

**FREMONT SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: Focus School Process Manager

QUALIFICATIONS:

1. college degree
2. computer literate with experience in data entry

REPORTS TO: The Principal

JOB GOAL:

To assist in the Focus School Improvement process by coordinating data entry into IndaStar, and assisting the Principal in the data process as needed.

PERFORMANCE RESPONSIBILITIES:

1. Attending leadership team meetings.
2. Documenting the team's work using the *Steps to Success* system.
3. Printing out pertinent worksheets from the *Steps to Success* tool for team meetings.
4. Entering new data into the system to track progress throughout the planning and implementation phases.

TERMS OF EMPLOYMENT

- The Process Manager is a member of the Improvement Team for the Focus School Process.
- Compensation: \$4,000.00 less the cost of FICA to the district

EVALUATION: Annually by the Building Principal or
Principal's designee(s)

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Rarely required |
| 4. Lift over 50 lbs.: | Not required |

- | | |
|----------------------------------|-----------------------|
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Not required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Not required |

Hand Manipulation:

- | | |
|----------------------------|--|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Not required |
| 4. Fingering: | frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Not required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Not required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Not required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Occasionally required |
| 8. Balancing: | Not required |

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only _____
- 2. Any beyond short demonstration up to and including 30 days _____
- 3. 30-90 days _____
- 4. 91-180 days _____
- 5. 181 days to 1 year _____
- 6. 1 to 2 years _____
- 7. 2 to 4 years _____ X
- 8. 4 to 10 years _____
- 9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Ability to work with staff, students and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.