions in accordance with policies and procedures.

SALARY AND TERMS OF EMPLOYMENT

12 month work year. Salary Grid: C740 \$86,089 - \$103,771

UNION AFFILIATION

Hartford School Support Supervisors Association (HSSSA)

APPLICATION PROCEDURE:

All current internal and external applicants must submit an online application.

To apply please visit <http://applitrack.com/hartford/onlineapp/> or www.hartfordschools.org and follow the appropriate link.

An Equal Employment Opportunity and Affirmative Action Employer, M/F/V/D

Natasha Durrant 9/29/14
OTM Date

Johna Ruchiat 9-29-14
HSSSA Date

JOB DESCRIPTION
SPECIAL EDUCATION STUDENT BASED COORDINATOR
STUDENT SUPPORT SERVICES

REPORTS TO:

Director of Special Education

SUPERVISES: Data Entry Clerks

PRIMARY FUNCTION:

The Student Based Coordinator will manage and monitor the Special Education Student Database that tracks special education students within Hartford Public Schools.

The Student Based Coordinator will also serve as a liaison to the Information and Technologies (IT) department and the Evaluation, Research, and Testing department.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Help implement, coordinate, and manage the Special Education Student Database.
2. Facilitate the information needed to comply with mandated special education State reports, School Based Child Health Services, and other reports.
3. Provide and coordinate training to site-based staff on the Special Education information management process, requirements, and the web-based Special Education Application.
4. Provide technical and computer support for the Special Education and Support Services staff and Administrators.
5. Act as a liaison with the following departments to facilitate the Special Education process, compliance, and reporting.
 - Information and Technologies (IT).
 - Evaluation, Research, and Testing.
6. Perform other duties as assigned by supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Minimum of 4 years experience in the use of a variety of applications and technologies such as database applications (i.e., Microsoft Access, Microsoft Excel, SASI), word processing (i.e., Microsoft Word), multimedia presentations (i.e., Microsoft PowerPoint, HyperStudio), desktop publishing (i.e., Microsoft Publisher), optical character recognition (OCR) software, Web browsers (i.e., Netscape, Internet Explorer), and email applications.
2. Demonstrates working knowledge of the following equipment: desktop and laptop computers, presentation-projection equipment, computer printers, scanners, and CD-WR equipment.
3. Has some understanding of network environment and operation..
4. Effective oral and written communication skills.
5. Bachelors degree in any related area and/or experience commensurate with job qualifications.
6. Ability to work under stressful situations and within time constraints.

SALARY AND TERMS OF EMPLOYMENT:

12 months, Salary Grid: C-745

EVALUATION:

There is a 6 months probationary period and then evaluation shall be conducted in accordance with current regulations(annually).

UNION AFFILIATION:

The Hartford School Support Supervisors Association (HSSSA)

NOTE: The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all duties, or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

Rev. 1/16/00

JOB DESCRIPTION
Assistant Director of Facilities
Facilities Department
Hartford Public Schools

POSITION:

Assistant Director of Facilities

REPORTS TO:

Executive Director of Facilities

PRIMARY FUNCTION:

Responsible for the overall management of the Hartford Public Schools Facilities Department, including personnel management, budget management, maintenance, operation, capital improvements and housekeeping of physical plant owned or leased by the City of Hartford for the Hartford Board of Education.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Organize, coordinate, and supervise all the regular maintenance, preventive maintenance, and custodial activities, plan operations including setting priorities and effectively distributing the available work force and resources.
2. Design and implement a system for the effective utilization of the work force and financial resources.
3. Monitor and maintain inventories for supplies, materials, and vehicles for department.
4. Coordinate and implement various safety standards and staff training needs for OSHA standards, Haz-Com, lead, radon, asbestos, equipment safety, and any other applicable standards.
5. Monitor work order system for call-ins, postings, and completion of adequate number of work orders productivity for the department including work order analysis, monthly reports and distribution.
6. Coordinate with the Office of Talent Management and Labor Relations area in recruitment, assignment, transfer, job description, promotion, termination, dismissal and disciplining of all Facilities personnel and school-based custodial staff. Participate in the grievance process and contract negotiations with appropriate unions.
7. Prepare and coordinate specifications for supplies, material and equipment for maintenance work for bid process through the City of Hartford.
8. Manage a system to ensure that equitable system-wide priorities and goals are established, work schedules utilizing in-house and contractual skills are established, adequate supervision exists for all work in progress and inspection of completed work, and produce system-wide surveys and reports on existing conditions of the school facilities with recommendations for improvements.
9. Prepare reports on fiscal and programmatic progress and plans as needed or required.
10. Evaluate all senior staff and assist in the evaluation of all other subordinates.
9. In conjunction with related State or Federal programs, design and implement energy conservation program including budgetary and operational control on all utilities.
10. Conduct periodic safety and security inspections, coordinate and implement safety programs, and implement handicap regulations.
13. Perform other related duties as assigned.

**Assistant Director of Facilities
Facilities Department**

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SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's Degree in Public Administration, Business Administration, Engineering, or Building Maintenance/Administration.
2. Experience in progressively more responsible leadership positions in building maintenance and/or operations.
3. Comprehensive knowledge of Federal, State and local laws, ordinances and codes pertaining to building construction, maintenance and labor relations.
4. Preferred experience in building construction industries in designing various mechanical electrical systems for buildings.
5. Experience in preparation and administration of a large multi-fund budget, and specifications and procurement of contractual services.
6. Communicate effectively in a clear and concise manner both orally and in writing.
7. Diverse and comprehensive knowledge of the maintenance of mechanical and structural systems and the latest techniques of plant operations.
8. Valid motor vehicle operations license for State of Connecticut.
9. Must be able to work within difficult time constraints and under stressful conditions.

CERTIFICATION REQUIREMENTS:

Non-certified

SALARY AND TERMS OF EMPLOYMENT:

Twelve month work year. Pay is in accordance with experience level and the salary schedule for Grid C750 of Local 78 Hartford School Support Supervisors Association agreement.

EVALUATION:

Evaluated annually.

UNION AFFILIATION:

The Board recognizes Local 78 Hartford School Support Supervisors Association AFL-CIO as the exclusive bargaining unit for this position.

NOTE:

The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all duties, or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

**JOB DESCRIPTION
NETWORK MANAGER
METRO HARTFORD INFORMATION SERVICES**

REPORTS TO:

Chief Information Officer

SUPERVISES:

Network and Telephone Personnel

PRIMARY FUNCTIONS:

The Network Manager oversees the Local, Metropolitan and Wide Area Networking for voice, video and data communications to enable the City, Libraries, and Schools to successfully utilize information technology systems in their work. The Network Manager has primary responsibility to oversee the operations of MHIS network facilities and equipment. In addition, acts as a liaison with other divisions of MHIS, vendors, contractors, and the end-user community. The Network Manager is also responsible for E-rate funding.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participate in the creation and application of specifications and standards for networking infrastructure components for MHIS. Facilitates the direction of networking technology, policies, and practices.
2. Oversees and conducts installations, maintenance, troubleshooting, and repairing network hardware, software, systems, cabling, and addressing.
3. Coordinate vendor work as it relates to the installation, maintenance, troubleshooting, and repair of network hardware, software, systems, and cabling.
4. Work with members of the end-user community and MHIS staff to assist them in understanding and utilizing network services and resources
5. Work with MHIS End-User Services division to resolve desktop PC and networking problems.
6. Work with HPS Buildings & Grounds / City Facilities and architects, construction managers and other construction personnel to plan and execute structured cabling installation in new building construction and renovation projects.
7. Work with City, Library, and School staff regarding telecommunication initiatives and procedures.
8. Maintain an orderly networking office and equipment storage area.
9. Provide after-hours network support on a periodic on-call basis.
10. Facilitates Disaster Recovery and Business Continuity planning, drill, and implementation activities.
11. Works with consultant to secure E-rate funding.
12. Performs other duties as directed by Chief Information Officer.

SKILLS, KNOWLEDGE, QUALIFICATIONS, AND EXPERIENCE:

1. Bachelor's degree or in lieu of degree 8 years experience in related field, required.
2. Demonstrated ability in Local and Wide Area Networking design, configuration, installation, and support as it relates to voice, video, and data communications.
3. Communications background to understand and articulate the various means of voice and data access, including but not limited to: Ethernet, Routing, Switching, T1, DSL, 802.11 wireless, Firewall and VPN.
4. Complete understanding of networking hardware, including but not limited to: Avaya and Cisco Systems switches, and routers; UPS systems, environmental control systems and power systems.
5. Thorough knowledge of lower and higher level networking protocols (e.g. TCP/IP, DNS, and DHCP) as they relate to Internet and Intranet access and performance.
6. Strong oral and written presentation skills.
7. Reliable transportation and valid driver's license.

CERTIFICATION REQUIREMENTS:

None

EVALUATION:

Evaluated annually

SALARY AND TERMS OF EMPLOYMENT:

12-Month Work Year. Bargaining grid: C755. .

UNION AFFILIATION:

Hartford School Supervisors Support Association

NOTE:

The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions, and their applications are subject to change by the Superintendent of Schools.

Hartford Public Schools
JOB DESCRIPTION
ASSISTANT DIRECTOR OF NUTRITION SUPPORT
FOOD & CHILD NUTRITION SERVICES DEPARTMENT

REPORTS TO: Director of the Food & Child Nutrition Services

SUPERVISES: Operation Supervisors, Cook Managers, Head Cafeteria Supervisors

PRIMARY FUNCTION:

Responsible for menu and recipe development, nutritional analysis, nutrition education, marketing, special diets, and assisting with the supervision of cafeteria staff. Works with school students, staff and parents to assist with prescribed special diets for students.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Develop menus for all grade levels according to USDA regulations
- Develop, implement, and maintain nutritional analysis software
- Maintain current nutrition and allergy information on all food items
- Complete nutritional analysis on all menus and make recommendations for improvement as needed
- Keep nurses informed of the nutritional information on all food items including allergy information.
- Accommodate parent and/or nurse requests for nutrition counseling on special diets/allergies. Document nutrition information in student medical record if warranted
- Participate in district-wide nutrition-related 504's or PPT's
- Coordinates nutrition education activities in the schools for students, parents and staff
- Interpret current scientific nutritional information to students, parents, and staff
- Communicate to parents and the community a positive nutrition message on behalf of the department
- Assist in obtaining nutrition grant funds as available
- Observe kitchen operations and identify strengths and areas needed for improvement and give feedback and assistance to the cafeteria staff
- Conduct administrative and on-sight reviews to ascertain compliance with Federal, State, and Local laws and regulations
- Conduct employee formal and informal disciplinary actions as needed
- Assist in evaluating staffing and payroll needs
- Assist in conducting annual evaluations of managers and ensure managers properly complete employee evaluations
- Establish and maintain effective working relationships with building Principals and staff

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Registered Dietitian, certified by the Commission on Dietetics Registration (CDR)
- Master Degree *Preferred* in Nutrition or Dietetics.
- A minimum of 5 years experience in the nutrition field.
- Experience in teaching and conducting training programs
- Basic knowledge of computer systems
- Knowledge of the Hartford community and pediatric population
- Sensitive to diverse cultures
- Bilingual *Preferred*
- Aptitude for creative endeavors such as writing, oral presentations, and food merchandising

CERTIFICATION REQUIREMENTS:

Registered Dietitian

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Salary grid C-755

UNION AFFILIATION:

HSSSA, Local 78

EVALUATION:

Annually, by the Director of the Food Services and Nutrition Education

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*

Union Signature

Date

OTM Signature Date

JOB DESCRIPTION
COORDINATOR OF HEALTH SERVICES

REPORTS TO:

Assistant Superintendent of Student Support Services

SUPERVISES:

School Based Health Clinic Managerial Staff
School Nurses
LPNs in HPS
Medical Assistants in HPS

PRIMARY FUNCTION:

Assume overall responsibility for the Health Services Programs of the Hartford Public Schools. Direct Supervision of Pre K-12 nurses and adjunct nursing support personnel in public and non-public schools.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Establish and maintain the School Based Health Clinics in the Hartford Public Schools.
2. Establish and maintain the School Based Dental Clinics in the Hartford Public Schools.
3. Oversee the School Nursing Program of the Hartford Public Schools.
4. Oversee the program development in the area of Health Services. Provide assurances that the Hartford Public Schools complies with all Federal, State, and local mandates for health services programs and services.
5. Responsible for the daily administrative functioning and medical operations of the nursing department.
6. Coordinate nursing services, including scheduling, delegation of assignments for nursing staff, ordering and allocation of supplies and equipment.
7. Develop, implement and oversee a Quality Assurance program for Nursing Services in collaboration with the Medical Director.
8. Responsible for the staff development programs for nursing staff.
9. Responsible for planning and implementing monthly staff meetings.
10. Maintain standards of practice for school nursing as established by the State of Connecticut and the National Association of School Nurses.
11. Ensure that nursing documentation, records keeping and all procedures are complete, maintained appropriately in compliance with the school systems' and the State of Connecticut's requirements.
12. Assist in the formation of health related policies, goals and objectives for Hartford Public Schools.
13. Monitor and oversee program evaluation; generate data necessary for evaluation; prepare program evaluation reports.

14. Prepare and maintain necessary information to meet school system, state, federal and other private and public grant and/or general fund reports and summary statements.
15. Prepare and administer the Health Services budget, both general funds and special funds.
16. Participate in the recruitment, selection, recommendation and orientation of staff as well as evaluation of staff who directly report to the Coordinator. Provide support to Principals and other administrators for Health Services staff without direct reporting relationships to the Coordinator.
17. Prepare grant applications for Health Services programs.
18. Oversee the ordering of needed health services equipment and supplies.
19. Oversee the billing and prepare and maintain necessary documentation to Health Maintenance Organizations (HMO) and other sources of third party revenue needed to financially support Health Services.
20. Provide support to building administrators for Health Services programs and services.
21. Serve as liaison for community health services programs. Serve on community and school advisory boards as required to support health services for Hartford children.
22. Perform other duties assigned by supervisor.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Master's Degree required.
2. Demonstrated experience in administration of Health Services.
3. Ability and demonstrated experience in maintaining complex budgets including third party billing and reimbursements. Demonstrated ability to successfully project revenues and expenses.
4. Excellent and proven written and oral communications skills, including grant writing, monitoring and reporting.
5. Demonstrated ability to work successfully with a large and varied staff from a myriad of collective bargaining units.
6. Demonstrated ability to work as a team member who is flexible and adaptable and holds the Mission of the Hartford Public Schools as a priority.

CERTIFICATION REQUIREMENTS:

Non-certified

SALARY AND TERMS OF EMPLOYMENT:

Salary Grid: Schedule C760 of the Hartford Schools Support Supervisors Association

12- Month Work Year.

EVALUATION:

Evaluated annually.

UNION AFFILIATION:

The Board recognizes the Hartford School Support Supervisors Association as the exclusive bargaining unit for this position.

JOB DESCRIPTION

SECURITY DIRECTOR

OFFICE OF OPERATIONS

REPORTS TO: Executive Director of Internal Investigations and Security

SUPERVISES: All Security Personnel

PRIMARY FUNCTION:

Coordinate, supervise, and evaluate all security issues pertaining to Hartford Public Schools sites and administrative offices. Support district-wide safety with a commitment to student social emotional learning. Work in conjunction with the Hartford Police Department and any other appropriate security/safety agencies.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervise, manage and evaluate the Hartford Public Schools security force.
2. Coordinate all security issues in conjunction with the Hartford Police Department and/or any other appropriate security/safety agency.
3. Serve as a liaison with the Hartford Police Department and other appropriate security/safety and community agencies, including but not limited to school PTO/PTA, school safety patrol, school boy/girl scouts, and various civic associations.
4. Develop effective communication channels in order to ensure that the Executive Director of Internal Investigations and Security and Deputy Superintendent are informed of all emergencies.
5. Work closely with principals/department heads to help assess and determine individual school security needs, as well as, monitor the required fire and shut down/evacuation drills.
6. Develop and implement a comprehensive security system plan for the district.
7. Participate in the development & implementation of continuous process improvement.
8. Receive, compile and investigate "Unusual Incident Reports;" prepare quarterly summaries for discussion and review with senior management.
9. Establish a working knowledge of Hartford Public Schools policies, student handbook, and basic staff and student right/laws, i.e. DCF, sexual harassment, etc.
10. Provide training/orientation sessions for new and existing security personnel with a focus on de-escalation strategies and crisis interventions.
11. Conduct and arrange appropriate workshops for staff development of special police officers.
12. Conduct yearly evaluations of security employees.
13. Offer technical assistance to the Department of Human Resources in order to comply with the fingerprinting laws for new hires, Public Act 93-328, and to work closely with the appropriate law enforcement agencies.

14. Oversee the preparation of yearly budget and the ordering and maintaining of inventory for uniforms, radios, and all security equipment.
15. Procure security for extra-curricular and special school events when appropriate.
16. Attend Board meetings, expulsion hearings, and other meetings as required.
17. Performs other related activities as directed by the Executive Director of Internal Investigations and Security.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in criminal justice or related field preferred.
2. Minimum of ten (10) years' experience in the field of security, or safety management required. School security management experience, preferred.
3. Minimum of ten (10) years' experience in management/supervision.
4. Documented experience working with culturally diverse populations.
5. Working knowledge of personal computers and Microsoft software.
6. Must have excellent written, verbal and report-writing skills.
7. Demonstrated ability to establish and maintain effective communication with staff at all levels.
8. Demonstrated ability to either provide for staff development.
9. Demonstrated ability to develop relationships and act positively with students, parents, and administration and outside officials.

CERTIFICATION REQUIREMENTS: None

SALARY AND TERMS OF EMPLOYMENT:

12-Month work year. Grid C760 \$107,458 - \$129,511

EVALUATION:

Evaluated annually

UNION AFFILIATION:

Hartford Schools Support Supervisors Association

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

JOB DESCRIPTION
Director – Financial Planning and Grants Management
FINANCE AND ADMINISTRATION

REPORTS TO: Chief Financial Officer

SUPERVISES: Senior Financial Planning and Grants Coordinator
Financial Planning and Grants Coordinator

SUMMARY:

Responsible to provide effective leadership, direction and oversight in developing, coordinating, and maintaining fiscal and administrative resources, systems, and services that facilitate successful education programs and in support and alignment with District goals and strategic commitments.

RESPONSIBILITIES INCLUDE:

- Direct the development and maintenance of an executive financial dashboard to assist in managing our operational performance and financial risk management.
- Develop and maintain our industry benchmarking model to evaluate our financial performance relative to other districts.
- Develop guidelines, parameters, schedules, and procedures for the District's multi-year financial plan and current year budget.
- Provide expert financial analysis of current year and forward-looking financial trends.
- Direct, develop and maintain the District's quarterly forecasting models, multi-year financial plans and current year budgets.
- Develop, research and model strategies for future budgeting techniques and methodologies.
- Develop and deliver persuasive presentations and interpretive budget analysis to Board, Council, legislators, regulators, and other constituencies.
- Ability to effectively explain the budget process and resource allocation decisions to constituent groups. Act as liaison to support individual administrators in the strategic management of district resources.
- Plans, directs, assigns, and reviews the activities and reports of the financial planning office including; studies of fiscal and related operations recommendations and reviews; critiques the analyses performed and evaluates recommendations for conformance to the District's fiscal policies, feasibility, and impact; reviews compiled data on revenue estimates and obligations in relation to the budget; determines training and development needs appropriate to budget staff; trains staff in the methods, practices and techniques of budget analysis formulation and administration.
- Monitors financial plan and budget performances and works with administrators to develop strategies and/or recommendations to maximize budget efficiencies.
- Studies budget requests to determine conformance to the District's fiscal policies, departmental functions, and historical trends in budget; recommends modifications in requests on basis of current policies, departmental operations, and fiscal impact; prepares and analyzes a variety of operating budget reports; makes budgetary recommendations based on trends in revenue and requested obligations; monitors fiscal activities of revenue funds; prepares schedules for periodic financial status reports and budget documents.
- Elicits financial expenditure requests from departmental administrators; explains procedures to be followed in developing financial expenditure requests; prepares and monitors legislation for submission to Board and City Council; provides information relating to financial expenditure requests and recommendation changes; meets with departmental administrators to discuss budgetary impact of requests, resolve disputes, and implement budgetary policy.

- Recommends changes in procedures and methods relating to financial analysis and financial plan preparation; oversees the timely printing of the Operating Budget Detail publications; meets with appropriate officials to discuss proposals, consider alternatives or modifications, and resolve problems; evaluates results of studies and makes appropriate recommendations.
- Keep a current overview of Board Policies, and City Charter provisions pertinent to the financial planning process; maintains a working knowledge of the District's automated financial management systems; survey possible computer software applications relevant to District fiscal applications; learn new software applications related to work applications and assignments.
- Provide scenarios and analysis for collective bargaining agreements and negotiations and participate on district-wide negotiation teams on behalf of the district administration.
- Prepares reports as appropriate for Leadership, Boards, and Committees.
- Assist in the establishment and keep current District financial planning policies and procedures.
- Provides leadership to ensure effective development and management of federal, state and private grant-funded programs within the school district; coordinates processes and systems related to internal practices to ensure compliance with program, budget and financial mandates.
- Provides oversight for financial management of grant funds in accordance with applicable rules, regulations and fund source guidelines, including budget preparation, budget adjustments and expenditures.
- Responsible for the implementation of budgetary and fiscal controls according to fiscally accepted auditing principles and best practices, to ensure timely inflow of fund entitlements, expenditures in compliance with mandates, and proper alignment across budget.
- Works in collaboration with District teams in supporting schools and district offices in on-line processing of grant-funded financial transactions (e.g., budget modifications, purchase orders); organizes and delivers appropriate training, on an ongoing basis, to enable effective discharge of the following support functions:
 - Provide technical assistance to facilitate on-line processes
 - Offer expertise to help school staff understand and comply with rules, regulations and policies; review and approve on-line transactions entered by schools
 - Coordinates the organization, planning and delivery of grant workshops for the purpose of increasing district staff skills in obtaining funds.
- Provides leadership and facilitates the coordination of complex entitlement grants, including Title I programs and services.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Attend and conduct training sessions, conferences and workshops as necessary and required.
- Perform ALL other duties as assigned by Supervisor.

QUALIFICATIONS REQUIRED:

- Bachelor's degree from an accredited college / university in Finance, Accounting, Business or Public Administration. Master's degree preferred.
- Minimum of ten (10) years' experience in municipal and government with emphasis in school district financial or budget management. MUNIS experience preferred.
- Minimum five (5) years supervisory/management experience.
- Excellent financial analysis skills with the ability to provide recommendations based on analytical findings.
- Maintain high ethical standards and harbor confidential information.
- Comprehensive knowledge of public sector multi-fund budget and finance procedures and practices.
- Expert with state and federal reporting and guidelines.
- Working understanding of capital outlay funds, construction, and facilities maintenance.
- Maintain proper financial records in a systematic and retrievable manner.
- Ability to prioritize workflow, adjust to changes in work assignments, and to work well with others to complete required projects/reports.
- Demonstrated knowledge in Microsoft Products, Powerpoint, Access, and Excel.
- Demonstrated ability to work under pressure and within time constraints.
- Excellent communication, interpersonal, leadership, and organizational skills.

- Demonstrated ability to evaluate staff in accordance with Board policies and practices.
- Ability to establish and maintain positive effective working relationships with staff and administration.
- Ability to work independently.

CERTIFICATION REQUIREMENTS:

(085) School Business Administrator Certification (or the ability to obtain certification within one year from hire date).

SALARY AND TERMS OF EMPLOYMENT:

12 Month Work Year. Salary Grid: C765 2017-2019 (\$110,818 - \$133,541)

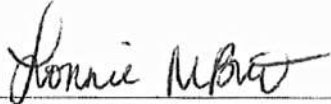
EVALUATION:

Evaluated annually.


UNION AFFILIATION

HSSSA

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.



HSSSA Signature



Date



OTM Signature



Date

Hartford Public Schools
JOB DESCRIPTION
DIRECTOR OF OPERATIONS
FOOD & CHILD NUTRITION SERVICES DEPARTMENT

REPORTS TO: Director of Food and Child Nutrition Services

SUPERVISES: Operations Supervisors, Satellite Operations Coordinator, Cook-
Managers, Head Cafeteria Supervisors, Truck Drivers

PRIMARY FUNCTION:

Assists the Director in all aspects of the Food Service Program. In the absence of the Director shall be responsible for the entire food service operation. Supervises, trains, and evaluates school site supervisors and managers. Responsible for ordering, receiving, warehousing, and distributing of meals, bulk foods, supplies, and equipment on a daily basis. Develops standardized recipes and production/service procedures. Responsible for planning, maintenance, and installation of major food service equipment. Assists in the planning and development of new facilities.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Manages the entire food service operation in the absence of the Director of Food & Child Nutrition Services.
- Supervises, trains, and evaluates Operation Supervisors, Cook-Managers, Head Cafeteria Supervisors, Satellite Operations Coordinator, and Warehouse Truck Drivers.
- Responsible for ordering, receiving, warehousing, and distributing of meals, bulk foods, supplies, and equipment on a daily basis.
- Maintains orderly and secure warehousing facilities for equipment and other supplies used and maintained by the Food Service Department.
- Responsible for weekly accurate inventories of warehoused frozen, refrigerated, and dry goods at warehouse locations.
- Enforces safety and sanitation regulations in regards to food, supplies and facilities management.
- Responsible for major food service equipment in all locations and refrigerated food service vehicles; includes the initiation of repairs or preventative maintenance, recommends replacements, develops specifications, coordinates installation of new and disposable of old.
- Assist in the planning of menus based on nutritional adequacy, budgetary constraints, federal standards and student acceptance.
- Assists in the development of specification, standards of quality, and purchasing of all food, related supplies and equipment.
- Assists in the development and implementation of plans for new food programs including the design of kitchen facilities and specifications for equipment needs.
- Assists with development of recipes, portions and production/service requirements to include safe food handling procedures.
- Assists Director in annual budget preparation.
- Assists in establishing uniform personnel policies, work standards and basic job descriptions for food service workers.
- Performs other related duties, from time to time, as may be assigned by the Director of Food Service.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Bachelor Degree in Food Service Management, Institutional Management or related field. Advanced Degree preferred.
- A minimum of 5 years experience in quantity food production, warehousing, management or related management experience.
- Evidence of the ability to organize, motivate, and direct staff.
- Ability to establish and maintain effective working relationship with staff.
- Proficient in basic mathematics and ability to effectively communicate in English verbally and in writing with Department administrators and staff.
- Computer skills with basic knowledge of Microsoft Excel, Word, and email capabilities.
- Ability to organize, manage time, and follow-through under pressure.
- Ability to effectively communicate with architects, food service consultants, tradesmen and contractors related to food service equipment.
- Valid Connecticut license and means of own transportation.

CERTIFICATION REQUIREMENTS:

Food Protection Certification Program

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Salary Grid C765.

UNION AFFILIATION:

HSSSA, Local 78.

EVALUATION:

Annually, by the Director of Food & Child Nutrition Services.

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*

Union Signature Date

OTM Signature Date

**Director of Welcome Center and Family Services and Ombudsperson
JOB DESCRIPTION**

REPORTS TO: Chief of Outreach, Family Engagement and Community Partnerships Officer.

SUPERVISES: Welcome Center Program Coordinator, Homeless and Family Services Program Assistant, and other Welcome Center Staff.

PRIMARY FUNCTION:

The Director of Welcome Center and Family Services and Ombudsperson, under the direction of the Chief of Outreach, Engagement and Partnerships Officer, is responsible for maintaining the Customer Service Welcome Center that is responsive to families, community, external customer and stakeholders. The Director of Welcome Center and Family Services and Ombudsperson ensures implementation of the district's policies in the distribution of information and servicing to parents and guardians.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Work collaboratively with the Chief of Outreach, Engagement and Partnerships regarding district-wide parental engagement activities to include oversight and support in the areas of technical assistance and monitoring of monthly activities and outcomes within the CT Cayen FRC Data System.
- Establish and maintain partnerships with Family Resource Centers, The Village for Families and Children, Mi Casa – Hispanic Health Council and other related parental engagement agencies within the City.
- Implement and maintain a Homeless Program for HPS per the McKinney-Vento Act.
- Oversees preparation of programmatic reports and evaluation-related activities.
- Develop and maintain Uniform Assistance Protocol for the HPS.
- Working in partnership with other staff (i.e. curriculum, special education, student services, etc.), develops and implements parent involvement policies at all levels.
- Create and maintain database to gather information about issues that come to the attention of the Customer Service Center.
- Supervision of 603s – Non SPED
- Conduct periodic surveys to ascertain the level of customer service.
- Identify needed changes in district policies, procedures and methods of operation to create good customer service.
- Work collaboratively with principals, school communities, staff and representative groups to answer questions and resolve issues at school level and district-wide.
- Represent the district on community and parental boards and or collaborative partnerships as directed by the Chief of Outreach.
- Maintain a customer Service Welcome center that is responsive to the needs of parents, customers, community and stakeholders.
- Create a uniform system, which is accountable to the public to ensure that each customer is heard in an objective and respectful manner.
- Train staff in the process of completing applications within the guidelines.

- Facilitate small group workshops and collaborate on district-wide and community partnership trainings; to build the capacity of families on engagement, policy, advocacy, learning at home, collaborators, decision makers, etc.
- Establish relationships with community-based organizations to facilitate recruitment.
- Provide information and referrals to Pre-K programs.
- Supervise Welcome Center and Homeless Coordinators
- Performs any other related duties as assigned by supervisor or designee.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Education or related field, with at least five years of demonstrated experience in community-school related affairs, required.
- In depth knowledge and familiarity with the needs of the community at large.
- Demonstrated skills as an articulate and persuasive communicator, both orally and in writing, and the ability to train others.
- Must possess supervisory experience and the ability to motivate staff and community.
- High degree of effective presentation, organizational skills coupled with strong communication and interpersonal skills.
- Demonstrated successful experience in working with principals, administrators, students, parents, and the community.
- Ability to manage multiple priorities and work effectively with diverse groups is essential.

CERTIFICATION REQUIREMENTS: None

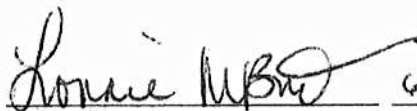

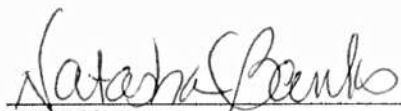
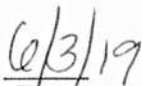
SALARY AND TERMS OF EMPLOYMENT:

12 Month Work Year. Hartford School Support Supervisors Association
Salary Grid: C765-\$110,818 - \$133,541 (2017-2019)

EVALUATION:

Six months probationary period and then annually thereafter.

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

			
Union Signature	Date	OTM Signature	Date

Hartford Public Schools
JOB DESCRIPTION
SENIOR DIRECTOR
FOOD AND CHILD NUTRITION SERVICES

REPORTS TO: Chief Operating Officer

SUPERVISES: Director of Operations, Assistant Director of Nutrition, Accountant, Field Managers, Office Personnel

PRIMARY FUNCTION:

Plan, organize, and direct the total food service operation according to the policies and standards of the Hartford Board of Education and the U.S. Department of Agriculture. Ensure compliance with all Federal and State regulations. Develop and administer annual budget.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Reports directly to the Chief Operating Officer.
- District wide administration of Federal and State funded Child Nutrition Programs.
- Coordination of daily school food service operations
- Strategic maintenance of annual budget funded by food sales and federal and state funding.
- Develop bid specifications, standards of quality, and coordinate the procurement of all food and supplies.
- Management of all aspects of human resources for unionized full-time and part-time staff.
- Oversee development and delivery of food safety training including HACCP and Food Protection Certification
- Oversee development and analysis of menus for district based on cost factors and nutritional values and regulatory compliance
- Development of equipment bid specifications; oversight of kitchen design, all purchases/ installations.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Bachelors of Science Degree in Dietetics, Food Service Management, or related field. Master's Degree in related field preferred.
- Registered Dietitian preferred.
- A minimum of 10 years successful management experience in food service field with a minimum of 5 years' experience in Child Nutrition.
- Knowledge and expertise of USDA meal programs and regulations.
- Excellent interpersonal and leadership skills.
- Demonstrated effective collaboration and communication skills.
- Demonstrated effective problem solving, planning, and organizational skills.

- Ability to structure own time and manage multiple priorities.

CERTIFICATION REQUIREMENTS:

*Registered Dietitian Preferred
Food Protection Certification Program*

SALARY AND TERMS OF EMPLOYMENT:

12-month work year. Schedule C780.

UNION AFFILIATION:

HSSSA, Local 78.

EVALUATION:

Annually, by the Chief Operating Officer

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*

Union Signature Date

OTM Signature Date

JOB DESCRIPTION
Senior Director of Data and Accountability
OFFICE OF ACADEMICS

REPORTS TO:

Chief Academic Officer

SUPERVISES:

- Coordinator of Assessment Programs and Communication
- Assessment and Research Associate
- Application Development Coordinator
- Student Data Analyst and Reporting Specialists (2)
- Power School Support Specialist
- CT RISE Data Fellow

PRIMARY FUNCTION:

The Senior Director of Data and Accountability leads the development and effective implementation of systems for the collection, analysis, reporting, presentation and use of student data at all levels of the district; establishes and monitors processes and procedures to ensure high standards for data integrity, and that data are maintained and reported in accordance with state and federal laws; informs the district's data strategy and guides the use of data for continuous improvement; and partners closely with stakeholders as appropriate on matters related to student information and assessment, student privacy, staff information and evaluation, instructional quality, and educational research.

DUTIES AND RESPONSIBILITIES:

- Develops and effectively implements systems for the collection, analysis, reporting, presentation and use of student data at all levels of the district including the district's student information, assessment and accountability systems;
- Establishes and monitors processes and procedures to ensure high standards for data integrity, and that data are maintained and reported in accordance with state and federal laws;
- Oversees the compilation, analysis, and rectification of data to ensure timely and accurate completion of various federal, state and board mandated reports including but not limited to Public School Information System (PSIS) registration, LAS Links, school and course enrollment, attendance, discipline, graduation, post-secondary enrollment, mobility, and Civil Rights Data Collection (CRDC), among others.
- Oversees the administration and dissemination of results for all federal, state and district mandated assessments including but not limited to Smarter Balanced, PSAT, SAT, NAEP, DIBELS Next, Kindergarten Entrance Inventory, Measures of Academic Progress, and Connecticut Physical Fitness Assessment.
- Partners with senior leadership to inform the district's data strategy and guide the use of data for continuous improvement;
- Supervises the development and dissemination and sustains the use of data dashboards and other data reporting systems to help various audiences visualize, analyze and interpret data;
- Prepares and facilitates presentations to various stakeholders;
- Plans, organizes, and delivers professional learning for various stakeholders;
- Ensures high quality, responsive technical support and documentation for end-users of the district's student, assessment and accountability data systems;
- Coordinates efforts to provide data to requestors in regard to program evaluation or educational research;
- Maintains historical data of the district;
- Partners with district- and school-staff to inform improvements and enhancements of district data processes and procedures, assessment plans and data systems using a student- and user-centered focus;
- Negotiates and procures contracts with vendors to support and improve the work of data and accountability in the district
- Performs other duties as assigned.

JOB DESCRIPTION
Senior Director of Data and Accountability
OFFICE OF ACADEMICS

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Educational Measurement, Educational Psychology or related field-required, Master's preferred.
- A minimum of five years experience working in educational research-based setting (required), including at least five years experience working with:
 - public school district data systems (required);
 - and data acquisition hardware and software
- Experienced in the process of using data for continuous improvement
- Demonstrated knowledge in the preparation of analytical reports that employ statistics (required)
- Demonstrated experience analyzing, reviewing, and communicating the results of data and/or assessment results across a variety of settings and audiences
- Advanced knowledge with Microsoft Office Suite Products including Access (required)
- Demonstrated experience creating and maintaining databases and spreadsheets
- Familiarity with SPSS statistical software packages (required)
- Experience with the development of data collection instruments (required)
- Exceptional project management skills; demonstrated ability to balance small and big picture priorities, create action plans, and track progress accordingly
- Preparation of sophisticated correspondence, manuals, reports and documentation
- Excellent organizational skills, ability to manage time, follow through and meet deadlines while working under pressure, strong verbal and written communication skills, ability to establish and maintain effective working relationships, ability to work under stressful environment and difficult time constraint.

CERTIFICATION REQUIREMENTS:

Non/Applicable

SALARY AND TERMS OF EMPLOYMENT:

12-Month work-year. Salary in accordance with HSSSA Grid C780 \$121,442 - \$146,349 (2016-2017)

EVALUATION:

Evaluated annually

UNION AFFILIATION:

HSSSA, Local 78

Union Representative

Date

Human Resources Representative Date

NOTE:

The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day to day. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.