

MIAMI-DADE COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

CLASS TITLE: Secondary/Adult Vocational Teacher

JOB CODE: Multiple

DEPARTMENT: Middle/Senior High School and
Vocational Technical Centers

DATE: 07/25/95

BASIC OBJECTIVES

This is a professional position responsible for the instruction of one or more subjects to secondary and adult vocational students.

JOB TASKS/RESPONSIBILITIES

1. Instructs students, using various teaching methods, including lectures, demonstrations and laboratory/shop projects.
2. Prepares course objectives and outline for course of study following curriculum guidelines.
3. Assigns lessons; assesses student's progress including homework assignments; project evaluations and hears presentations.
4. Prepares and administers tests to evaluate pupil progress, records results, issues reports to inform parents of progress and assigns final grades.
5. Maintains attendance and grade records as required by school.
6. Counsels pupils when adjustment and academic problems arise.
7. Maintains discipline in the classroom.
8. Meets with parents to discuss pupils' academic, vocational, social and behavioral progress.
9. Participates in faculty and professional meetings, educational conferences, industry related conferences and inservice classes.
10. Performs related work as required or as assigned by the supervising administrator or his/her designee.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, bending, reaching, sitting, standing, walking, finger dexterity, lifting, grasping, repetitive motions, talking, hearing and visual acuity. In addition, the individual will be required to function in the vocational trade physical requirements.

MINIMUM QUALIFICATION REQUIREMENTS

1. As specified in the State Statutes.
2. Must maintain certification and/or licensing requirements in this applied technology program area as applicable.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: School Counselor

JOB CODE: Multiple

DEPARTMENT: Division of Student/Career Services

DATE: 03/26/03

BASIC OBJECTIVES

The counselor is a member of the student services team which is responsible for assisting learners in developing their potential to grow academically, socially, and emotionally. The counselor facilitates the acquisition of competencies by students in personal/social, educational, and career development through the implementation of the standards-based student career development program.

JOB TASKS/RESPONSIBILITIES

1. Provides short term individual and/or group counseling to enhance learner development.
 - Conducts structured sessions, using group and/or individual techniques, that are appropriate to the identified educational, personal/social/and career development goals that meet the needs and abilities of learners
 - Provides individual and/or group counseling responsive services for learners in need of support
 - Selects appropriate materials and curriculum resources to enhance the individual and/or group process
2. Provides developmental, preventative, and/or responsive guidance for individuals, small groups, and whole class groups to assist learners.
 - Assists learners in the development of educational, personal/social and career competencies
 - Provides resources and information to assist learners
 - Selects appropriate materials and curriculum resources to enhance the guidance activities
3. Consults with teachers, parents, administrators and others as appropriate to meet learner needs.
 - Participates and/or facilitates conferences with teachers, learners, and parents to address learner issues/needs
 - Works with teachers to develop appropriate strategies to meet learner needs
 - Work with teachers and parents to develop plans that will assist learners
4. Identifies appropriate community resources in consultation with parents to address the special needs of individual learners and serves as a liaison to agencies.

5. Collaborates in activities which support the effective management of the standards-based student career development program.
 - Assesses the needs of the learners, parents, school, and community
 - Identifies standards/benchmarks to address targeted needs
 - Evaluates the program's processes and outcomes
 - Attends staff development programs
 - Updates skills and knowledge
 - Completes appropriate documentation of services provided to learners
6. Participates in, coordinates and/ or conducts activities which promote a safe and positive school climate
 - Coordinates school-wide affective education programs
 - Assists in conducting orientation activities for learners and parents
 - Facilitates articulation activities
 - Conducts workshops for teachers, parents, administrators and others as appropriate to meet learner needs
7. Performs program related work as required or as assigned by the supervising administrator or his/her designee

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, bending, stooping, twisting, reaching, sitting, standing, walking, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

As specified in State Statutes.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Classroom Teacher

JOB CODE: Multiple

DEPARTMENT: K-12 Schools

DATE: 6/29/2009

BASIC OBJECTIVES

This is a professional position responsible for the instruction of one or more subjects to K-12 school students.

JOB TASKS/RESPONSIBILITIES

1. Instructs students, using various teaching methods, including lectures and demonstrations.
2. Prepares course objectives and outline for course of study following curriculum guidelines.
3. Assigns lessons; assesses student's progress including homework assignments; and hears presentations.
4. Prepares and administers tests to evaluate pupil progress, records results, issues reports to inform parents of progress and assigns final grades.
5. Maintains attendance and grade records as required by school.
6. Counsels pupils when adjustment and academic problems arise.
7. Maintains discipline in the classroom.
8. Meets with parents to discuss pupils' academic, social and behavioral progress.
9. Participates in faculty and professional meetings, educational conferences and inservice classes.
10. Performs related work as required or as assigned by the supervising administrator or his/her designee.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: mobility, reaching, sitting, finger dexterity, lifting, grasping, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

As specified in the State Statutes.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Financial Aid Officer

JOB CODE: 1541(AO/CO)

DEPARTMENT Technical Colleges/Specialized Centers

DATE: 9/26/17

OCCUPATIONAL SUMMARY:

The Financial Aid Officer (FAO) is located in each area technical college and at specialized centers where certificate career and technical education programs are offered. The school housing the FAO must hold accreditation through an agency approved by the U.S. Department of Education to establish eligibility to participate in the Title IV Federal Student Aid (FSA) Program. The FAO provides assistance and advises students, parents and other interested parties regarding financial aid programs, eligibility criteria, application procedures and awarding process.

EXAMPLE OF DUTIES

1. Determines the initial eligibility of students for financial aid and, as appropriate, approves and issues deferments for allowable cost of attendance such as tuition, textbooks and supplies inclusive of the District Financial Aid Program (DFAP) and Fee Waivers in accordance with established federal, state and district policy. Guides prospective students in completing Free Application for Federal Student Aid (FASFA) and correctly advises students and families regarding eligibility.
2. Appropriately packages financial aid for eligible students analyzing a variety of factors including, but not limited to, Expected Family Contribution (EFC), Cost of Attendance (COA), and Satisfactory Academic Progress (SAP). Maintain accurate and timely submission of financial aid packages.
3. Advise and counsel eligible students and parents, when applicable, through the financial aid process. Resolves conflicting information, verification of accuracy for all Institutional Student Information Records (ISIRs) selected by the Federal Central Processing System (CPS) for Verification and use of professional judgment in approving awards for students .
4. Confirms class enrollment of students receiving financial aid and monitors their grade requirements (qualitative) and clock hours attended (quantitative) to determine if student is making Satisfactory Academic Progress (SAP) utilizing a combination of available resources that include the Electronic Gradebook, Data-In-Your-Hands Reports (DIYH), Vocational Tracking Systems (VTS), Vocational Adult and Community System (VACS) and or Focus.

5. Collects and reviews Federal Student Aid Reports (SARs) and ISIRs for accuracy and completeness. Follows-up with students to confirm and verify required information.
6. Determines award amounts for federal, state and district financial aid programs and prepares a Disbursement Authorization for submission to the school's Business Office.
7. Complies with federal, state, and district policy requirements governing the separation of functions (no single office or individual may authorize payments and disburse FSA funds to students) of the Financial Aid Office and the school's Business Office. Assist with preparing for annual federal, state and district audits or program reviews to ensure compliance in all areas inclusive of reconciliation of financial aid funds.
8. Prepares, updates, and submits Federal Program Participation Agreement (PPA) to allow technical college and specialized centers to participate in the Federal Student Aid Program.
9. Serves as the liaison with the Office of Student Financial Assistance (OSFA) Program of the Florida Department of Education to ensure requirements are met for continued institutional participation. Responsible for disbursement reporting, account reconciliation, monitoring state aid for eligible students and submitting Grades and Hour Reports as well as annual allocation requests and institutional renewals.
10. Works with the school's administration to ensure compliance with the Title IV Federal Student Aid (FSA) program policies governing Consumer Information, Jeanne Clery Act Disclosure of Campus Security Policy, Family Educational Rights and Privacy Act (FERPA) and other mandates governed by the Higher Education Act.
11. Prepares and submits the annual Fiscal Operations Report and Application to Participate (FISAP) in the Federal Supplemental Educational Opportunity Grant (FSEOG) for participating schools.
12. Collects data from the Federal Department of Education (ED) via the Student Aid Internet Gateway (SAIG) mailbox as the designated Destination Point Administrator (DPA) of the Institution using the assigned TG number.
13. Maintains ED compliance by processing the electronic data for student Status Confirmation of National Student Loan Data System (NSLDS) Enrollment and submitting the required response within the established timelines.
14. Works with the schools' administration in completing the Integrated Post-Secondary Information System (IPEDS) annual surveys for Title IV schools.

15. Attends federal, state and district sponsored conferences, seminars and training as appropriate. Maintains access to professional resources and websites in support of duties and responsibilities delivering financial aid services to students.
16. Exercises sound judgment and discretion in applying and interpreting policies, procedures and regulations.
17. Performs other related work as assigned.

PHYSICAL REQUIREMENTS

The work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's Degree or higher from an accredited college or university preferred.
2. Professional experience and knowledge of federal and state financial aid regulations preferred.
3. Ability to communicate effectively in both oral and written forms.
4. Requires interpersonal skills and customer service skills.
5. Requires computer knowledge and experience working with large database and on line communication systems.

Revised(s): 08/14/00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

JOB TITLE:	Placement Specialist
DEPARTMENT:	Office of Postsecondary Career and Technical Education
IMMEDIATE SUPERVISOR:	Associate Director, Technical College

OCCUPATIONAL SUMMARY

Provides comprehensive career development and employment placement services to students and graduates. The Placement Specialist works with students, employers, and community partners to facilitate successful employment outcomes and support the institution's Completion, Placement, and Licensure (CPL) reporting requirements.

EXAMPLE OF DUTIES

1. Works with students to develop job placement plans that are realistic and consistent with the student's education and goals.
2. Works with industry, instructors, and other school personnel to help students obtain employment.
3. Serves as liaison between students, employers, and community support agencies.
4. Assists students with résumé development, cover letter writing, mock interview preparation, and job search strategies.
5. Provides soft skill training to individuals or in groups.
6. Collects and maintains accurate relevant data on employers, current and former students, and job placement activities.
7. Conducts systematic follow-up with graduates and employers to verify employment outcomes, document placement data, and support the institution's Completion, Placement, and Licensure (CPL) reporting requirements.
8. Develops and maintains an active employer database and job bank; conducts ongoing outreach to new employers to expand job opportunities for students and graduates.
9. Organizes and/or participates in career fairs, employer panels, and on-campus recruitment events to connect students with job opportunities.
10. Stays current with local and regional labor market trends to ensure job placement activities align with employer needs and program outcomes.
11. Demonstrates strong computer literacy, including the ability to utilize current technology to communicate and collect relevant data.
12. Completes required paperwork in an accurate and timely manner.
13. Participates in in-service training and other continuing education activities to enhance job skills and knowledge.

14. Attends mandatory staff meetings and any other meetings called by the school director and/or his/her designee.
15. Serves on committees as needed.
16. Possesses an understanding and commitment to the vision and mission of the technical college.
17. Possesses sensitivity and commitment to cultural diversity.
18. Assists in any other assignment delegated by school administration.
19. Complies with any applicable guidelines, procedures, and policies set forth by the Miami-Dade County Public Schools.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent; Associate's or Bachelor's Degree preferred.
2. Experience in job placement, career counseling, workforce development, or a related field preferred.
3. Strong interpersonal, communication, and organizational skills.
4. Demonstrated ability to work effectively with diverse student populations and community partners.
5. Proficiency in data management systems and standard computer applications (Microsoft Office, student information systems).
6. Past performance as reflected in acceptable evaluations and a recommendation for the position from the immediate supervisor.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Clerical Assistant

JOB CODE: 8050 (IO)

DEPARTMENT: As Assigned

DATE: 07/14/15

BASIC OBJECTIVES

This is routine general clerical work. The work involves a variety of tasks performed according to established methods and practices.

JOB TASKS/RESPONSIBILITIES

1. Receives, sorts, and distributes mail and documents; checks documents for accuracy and completeness; contacts requesting or initiating party to secure additional information or clarify discrepancies.
2. Receives and routes telephone calls; maintains logs of telephone calls and visitors; greets visitors to work unit, ascertains the nature of their business and directs to appropriate party or office.
3. Operates office equipment (computer, copier, fax, etc..) to prepare/complete form letters, standard forms, and documents; to obtain or verify information and prepares source documents for data entry; and to reproduce documents, correspondence and documents and maintains office records and files.
4. Maintains a log/database of equipment and property.
5. Verifies and checks schedules, and proper documentation as required.
6. Assists others as assigned or required.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. General clerical experience preferred.
3. Must demonstrate proficiency in the ability to read and write.
4. Must speak English.
5. Must demonstrate the ability to utilize Microsoft Office Software, office machines, copiers, scanners, facsimile machines, voice mail systems and personal computers.

Prior revision date(s): 12/10/14, 04/29/15

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Financial Assistant

JOB CODE: 8051 (IO)

DEPARTMENT: As Assigned

DATE: 07/14/2015

BASIC OBJECTIVES

This is varied accounting work. The work involves primary responsibility for financial support services necessary for the operation of the school and district office.

JOB TASKS/RESPONSIBILITIES

1. Collects and deposits all funds for internal accounts, prepares and cosigns checks, issues receipts, posts ledgers, maintains employee time and attendance records and prepares payrolls.
2. Compiles and prepares monthly and annual financial statements, bank reconciliations, reports and correspondence.
3. Initiates requisitions for items needed, requests for maintenance service, personnel actions, and other support services; compiles and maintains inventory of property.
4. Operates computer to access, enter, maintain or retrieve information.
5. Responds to inquiries regarding matters related to policy or procedures.
6. Assists others as assigned or required.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate. Additional coursework in accounting or bookkeeping desired.
2. Knowledge of school operation policies, practices and procedures.
3. Ability to operate automated office equipment.
4. Minimum of 1 year responsible accounting or book keeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports preferred.

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5. General knowledge of standardized accounting practices preferred.
6. Prior experience in Business Management preferred.
7. Must demonstrate proficiency in the ability to read and write.
8. Must speak English.

Prior revision date(s): 12/10/14, 04/29/15

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: School Secretary

JOB CODE 4122/4123

DEPARTMENT: Schools

PAY GRADE 20 (UO) DATE 01/15/2004

BASIC OBJECTIVES

This is advanced secretarial and clerical work. The work normally involves providing such secretarial/clerical support and assistance as is required to maintain the day-to-day operation of the school principal's office.

JOB TASKS/RESPONSIBILITIES

1. Receives and routes incoming mail; independently responds to routine inquiries or takes such action as may be dictated by prior supervisory instructions and established office practices.
2. Establishes and maintains control procedures for processing incoming correspondence and action documents; monitors progress of work assigned supervisor's subordinates to insure timely reply or action.
3. Assembles and summarizes information from office files and documents or other available sources based on general supervisory instructions as to the nature of information required.
4. Maintains calendar for administrative personnel by scheduling appointments and conferences.
5. Operates a variety of standard business and office machines and equipment including: typewriters, word processors, transcription equipment; telecommunications terminals, copiers, fax machines, and micro-computers.
6. Prepares and types correspondence, memoranda, reports, forms and documents; may independently compose correspondence regarding office or program activities, policies and procedures.
7. Attends meetings with principal or assistant principal(s) and records minutes of meeting or takes special notes.
8. Receives and screens incoming telephone calls; ascertains the nature of the caller's or visitor's business and routes to appropriate office or official.

9. Establishes and maintains file management system including personnel files and confidential records; initiates requests for administrative support services.
10. May maintain routine clerical/accounting and budget records; may prepare and submit work unit's payroll and maintain inventory of office equipment and supplies.
11. Assists principal, administrative staff and principal's secretary with various office activities, and acts as principal's secretary during absence of same.
12. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate. Additional vocational/technical or college level coursework in business or public administration, secretarial science, office or business studies, desired.
2. Two (2) years secretarial or advanced clerical experience.
3. Knowledge of school operations and related policies and procedures preferred.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/19/94, 07/01/98, 01/29/01

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Registrar-Vocational and Adult Centers

JOB CODE: 4314

DEPARTMENT: Vocational/Technical
and Adult Centers

PAY GRADE 23 (UO)

DATE 01/29/01

BASIC OBJECTIVES

This is specialized clerical school operation work registering students and managing a wide variety of student and curriculum information. The work involves responsibility for the day-to-day maintenance and operation of the on-line management information system utilized for student registration, scheduling, curriculum planning, grade reporting and related activities for Adult Education Centers and Vocational/Technical Centers.

JOB TASKS/RESPONSIBILITIES

1. Coordinates all activities related to student registration, transfers, withdrawals and maintenance of student records; reviews student records and registration information to determine attendance boundaries, immigration and immunization status.
2. Collects tuition, requests and prepares transcripts, and evaluates and interprets transcripts.
3. Operates data entry terminal to input and update Master Schedule and student records as well as assists with the preparation of the Master Schedule for on-campus and off-campus locations.
4. Maintains and adjusts data from FTE and class balances and assists counselors with the preparation of various student records.
5. Generates bi-weekly class rosters, reviews roll and adjusts according to attendance policy.
6. Collects and prepares data for Federal, State and District reports.
7. Collects and prepares data for government agency reports; processes billing collection and financial aid applications.
8. Responds to inquiries involving registration, student records, attendance information, FTE accounting and reporting, and resolves attendance problems.

9. Prepares documentation and drafts correspondence pertaining to registration requirements and procedures.
10. Orders diplomas and certificates, reviews the retention of student records, and insures compliance with State and District regulations and policies pertaining to same.
11. Processes and distributes room-assignment cards; distributes class schedules, report cards, etc.
12. Provides instructions to office personnel regarding the nature, operations, and use of the Integrated Student Information System (ISIS), and Vocational, Adult, and Community Education Reporting System (VACS); assigns and directs the work of school's data input personnel and directs and/or provides instructions to all other school personnel on matters pertaining to the management or maintenance of student information.
13. May maintain accounting records of all fees collected and prepare financial reports and bank deposits; coordinates VACS monthly financial reports with MSAF reports.
14. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, reaching, sitting, standing, walking, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Three years responsible clerical experience. Knowledge of school operation policies, practices and procedures.
3. Working knowledge of M-DCPS on-line VACS and/or ISIS systems, or comparable computer systems.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE Office Manager

JOB CODE 4547

DEPARTMENT: As Assigned

PAY GRADE 24 (UO)

DATE 01/29/01

BASIC OBJECTIVES

This is responsible supervisory and limited administrative work managing a large centralized clerical and administrative support work unit in a major M-DCPS department. The work involves planning, assigning and coordinating the activities of a large staff engaged secretarial, clerical, information and documents processing, word processing, duplication and copying, and other general support services. The work is usually performed in a M-DCPS department which is responsible for providing District-wide services (i.e., Procurement, Personnel, Payroll, Accounting, Maintenance, Transportation) to other organizational units.

JOB TASKS/RESPONSIBILITIES

1. Plans, coordinates and supervises the work of subordinates performing varied general and specialized clerical work such as: office and data processing equipment operation, records maintenance and management, and documents processing and information dissemination.
2. Assists administrative or managerial personnel in operational planning, developing and implementing work processes and procedures; designs and develops operating forms and documents.
3. Assists administrative or professional staff providing technical advice or assistance to address matters pertaining to internal coordination, work flow, processes and procedures, or task/project completion in with timetables or deadlines.
4. Determines office or data processing equipment requirements, consulting with appropriate M-DCPS personnel to develop specifications or standards.
5. Requisitions and interviews job applicants and makes recommendations to supervisor; may prepare bi-weekly payroll and initiate departmental personnel action requests.

6. Monitors developments and trends in office management and office equipment automation and makes recommendations regarding methods and means of achieving more effective and efficient operations.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of college-level coursework in business or public administration, management, or related field.
3. Considerable advanced clerical or administrative support experience including some experience involving employee supervision.
4. A thorough knowledge of the role, organization, and management of administrative support units in large public organizations.
5. Any equivalent combination of acceptable training and experience.
6. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 09/12/83, 03/25/94

MIAMI-DADE COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

CLASS TITLE: School Accounting Resource Specialist

JOB CODE: 4905

DEPARTMENT: Accounting

PAY GRADE: 25 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is responsible specialized technical accounting work advising and assisting school-site administrative and support personnel with the accounting, reporting, and management of financial resources. The work is performed under the general supervision of the Coordinator, Accounting, and requires the exercise of independent judgment regarding the degree of compliance with rules, policies and procedures during the processing of work.

JOB TASKS/RESPONSIBILITIES

1. Provides advice and technical assistance to school-site administrative and support personnel to insure the effective management and accounting of Fund 9 allocations and internally generated financial resources.
2. Trains and advises Treasurers, Secretary/Treasurers and selected office and administrative staff on all matters relating to the accounting, reporting, and expenditures of internal funds.
3. Assists Treasurers, Secretary/Treasurers and selected office and administrative staff in developing and implementing accounting procedures and practices as required by the Manuals of Internal Accounting, Directives, Board Rules and State Regulations.
4. Conducts on-site reviews of school Internal Funds Accounting practices, procedures, and records to ascertain compliance with applicable Manual Procedures, Directives and Board Rules; prepares written reports of reviewed findings.
5. Instructs personnel with the establishing of ledgers and journals, posting transactions, property acquisition, expenditures, preparation of financial reports, the proper use of Fund 9 allocations, and Monthly fund 9 Reconciliation.
6. Monitors the performance of school personnel to ascertain training needs; responds to inquiries regarding proper procedures and assists in resolving unusual or complex problems.
7. Monitors changes in accounting and reporting requirements informing supervisors of anticipated problems or difficulties.
8. Reviews monthly, biannual, and annual financial and bank reconciliation reports resolving discrepancies by phone or providing on-site technical assistance.
9. Conducts monthly intensive workshops for all school levels performing job tasks such as posting transactions, researching school accounts, making adjustments, balancing journals and ledger accounts, reconciling bank accounts, and Fund 9 as a means of assisting or instructing school support personnel.

10. Presents three day mandatory workshops for all new Treasurers, Secretary/Treasurers, internal funds accounting workshops for year-end closing procedures, and workshops for balancing and verifying Fund 9 accounts.
11. Assists Coordinator with the preparation of components required by the State of Florida and the preparation of Schools Annual Public Depository Report for the State of Florida.
12. Assists Coordinator in the preparation of the Internal Funds work papers for the outside auditors, the Superintendent's Annual District Report, the District Report for the State of Florida and handouts for all workshops.
13. Compiles and prepares annual pegboard supplies for all Secondary, Adult Educational, Special Adult Centers, and Vocational/Technical Centers.
14. Reviews data entry level for Year End Closing Financial Reports.
15. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, standing, walking, lifting, finger dexterity, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate plus completion of two (2) years vocational or college level coursework in Accounting, Finance or related field or five (5) years of progressive experience in Secondary Internal Funds Accounting or any equivalent combination of acceptable training and experience.
2. A thorough knowledge of Internal Funds Accounting procedures and practices and Fund 9 allocation requirements.
3. A working knowledge in computer design of financial reports.
4. Ability to travel to multiple worksites on a regular basis.
5. Ability to present detailed information to large groups of employees.
6. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 03/02/92, 03/19/93, 12/16/94

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Custodian

JOB CODE: 5615
(5605 - Hourly)

DEPARTMENT: Assigned Departments/
Schools/Plant Operations

PAY GRADE: 14 (B4)

DATE: 06/26/13

BASIC OBJECTIVES

This is routine custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds. The work involves a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Work is performed under the direction of the Lead, Head or Master Custodian as prescribed by the site or supervising administrator, and according to standard work methods, practices and procedures. Work is subject to inspection during progress and upon completion. These inspections, special projects or work may be conducted or directed by any of the following: site administrators or Master Custodians.

JOB TASKS/RESPONSIBILITIES

1. Accomplishes a job assignment which involves the cleaning and maintenance of buildings, facilities and grounds using standard work methods, practices and procedures established by the Department of Plant Operations.
2. Collects and removes trash from building(s), facilities and grounds.
3. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary: windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces as assigned.
4. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
5. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.
6. Maintains lawns, flowerbeds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
7. Assists with or performs the minor repair or servicing of buildings and equipment.
8. Maintains all custodial equipment including grounds equipment.

9. Attends District required training and certification classes.
10. Maintains record of all requested supplies.
11. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibration, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understand written instructions in English.
3. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
4. Satisfactory completion of a physical examination prior to hire date.
5. Shall complete Orientation Class and Custodial Certification Class within the first year of service.
6. Shall complete Master Certification Classes by the end of the second year of service.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Head Custodian

JOB CODE: 5608

DEPARTMENT: Assigned Departments/
Schools/Plant Operations

PAY GRADE: 22 (B4)

DATE: 06/26/13

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with major responsibility for planning, assigning, inspecting, and scheduling the work of custodial personnel; which is clearly prescribed by the site or supervising administrator, with some latitude in planning work methods and assignments.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well established and clearly prescribed routine. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. Plans, assigns, trains, monitors, reviews and directs the work of Lead Custodian and Custodians involved in the cleaning and maintenance of buildings, facilities and grounds; works with the site or supervising administrator in planning the custodial operations program. Instructs, advises and demonstrates work methods, practices and procedures established by the Department of Plant Operations and other District guidelines for completing job assignments.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from building, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces.
5. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.

7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
8. Prepares routine reports on facility inspections, maintains records, and determines materials, equipment, supply requirements and initiates requests for replenishment.
9. Monitors the operation of heating, air conditioning, ventilation, security and other building site systems. Assists with or performs minor repairs or prepares service requests.
10. May volunteer and be assigned on a full-time basis to the Asbestos Abatement project; directs employees engaged in cleaning ceiling tile, curtains, books, upholstered furniture and carpets using equipment and procedures prescribed by the Environmental Protection Agency for the removal and disposal of asbestos.
11. Attends District required training and certification classes.
12. Performs related work as required or assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understand written instructions in English.
3. Minimum of three (3) years of custodial experience, including one (1) year Lead Custodian experience with Miami-Dade County Public Schools.

OR

Minimum of five (5) full-time years of proven supervisory experience including (1) year Lead Custodian experience with Miami-Dade County Public Schools.

4. Knowledge of such specialized cleaning and/or maintenance practices, procedures established by the Department of Plant Operations and equipment as may be required by job assignment.
5. Miami-Dade County Public Schools Environmental Services I (51 hours) Custodial Certificates, Miami-Dade County Public Schools Environmental Services II (51 hours) Master Custodial Certification, and completion of the Custodial Leadership Training are required at the time of appointment.
6. Ability to train and direct subordinates in a manner conducive to full performance and high morale.
7. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
8. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97, 03/02/01

MIAMI-DADE COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

CLASS TITLE: Resident Maintenance Service Mechanic I

JOB CODE: 6220

DEPARTMENT: Facilities Operations, Maintenance

SCHEDULE: HO DATE: 10/15/2018

BASIC OBJECTIVES

Responsible for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings. Communicates with the site administrator or designee responsible for physical plant on matters related to facilities operations, status of maintenance jobs, preventive maintenance program and requirements for support services. Works under the general direction and supervision of a Resident Maintenance Service Mechanic II, a Certified Zone Mechanic and/or a Foreperson-Resident Maintenance Service Mechanic. Assists in the job tasks and responsibilities listed below, while developing sufficient technical proficiency to independently perform the following job tasks and responsibilities.

JOB TASKS/RESPONSIBILITIES

1. Inspects building interiors, exteriors, doors, windows, floors, roofs, life safety systems, and furnishings to identify any necessary repairs and performs them where practical.
2. Makes minor masonry repairs such as patching cracked concrete and replacing broken concrete blocks.
3. Performs minor maintenance painting including tasks such as patching holes, sanding, and spot painting.
4. Repairs leaking connections, fitting, couplings and fixtures, faucets, washers, seats, stems and valves.
5. Replaces spigots, faucets, and valves; unstops obstructed plumbing lines and fixtures.
6. Takes voltage and current readings; checks operation of controls; tests circuits to determine if service is active.
7. Replaces ballasts; repairs and/or replaces light switches and receptacles; replaces inoperative fuses and reactivates tripped circuit breakers.
8. Troubleshoots, repairs and/or replaces minor appliances such as clocks, small motors, water coolers, unit air conditioners, fans, pumps and kitchen equipment.
9. Operates all HVAC equipment according to established procedures.
10. Checks equipment operation including visual and audio inspections, and makes Comparisons of gauge readings and equipment settings with predetermined parameters.

11. Inspects drive belts and couplings for tightness and wear, and adjusts and/or replaces belts as necessary.
12. Cleans and/or changes filters and does minor coil cleaning.
13. Checks hydronic systems to determine proper operations of the related equipment.
14. Blows down boilers, flushes and cleans cooling water tower systems as necessary.
15. Stays current with codes and building technology.
16. Maintains inspection records of building systems and initiate corrective action of identified deficiencies.
17. Monitors and documents contractor activity at assigned facilities.
18. Performs other related tasks as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write and understand oral and written instructions in English.
3. Three (3) years demonstrated combined experience in a minimum of two (2) building trades.
OR
Licensed Journeyman in an appropriate trade for at least (6) months. Possession of a valid Certificate of Competency as a licensed Journeyman from Miami-Dade, Broward, Collier, Monroe or Palm Beach County.
4. Successful completion of the applicable M-DCPS skills test.
5. Possession of a valid State of Florida Class E driver's license.
6. Satisfactory completion of a physical examination prior to hire date.

Prior revision date (s): 04/20/2017