

Title	Description (Summary of job function)	Justification (Why you might need to be on-site)	Work Shift (Ways you might stagger shifts)	Protocol (How you will document hours and locations)
Assistant Superintendent for Human Resources	Oversees the planning and implementation of all personnel functions including selection, personnel file management, assignment, evaluation, tenure process, discipline and termination of employees.	Access to personnel files, US mail, communication with office staff, take phone calls, access to all resources, files, paperwork. Ensure that appropriately vetted and certified staff are hired, trained, and evaluated.	Split shifts- ½ days <ul style="list-style-type: none"><li>● Assistant Superintendent for C &amp; I and Assistant Superintendent for HR</li></ul>	Google Calendar
District Office Secretary II	Serves as the administrative liaison for the community, parents, staff, vendors, and governmental agencies. Also, serves as the District Clerk.	Answer phones/doors, open mail, assist Superintendent and Assistant Superintendents	Split shifts- ½ days <ul style="list-style-type: none"><li>● Superintendent and Business Office Secretaries</li><li>● Human Resources and Curriculum and Instruction Secretaries</li></ul>	Google Calendar
Business Administrator / Treasurer	Responsible for accounting, banking, and investments. Oversight of the Business Office functions.	Makes all accounting entries and adjustments. Manages cash on a daily basis to ensure sufficient resources are available to meet bills and payroll.	Two to three days per week.	Google Calendar
Payroll Clerk	Responsible for the biweekly payroll of approximately 950 fulltime, part-time, and substitute staff.	Printing of biweekly payroll checks, the transfer of funds to cover the payroll and associated benefits.	Three days over a two week cycle	Google Calendar

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Benefits Coordinator	Responsible for the administration of health insurance benefits for active employees and retirees.	Add, change, or delete benefit coverage. Respond to emails and phone calls. Liaison between employees/retirees and health carriers. Manages COBRA coverage.	One day per week.	Google Calendar
Business Office Sr. Account Clerks	Responsible for reviewing purchasing and payment requests, issuing purchase orders to vendors, and the printing of checks.	Preparing, printing, and mailing of vendor checks for goods and services provided.	Two to three days per week.	Google Calendar
Director of Facilities	Oversees the maintenance and operation of all district buildings and facilities.	Daily assessment of building operations and maintenance. Prioritize and issue work orders, order parts and materials, coordinate and oversee improvements and repairs, and communicate with staff and service providers.	Daily	Google Calendar
Facilities Secretary II	Supports the Facilities Director and Assistant Director with the day-to-day operations and administration of the department.	Serves as the primary liaison for the department and manages the procurement of equipment, materials and supplies.	1/2 Day	Google Calendar

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Custodial Team Leaders (2)	Oversee the daily building operations of FMS and GHS.	Visual inspections of building condition and equipment (i.e. boiler plants, plumbing/water leaks etc.) and building security.	Daily	Google Calendar
Custodians (5)	Oversee the daily operations of AES,GES,LES,PBE and WES	Visual inspections of building condition and equipment (i.e. boiler plants, plumbing/water leaks etc.) and building security.	Daily	Google Calendar
Lead Maintenance Mechanic	Responds to facility issues districtwide	Building and building systems maintenance and repair.	Daily	Google Calendar
Sr. Maintenance Mechanic	Responds to facility issues districtwide	Building and building systems maintenance and repair.	Daily	Google Calendar
Grounds Person	Mowing and Snow Removal	Maintain grounds for safety to protect the investment in athletic fields.	Daily Seasonal	Google Calendar
Messenger/Mail Services	Pick-up and delivery of external and interoffice mail	Ensure the timely delivery of mail for processing including checks, invoices, legal notifications and documents, payroll and benefit forms, etc.	4 hours per day	Google Calendar
Food Service Director	Oversees the preparation and delivery of breakfast and lunches to students.	Organize packing and delivery of meals to community	Two days per week.	Google Calendar

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Transportation Director	Oversees the safe and reliable transportation of students to and from school.	Ensure that required bus inspections and maintenance are completed. Coordinate staffing and vehicle use for student meal and technology distribution.	Alternate every other day with the Assistant Transportation Director.	Google Calendar
Assistant Transportation Director	Assists the Transportation Director in overseeing the safe and reliable transportation of students to and from school.	Assists in ensuring that bus inspections and maintenance are completed. Assist with the coordination of staffing and vehicle use for student meal and technology distribution.	Alternate every other day with the Transportation Director.	Google Calendar
Transportation Fleet Supervisor	Oversees the maintenance and repair of the school bus fleet.	Ensure that scheduled bus inspections and maintenance are completed. Order parts and accept deliveries as needed. Maintains DOT Bus / Inspection files.	Three days per week.	Google Calendar
Bus Mechanics / Helper	Responsible for the maintenance and repair of the bus fleet.	Perform needed maintenance and repair of bus fleet. Prep buses for DOT inspection.	Two mechanics per day on an alternating day schedule.	Time Record
Transportation 19A Trainer	Responsible for bus driver training and recordkeeping for compliance with state requirements.	Provides training for prospective bus driver applicants. Maintains compliance records for drivers.	Five days over a two-week cycle alternating every other day.	Google Calendar

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Transportation Keyboard Specialist	Provide clerical support related to the administration of pupil transportation.	Routine office support. Compiles pay data for biweekly payroll reporting.	Five days over a two-week cycle alternating every other day.	Google Calendar
Bus Drivers / Attendants	Transportation of students.	Deliver meals and technology devices to students.	One day per week using a staffing rotation dependent on needs.	Time Record
Building Principals	Oversee all matters related to their assigned building, supervise the instruction of students, communicate with families and other stakeholders; keep district office informed of any problems or concerns.	Provide oversight to employees working in buildings (custodial, secretarial, etc.) Support remote instruction (assure that students and faculty have needed technology, access to Wi-Fi, instructional materials, etc.)	Two to Three days per week.  Amount of time may fluctuate depending on time of year and guidance from state and local health departments	Google Calendar
Building Secretaries	Support building principals in tasks listed above	Answer phones and receive and send mail. Assist principal in the daily functioning of the building and serves as the principal's liaison for parents and staff.	Split shifts- ½ days  Amount of time may fluctuate depending on time of year and guidance from state and local health departments	Google Calendar
Technology Director	Oversee implementation of technology plan for continuity of instruction.	Maintain coordination, support, deployment, and full operations of instructional technology- in-person, hybrid, and/or remote.	1/2 days	Google Calendar

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Director of PPS/Special Education Instructional Administrators	<p>Oversee the daily operations and provide leadership, coordination, and supervision of district wide special education programs and related services</p> <p>Supervise and evaluate special education teachers, teaching assistants, and related service providers</p> <p>Chair CSE/Section 504 meetings</p> <p>Ongoing communication and problem solving with department staff</p> <p>Work collaboratively with other administrators to facilitate delivery of special education services</p> <p>Budget planning and recommendations for services for upcoming school year</p> <p>Sign time cards for payroll</p>	<p>Ensure all stakeholders receive the resources and support needed to ensure continuity of special education programs and services; support social/emotional well-being of students and staff; assists with managing the emergency</p>	<p>Split shifts or days (minimum 2 days per week in office, increase office time during annual review season)</p>	<p>Google Calendar</p>

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Special Education/PPS Sr. Keyboard Specialists	Serves as the liaison between Special Ed/PPS administrators and the community, parents, staff, vendors, state and governmental agencies, and out of district programs.	Retrieve, process, and submit mailings Answer phones Print crucial documents for upcoming meetings and cancelled/rescheduled meetings Processing consents for evaluations that have been received. Printing letters to families and notices for files Maintain up to date student files Process purchase orders, requisitions and invoices Check-in and distribute supplies and materials from vendors	Split shifts or days (minimum 2 days per week in office; 4 hours daily during annual review season.)	Google Calendar

Attachment 2 – Cleaning and Disinfection Protocols and Procedures

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff; staff and teachers	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices / Isolation Rooms	Various	Various	Nursing staff; Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs and floors
Cafeterias / Kitchens	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Custodial staff; Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Custodial staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Custodial staff, Grounds	
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	Only if a shared vehicle

<b>Room Types/Areas</b>	<b>Cleaning Frequency</b>	<b>Disinfection Frequency</b>	<b>Responsible Party</b>	<b>Additional Information</b>
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Athletic Training Rooms, Locker Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces	2x daily	2x daily	Custodial staff	e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.
Shared frequently touched surfaces	After each use	After each use	Staff using shared surfaces	e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)
Shared equipment	After each use	After each use	Staff using equipment	e.g., hand tools, facilities equipment, grounds keeping equipment, golf cart, etc.

Only district approved chemicals will be used. At no time will students be allowed the use of cleaners or disinfectants.

