

Eunice Public Schools

Job Description

Position: Elementary School Principal

Supervisor: Superintendent of Schools

General Job Description: Provide Instructional Leadership in the educational development of the students attending Eunice Public Schools.

Qualifications

1. New Mexico Administrators Certification for the Appropriate Level
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Provides instructional leadership in developing and implementing educational programs designed to meet the needs of all students.
2. Assures implementation of the Common Core State Standards and district curriculum.
3. Maintains the School Education Plan for Student Success [EPSS].
4. Creates a site-based assessment calendar and supervises all state and district required assessments in accordance with the NMPED assessment calendar.
5. Develops site improvement plans.
6. Develops and communicates site goals.
7. Coordinates professional development activities for faculty and staff.
8. Implements and promotes district policy, procedures, and initiatives.
9. Develops teacher and student handbook.
10. Submits reports to appropriate administrators as requested in a timely manner.
11. Coordinates parent, faculty and student groups to enhance educational programs and activities.
12. Supervises and evaluates personnel in accordance with NMPED.
13. Coach staff for improved performance.
14. Assists in the recruitment, selection, retention, promotion and assignment of personnel.
15. Establishes and updates site crisis plan and exercises decisive leadership in crisis situations.
16. Manages student data systems.
17. Coordinates with appropriate child nutrition personnel to identify student eligibility for federal programs.

18. Supervises adoption of all course offerings, textbooks and instructional materials.
19. Prepares the master/student schedule.
20. Supervises or assigns a qualified staff member for all school activities.
21. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
22. Manages budgets according to instructional needs.
23. Approves all requisitions and work orders for the site.
24. Assists in coordination of transportation, custodial, cafeteria and other support services.
25. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
26. Participates in Individualized Educational Plan (IEP) conferences as needed.
27. Performs other duties as assigned by the supervisor.
28. Promotes collaborative and positive school culture through relations with faculty, families, students, and community members.
29. Promotes environment where principals and faculty are visible and accessible to students, family, and community members.
30. Utilizes and promotes the use of technology at all levels.
31. Manages facility (i.e. building is clean and well organized and district policies are followed).
32. Leads the improvement of student achievement through faculty collaboration.
33. Maintains confidentiality.
34. Abides by all district, state and federal laws, policies and procedures.
35. Requisitions for textbooks, supplies, and equipment and maintains appropriate receipts and records.
36. Approves all additions and deletions to the site inventory and submits all inventory changes to the inventory clerk.

Evaluation

Job performance will be evaluated annually by the Superintendent of Schools.

Physical Requirements

1. Ability to continuously stand and walk.
2. Ability to bend, climb stairs, and lift frequently.
3. Ability to lift up to ten pounds frequently.

Eunice Public Schools

Job Description

Position: Secondary School Principal

Supervisor: Superintendent of Schools

General Job Description: Provide Instructional Leadership in the educational development of the students attending Eunice Public Schools.

Qualifications

1. New Mexico Administrators Certification for the Appropriate Level
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Provides instructional leadership in developing and implementing educational programs designed to meet the needs of all students.
2. Assures implementation of the Common Core State Standards and district curriculum.
3. Maintains the School Education Plan for Student Success [EPSS].
4. Creates a site-based assessment calendar and supervises all state and district required assessments in accordance with the NMPED assessment calendar.
5. Develops site improvement plans.
6. Develops and communicates site goals.
7. Coordinates professional development activities for faculty and staff.
8. Implements and promotes district policy, procedures, and initiatives.
9. Develops teacher and student handbook.
10. Submits reports to appropriate administrators as requested in a timely manner.
11. Coordinates parent, faculty and student groups to enhance educational programs and activities.
12. Supervises and evaluates personnel in accordance with NMPED.
13. Coach staff for improved performance.
14. Assists in the recruitment, selection, retention, promotion and assignment of personnel.
15. Establishes and updates site crisis plan and exercises decisive leadership in crisis situations.
16. Manages student data systems.
17. Coordinates with appropriate child nutrition personnel to identify student eligibility for federal programs.

18. Supervises adoption of all course offerings, textbooks and instructional materials.
19. Prepares the master/student schedule.
20. Supervises or assigns a qualified staff member for all school activities.
21. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
22. Manages budgets according to instructional needs.
23. Approves all requisitions and work orders for the site.
24. Assists in coordination of transportation, custodial, cafeteria and other support services.
25. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
26. Participates in Individualized Educational Plan (IEP) conferences as needed.
27. Performs other duties as assigned by the supervisor.
28. Promotes collaborative and positive school culture through relations with faculty, families, students, and community members.
29. Promotes environment where principals and faculty are visible and accessible to students, family, and community members.
30. Utilizes and promotes the use of technology at all levels.
31. Manages facility (i.e. building is clean and well organized and district policies are followed).
32. Leads the improvement of student achievement through faculty collaboration.
33. Maintains confidentiality.
34. Abides by all district, state and federal laws, policies and procedures.
35. Requisitions for textbooks, supplies, and equipment and maintains appropriate receipts and records.
36. Approves all additions and deletions to the site inventory and submits all inventory changes to the inventory clerk.

Evaluation

Job performance will be evaluated annually by the Superintendent of Schools.

Physical Requirements

1. Ability to continuously stand and walk.
2. Ability to bend, climb stairs, and lift frequently.
3. Ability to lift up to ten pounds frequently.

Eunice Public Schools Job Description

Position: Director of Special Education

Supervisor: Superintendent

General Job Description: The Director of Special Education shall assume responsibility for planning, development, coordination, and management of all special education programs, services, budgets and personnel and shall ensure compliance with state, and federal regulations governing the delivery of services to students with disabilities.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. A minimum of five years public school experience in at least one area of special education.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of education's organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Work cooperatively with building administration and staff in planning, implementing and managing programs and services for students with disabilities.
11. Ensure that all students with disabilities in the Eunice Public schools are provided a free and appropriate public education through the provision of instructional programs, and related services.
12. Assist the Superintendent in the recruitment, and employment of properly

licensed personnel as required to provide services to students with disabilities consistent with their IEP's.

13. Conduct on-going assessment to identify need within the district for use in planning of budgets and programs.
14. Assist the Superintendent in planning, developing, and managing operational budgets.
15. Conduct the application process required for receipt of funds under federal grant projects.
16. Develop local policies and procedures to ensure compliance with state and federal regulations.
17. Develop policies and procedures to govern the delivery of special education and related services, including staff assignments.
18. Develop policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
19. Conduct performance evaluations for staff assigned to the special education office.
20. Coordinate staff development opportunities to enable staff to better serve the needs of special education students.
21. Coordinate the delivery of homebound services when recommended through the IEP process.
22. Conduct, in cooperation with building administrators, staff, parents, and community, on-going evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
23. Cooperate with the transportation department in planning and delivery of services to students whose IEP's require transportation services.
24. Establish and maintain on-going communication with the administration and regular/special education staff.
25. Perform other tasks as may be deemed appropriate and necessary by the Superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.

EUNICE PUBLIC SCHOOLS

JOB DESCRIPTION

Job Title: Guidance Counselor

FSLA Status: Exempt

Qualifications: Masters degree in Guidance Counseling, New Mexico Public Education Department certification in Guidance Counseling

Reports To: Eunice High School Principal (Evaluator), Mettie Jordan Elementary Principal, Caton Middle School Principal, Superintendent Eunice Public Schools

Supervises: N/A

Physical Requirements: Primarily sedentary office setting. Occasionally lifts boxes less than fifty pounds.

Performance Responsibilities:

1. **The counselor will develop and implement a school level guidance program focused on the physical, social, intellectual, emotional and vocational growth of each student.**
 - a. Determining guidance priorities based on local assessed needs.
 - b. Formulating measurable objectives from identified needs and priorities.
 - c. Formulating specific tasks relating to achieving the objectives.
 - d. Coordinating a continuing evaluation of the program.
 - e. Coordinating with the appropriate administration to achieve items a – d.
2. **The counselor will coordinate activities in the guidance and counseling program.**
 - a. Working with other staff member to encourage the inclusion of a student-oriented philosophy in all school activities.
 - b. Helping to integrate the guidance and counseling program within the total school program.
 - c. Communicating with parents and community about services available within the guidance and counseling program.
 - d. Learning about available school and community resources.
 - e. Establishing and maintaining contacts with school and community resources.
 - f. Working with the administration to utilize community resources related to the guidance program.
3. **The counselor will provide information and facilitate guidance activities for students, staff, and students.**
 - a. Assisting others in their understanding of personal and social development.
 - b. Serving as a resource to facilitate groups and presentations on pertinent issues.
 - c. Providing prevention strategies which address current issues such as chemical dependency, suicide, dropping out, and various forms of abuse.
 - d. Conducting activities on educational and career themes.
 - e. Conducting orientation/training programs for students, parents, and staff.

- f. Interpreting test results to students, parents, and staff.
4. **The counselor will serve as a consultant to the school and community.**
- a. Providing mediation for changes in behavior and conflict resolution.
 - b. Serving as a liaison for issues pertinent to the learning environment of the school.
 - c. Supporting the staff with assistance in developing positive rapport with students to maximize learning potential.
 - d. Assisting teachers in identifying students who would benefit from counseling and providing feedback on referred students as appropriate.
 - e. Providing information to parents and students to aid in their understanding of education goals.
 - f. Providing resource materials and expertise dealing with issues affecting student, staff, and family.
 - g. Providing information about appropriate community resources or organizations with provide services to students and their families.
5. **The counselor will provide individual and group counseling.**
- a. Providing crises intervention.
 - b. Using appropriate interventions in situations detrimental to the physical, mental, education, and emotional well-being of the individual.
 - c. Providing support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem solving skills, academic programs, and career and life planning.
 - d. Making referrals to school and community resources when necessary.
6. **The counselor will uphold the standards of the counseling profession.**
- a. Meeting the state competency standards and the requirement for preparation.
 - b. Participation in the development of policies concerning guidance and counseling.
 - c. Keeping informed about developments and innovations within the profession at the local, state, and national levels.
 - d. Following the legal and ethical standards of the counseling profession.
 - e. Realizing personal and professional limitations.
7. **The counselor meets professional requirements and responsibilities.**
- a. Serve as District Test Coordinator
 - b. Serve as Scholarship Coordinator
 - c. Serve as District SOAP Manager

Eunice Public Schools Job Description

Position: Business Manager

Supervisor: Superintendent

General Job Description: Supervise Business Office staff to help the district to increase effectiveness of financial matters and reduce costs to the ultimate benefit of the education program. Oversee the finances and financial matters of the district.

Qualifications:

1. CPA is preferred.
2. Graduation from a certified or accredited educational institution with some course work in computer systems.
3. Supervisory experience in either the business or education application of computer technology and data processing is preferred.
4. Some experience with school budgets and personnel reports is preferred.
5. Proficiency in District's computer software system.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Use effective people skills to communicate.
3. Demonstrate an understanding of the dynamics of the educational organization.
4. Effectively manage the resources for which he/she is responsible including personnel, finances, payroll, facilities, programs and time.
5. Coordinate the preparation of the budget and direct public hearings in regard to the budget.
6. Supervise the management of the budget after approval by the Eunice Board of Education and Public Education Department.
7. Supervise all functions for the finance support service.
8. Be responsible for audits.
9. Supply information and assist in making reports as may be required.
10. The Superintendent may assign other tasks as needed.

Additional Duties and Responsibilities:

1. Supervise reports to school budget planning unit.
2. Calculate employee contracts and addendum to contracts.
3. Annual audit for payroll and contracts.

4. Assist in making district financial investments.
5. Upload STARS and STARS Reporting for 40, 80, 120, and End of Year (EOY) Periods
6. Input data and file Training and Experience Report
7. Approve *Requisitions* and *Purchase Orders*
8. Approve *Trip Plans* and *Per Diem*
9. File Monthly Cash Report and Cash Reconciliation
10. File Quarterly & Year End Reports
11. Maintain District Personnel in JMAC (Demographic Software Environment)
12. Process employee applications for licensure and licensure renewals.
13. Generate Budget Adjust Request
14. Monitor daily the Cash and Budget Reports
15. Approve Request for Reimbursements
16. Complete Credit Applications
17. Verify Employment
18. Monitor Teacher Housing Contracts and Report Housing Problems
19. Monitor Cafeteria Account Monthly & Oversee the Cafeteria Contracts
20. Submit the District Budget into the OBMS System
21. Attend monthly school board meetings, record and transcribe the School Board Minutes
22. Make reservations for school board members when their attendance is required for trainings.
23. Maintain fixed asset records and depreciation schedules.
24. Attend workshops, conferences, and trainings, to obtain required eighteen hours of training to maintain business manager license.
25. Maintain a Business Managers License
26. Create and Maintain Transportation Records

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal, physical ability to type on a keyboard terminal, and adding machine.

Safety and Health Requirements:
Bloodborne Pathogens Standard Training

Equipment/Material handled:
Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:
Salary and work year to be established by the Board.

Position: Bookkeeper/Payroll Position

Supervisor: Superintendent

Eunice Public Schools Job Description

General Job Description: The Bookkeeper will perform bookkeeping and payroll along with other duties to meet requirements of the Business Office. The immediate supervisor for this position is the Business Manager.

Qualifications

- CPA is preferred
- Graduation from a certified or accredited educational institution with some course work in computer systems.
- Supervisory experience in either the business or education application of computer technology and data processing is preferred.
- Some experience with school budgets and personnel reports is preferred.
- Proficiency in District's computer software system.

Duties and Responsibilities:

- Performs usual office tasks associated with a school office such as faxing, copying, etc.
- Responsible for deposits
- Reconciles bank statements on a monthly basis
- Print checks for Accounts Payable
- Process and follow up on Request for Reimbursements (RFR's)
- Process payroll and payroll reports in a timely manner. Includes sick leave, adjustments, etc.
- Prepare W-2's
- Send out W-4's yearly to all employees
- Perform duties of benefits specialist – adding new hires, adding/dropping/increasing/decreasing benefits and deductions. Also process terminations.
- Complete quarterly reports before due date which include 941, Lea County Treasurer, Unemployment (Employer's Unity), Workers Comp, NM Dept of Labor, and Medicaid (Admin Claim).
- Keep track of Activity Center receipts – dividing City and Eunice Schools portions
- Attend out-of-town trainings
- Responsible for processing instructional material textbook orders (Archway)

- Complete annual reports – Instructional Material Annual Budget Report and I-Star Inventory
- Make phone calls and send out emails
- Ability to meet deadlines and due dates
- Ability to work well with others
- Ability to work under pressure and with constant interruptions
- Ability to type and operate 10-key calculator by touch
- Complete other tasks considered appropriate by the immediate supervisor

Work Environment:

Various degrees of noise and temperature are to be expected. Self-motivation and flexibility will be required. After hours work may be required occasionally.

Physical Requirements:

Bending, standing, climbing, pinching, reaching, kneeling, squatting and lifting (up to 50 lbs.) may be required.

EUNICE PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION

TITLE

ATHLETIC COORDINATOR

GENERAL DESCRIPTION

1. Coordinate the high school and middle school Interscholastic Athletic Program for girls and boys.
2. Work cooperatively with the principal in administering to the overall operation of the school.
3. Implement and adhere to the policies adopted by the Eunice Public School Board of Education.

REPORTS TO

EHS and CMS Principals, Superintendent

QUALIFICATIONS

1. State of New Mexico Teachers Certificate
2. State of New Mexico Coaching Licenses
3. Coaching Experience: At least five (5) years.
4. Valid New Mexico Drivers Licenses [*PS endorsement is preferred.*]

BEHAVIORAL CHARACTERISTICS

1. Promotes cooperation and team effort through shared successes, achievement of best group outcomes and supports positive group contributions.
2. Demonstrates and fosters respect by building trust.
3. Demonstrates open thinking by generating new ideas, challenging rigid thinking and sees the big picture.
4. Communicates in a clear and logical manner.
5. Demonstrates the ability to actively listen.
6. Manages time effectively and displays a bias for action.
7. Seeks to acquire new skills and feedback. Learns from experience and applies knowledge to improve performance.
8. Fosters joint problem solving and encourages others to apply their skills.
9. Demonstrates self-confidence.
10. Demonstrates loyalty to the district.

ESSENTIAL FUNCTIONS

1. Cooperates with the Principal in carrying out and enforcing the NMAA rules and bylaws.
2. Coordinates and handles all participant eligibility with assistance from coaches and school office.
3. Supervises all contracts for interscholastic games to eliminate conflicts and maintains a proper balance in all sports areas.
4. Secures game officials for all home contests in all sports areas.
5. Supervises the athletic insurance program; maintains accurate files on physical examinations and other forms prior to practices in all sports.
6. Inventories all athletic equipment with the cooperation of the athletic coaches. The Coordinator shall be responsible for the storage, issue, proper care, and disposal of all athletic equipment.
7. Cooperatively, with the Principal or Superintendent, coordinates press releases for all athletic events.
8. Provides Superintendent and Principal with a complete schedule of all contests.
9. Cooperates with administration, coaches, and students to promote the best possible athletic program in terms of good conduct and sportsmanship.
10. Supervises all personnel working with the athletic program at the high school. This includes contest supervision of:
 - a. scoreboards
 - b. P.A. System
 - c. police supervision,
 - d. transportation of teams,
 - e. arrangements for officials and visiting teams (i.e., locker room facilities, gymnasium services, field assistance, and etc)
 - f. assign personnel for all games (i.e., tickets, ushers, ect.),
 - g. responsible for proper playing condition of field, gymnasium, ect.,
 - h. tickets and gate receipts,
 - i. set up and tear down,
 - j. programs and sellers,
 - k. press box,
11. Assist in evaluation of all athletic programs and coaches, recommendations on program, and coaching assignments.
12. Assist with purchasing athletic awards; maintain records.
13. In support of the athletic program, the Athletic Coordinator will attend as many events as possible and will work in conjunction with the principal to ensure all home events have a District Representative available.
14. Coordinate and oversee the school's athletic calendar.
15. Serve as the liaison for non-school use of playing fields and facilities, in coordination with the school administration.
16. Consult with the school administration regarding athletic schedule changes, early dismissal of teams, and student eligibility as needed.

17. Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.
18. Represent the district in all matters related to athletics conference and state meetings.
19. Participate in administrative meetings and other such meetings as required and appropriate.
20. Act as a resource person and coordinator for all coaches and supervise ongoing training program for all coaches.
21. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
22. Approves and monitors transportation and meals requests or athletic contest participants and coaches.
23. In conjunction with the head coach the Coordinator will assist eligible athletes in obtaining athletic scholarships.
24. Work with coaches and principals in problems of discipline concerning athletics. She/he shall maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
25. Distribute and review annually with the coaches the EPS District Athletic Handbook.
26. Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate.
27. Monitor strict observances of equality of opportunity in men and women's athletics by keeping informed of legal requirements and consulting with EPS staff regarding compliance with the law.
28. Make recommendations in matters of student athlete discipline
29. Advise students in eligibility and academic issues.
30. Assist with the implementation and performance of the District Random Drug Testing program.
31. To perform other duties as may be assigned by the Superintendent of Schools or his designee.

OTHER DUTIES AND RESPONSIBILITIES

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties related to the Athletic Director as assigned by the principal or superintendent.
4. Demonstrates the ability to organize tasks to completion.
5. Identifies, analyzes and solves problems.
6. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
7. Is open to new ideas and willing to be involved in the change process.

ADDITIONAL WORKING CONDITIONS

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

EVALUATION

Annually, the Middle School and High School Administrative Team will evaluate the performance of the Coordinator. The evaluation process shall allow for feedback from all of the District's Coaching Staff.

EMPLOYEE ACKNOWLEDGEMENT

This job description in no manner stated or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Eunice Public School Board of Education Policy Manual.

Signature

Date

Eunice Public Schools Job Description

Position: School Nurse

Supervisor: Superintendent of Schools

General Job Description

Works with students and the entire school community supporting health needs such as medication administration, first aid, immunization compliance, and workers compensation documentation, etc. Computer use for tasks such as email, submitting attachments, reports, on line supply orders, etc.

Qualifications/Job Requirements

Education: Licensed Registered Nurse

Experience: School Nurse Experience a plus

Specific Training/Skills: Registered Nurse

Other: First Aid/CPR/AED Certification. Can

Essential Duties and Responsibilities

1. School Health Management
2. Provides health assessments for students who are ill or injured while at school.
3. Maintains complete health records on all school nurse activities.
4. Cooperate with school personnel in identifying and meeting physical, social, and emotional needs of school children.
5. Promote and maintain a safe and healthful environment for students, staff, and families.
6. Counsel with students, parents, and school personnel regarding health problems and health behavior.
7. Collect and assess health status data using the student, family, health care professional, and in some cases the Health Assistant. Methods of data collection may include observation, screening, physical assessment, intervention, review of records and reports.
8. Provide first aid and emergency care to students and staff, notifying parents, legal guardian(s) or person responsible for student's care, as indicated.
9. Organize and conduct screening programs, i.e. vision, hearing, height, weight, scoliosis, and communicable diseases. Refer students, parents, and staff to appropriate community resources as needed.
10. Work with school personnel and Health Assistants to ensure students meet State immunization requirements. Monitor status of student immunizations.

11. Assume responsibility for the maintenance, administration, and control of medications, including narcotics.
12. Make home visits as needed.
13. Assure school accident reports are filed as needed and assist school personnel with corrective action as appropriate.
14. Keep accurate and up-to-date list of children with special health needs.
15. Consult with physician and other health care professionals as needed.
16. Provide an environment conducive to privacy, confidentiality, and efficiency.
17. Formulate nursing diagnosis based on comprehensive assessment and appropriate nursing theory.
18. Develop, implement, and evaluate Individual Health Plans for students with health needs.
19. Maintain accurate, up-to-date health records and record-keeping materials.
20. Observe schedules, policies and procedures as directed by Health Services.
21. Systematically record data on cumulative health records and interpret according to norms.
22. Referrals made as appropriate.
23. Supervise and assist in teaching health policies, procedures, and protocols to designated employee.
24. Maintain open lines of communication with students, school, personnel, families, and the community in order to address questions and concerns about school health.
25. Assist in identification of students at risk for physical and psychosocial problems.
26. Communicate health needs to other school personnel as appropriate.
27. Report incidents of suspected child abuse, according to State Law and EPS policy, and assist school personnel and administrators as needed.
28. Act as health advocate on behalf of the student and family as appropriate.
29. Consult with staff in the development and implementation of new or revised Health curricula.
30. Promote both formal and informal health education for students, parents, and staff.
31. Develop a yearly health education plan that incorporates all grade levels.
32. Provide health counseling and refer to appropriate professionals as needed.
33. Conduct in-service programs for school personnel.
34. Assist school personnel in obtaining health materials, supplies, and equipment. Provide instruction in proper use, care, storage, and protection of equipment.

Eunice Public Schools Job Description

Position: Elementary School Secretary

Supervisor: Principal

General Job Description: To ensure the smooth and efficient operation of the school office and to assist the students, staff, principal, parents, and visitors in their respective daily needs so as to contribute positive support to the education of students.

Qualifications:

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
6. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Know what to do to successfully complete assigned work.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Project an overall concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask.
11. Act as a receptionist for the school. Greets and directs all visitors or callers to an appropriate individual.
12. Issue visitor pass to any visitor on school grounds.
13. Complete and forward telephone messages.
14. Check students in and out of school with proper procedures.

15. Enroll and withdraw students. Prepare and forward cumulative folders on student enrolling in another school.
16. Accept and distribute mail and other correspondence.
17. Provide assistance to parents and students as necessary.
18. Compile, file and/or input accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance 20-day reports.
19. Assimilate supply requests and dispense school supplies, complete appropriate forms and files. Calculate, assess and receive fines.
20. Perform bookkeeping functions for the school. Disburse funds, record financial transactions, and audit and balance student organization and other school fund accounts.
21. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.
22. Monitor access to student folders.
23. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
24. Maintain all office files.
25. Process bus transportation requests.
26. Arrange for substitutes and assist substitutes with appropriate paperwork and questions.
27. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
28. Assist with and process leave requests as needed.
29. Maintain accurate records of all out of zone children and assist with necessary paperwork.
30. Follow Chain of Command and assist others with the proper Chain of Command protocol when presented with conflict or questions regarding the educational process or work environment.
31. Complete other tasks as deemed appropriate by the immediate supervisor and/or superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.

Eunice Public Schools Job Description

Position: Middle School Secretary

Supervisor: Principal

General Job Description: To ensure the smooth and efficient operation of the school office and to assist the students, staff, principal, parents, and visitors in their respective daily needs so as to contribute positive support to the education of students.

Qualifications:

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
6. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Know what to do to successfully complete assigned work.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Project an overall concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask.
11. Act as a receptionist for the school. Greets and directs all visitors or callers to an appropriate individual.
12. Issue visitor pass to any visitor on school grounds.

13. Complete and forward telephone messages.
14. Check students in and out of school with proper procedures.
15. Enroll and withdraw students. Prepare and forward cumulative folders on student enrolling in another school.
16. Accept and distribute mail and other correspondence.
17. Provide assistance to parents and students as necessary.
18. Compile, file and/or input accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance STARS reports.
19. Assimilate supply requests and dispense school supplies, complete appropriate forms and files. Calculate, assess and receive fines.
20. Perform bookkeeping functions for the school. Disburse funds, record financial transactions, and audit and balance student organization and other school fund accounts.
21. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.
22. Monitor access to student folders.
23. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
24. Maintain all office files.
25. Process bus transportation requests.
26. Arrange for substitutes and assist substitutes with appropriate paperwork and questions.
27. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
28. Assist with and process leave requests as needed.
29. Maintain accurate records of all out of zone children and assist with necessary paperwork.
30. Follow Chain of Command and assist others with the proper Chain of Command protocol when presented with conflict or questions regarding the educational process or work environment.
31. Complete other tasks as deemed appropriate by the immediate supervisor and/or superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.

Eunice Public Schools Job Description

Position: High School Secretary

Supervisor: Principal

General Job Description: To ensure the smooth and efficient operation of the school office and to assist the students, staff, principal, parents, and visitors in their respective daily needs so as to contribute positive support to the education of students.

Qualifications:

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
6. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Know what to do to successfully complete assigned work.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Project an overall concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask.
11. Act as a receptionist for the school. Greets and directs all visitors or callers to an appropriate individual.
12. Issue visitor pass to any visitor on school grounds.

13. Complete and forward telephone messages.
14. Check students in and out of school with proper procedures.
15. Enroll and withdraw students. Prepare and forward cumulative folders on student enrolling in another school.
16. Accept and distribute mail and other correspondence.
17. Provide assistance to parents and students as necessary.
18. Compile, file and/or input accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance STARS reports.
19. Assimilate supply requests and dispense school supplies, complete appropriate forms and files. Calculate, assess and receive fines.
20. Perform bookkeeping functions for the school. Disburse funds, record financial transactions, and audit and balance student organization and other school fund accounts.
21. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.
22. Monitor access to student folders.
23. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
24. Maintain all office files.
25. Process bus transportation requests.
26. Arrange for substitutes and assist substitutes with appropriate paperwork and questions.
27. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
28. Assist with and process leave requests as needed.
29. Maintain accurate records of all out of zone children and assist with necessary paperwork.
30. Follow Chain of Command and assist others with the proper Chain of Command protocol when presented with conflict or questions regarding the educational process or work environment.
31. Complete other tasks as deemed appropriate by the immediate supervisor and/or superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.

Eunice Public Schools Job Description

Position: Secretary for the Director of Special Education

Supervisor: Special Education Director

General Job Description

Under the direction of the Superintendent (and/or) the Director of Special Education, the Secretary for the Director of Special Education will perform a variety of office routines and duties associated with a productive and smooth run office.

Qualifications

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. Ability to effectively communicate orally and in writing.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification and background check.

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office while performing data entry into the McKinney-Vento Homeless youth and children database and creating keycard access for all employees of the district.
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.

3. Performs any bookkeeping tasks associated with the position.
4. Assists teachers in obtaining confidential student records, supplies, and necessary equipment.
5. Makes arrangements for conferences and meetings.
6. Coordinates inner office telephone and office requests.
7. Types and prepares for mailing all reports that are from the Special Education Department.
8. Maintains confidential student records as shall be required for the District Demographic Software (JMAC) and the New Mexico Public Education Department.
9. Maintains (confidential and original) scanned filing system for special education students' files.
10. Complies, organizes and maintains "504" students records.
11. Fax or mail student records as requested by outside districts and districts out of state.
12. Maintains current special education child count information.
13. Updates school sites with special education student data on a daily basis.
14. Coordinates contracts for homebound/homebased teachers and processes mileage.
15. Compiles, organizes, and maintains records and files on students attending Eunice Public Schools.
16. Complies, organizes, and maintains homebound/home-based students' records and files.
17. Maintains confidential records of EPS referrals.
18. Completes all purchase orders, collects invoices.
19. Compiles and maintains records of staff who have completed CPR and CPI certifications.
20. Maintains all data regarding special education Paraprofessionals.
21. Maintains confidentiality.
22. Abides by all district policies and state and federal laws.
23. Performs such other tasks and assumes such other responsibilities as the

Director of Special Education may assign.

PHYSICAL DEMANDS:

Ability to sit for extended periods of time and lift up to 10 pounds. Must have the dexterity to operate computers, copy machines, and other office machines.

Position: Superintendent's Secretary

Supervisor: Superintendent

Eunice Public Schools Job Description

Receptionist

- A. Front Office 'Greeter'
- B. Answer the telephone, take/relay messages and dispatch message to the proper department to proper department.
- C. Receive all mail from the schools and distribute to the proper department or run through postage meter all out-going mail.
- D. Receive all in-coming mail; open/date correspondence to the Superintendent, and distribute other mail to proper department(s).

Trip Plans

- A. After a vehicle has been assigned and the superintendent or his designee have provided their signature, make two (2) copies of the plan; one copy for the person taking the vehicle and one copy for the fleet manager to assure the vehicle will be serviced and ready to go out on designated date.
- B. After the vehicle keys and Trip Plan have been turned in, return the keys to the vault, and file the Trip Plan in the Completed Trip Plans file, chronological, latest trips in front.
- C. For Activity Bus Drivers, keep the left side of Vehicle Transportation Report to calculate the amount of compensation for the trip and file in the pending requisition file for end-of-the-month.

Accounts Payable

- A. Maintain Vender Maintenance file.
- B. Process and Send out 1099 Forms
- C. Send a W-9 form to new vendors.
- D. Send a Non-Taxable Certificate to vendors (when necessary).

- E. Input Requisitions for all purchases in the Central Office, plus others for the schools when no line item budget has been allowed for the schools.
- F. After the Business Manager or Superintendent has approved the Requisitions, print out all of the Purchase Orders. All Purchase Orders must bear the Approval signature of the Superintendent before they can be processed. Purchase Orders that have been imported from the schools must then be ordered by fax or mail. The Entity copy of the PO is sent back to the school for receipt of goods signature. The original is kept in a file in the Central Office.
- G. As invoices are received for Purchase Orders, they are reconciled with the Purchase Order. Purchase Orders may have to be revised in order to reconcile. When the Entity Copy with the signature is returned to the Central Office, the Purchase Order is then put on a Voucher list for remittance.

End-of-Year

- A. Update the Retirement Cards for each employee.
- B. Obtain the Superintendent's signature on each card and re-file back into the personnel file.

Other Duties

- A. Assemble the Board Packets.
- B. Process the Board Meeting Minutes and type the captions on both the minutes and attachments.
- C. Make copies of the minutes for the Minutes Book.
- D. Update Board Policies file and Board notebooks.
- E. Process the End-of-Year School Calendar Report.
- F. Assist in the preparation of the Employee Banquet.
- G. Prepare Employee and Senior Citizens passes.
- H. Any other duties as requested by the Superintendent.

Eunice Public Schools

Job Description

Position: Food Service Clerk

Supervisor: Superintendent or Designee

General Job Description

Under the direction of the Superintendent (and/or) the Food Service Director, the Food Service Clerk will perform a variety of clerical duties (cashiering, bookkeeping, records, review applications, and operate a computer.)

Qualifications

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. Ability to effectively communicate orally and in writing.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Follows oral and written direction.
2. Follow district policies and administrative rules and regulations.
3. Maintain confidentiality.
4. Types and reproduces forms and additional information as needed.
5. Conducts financial transactions for meal payments including the handling of cash, check, or on-line payments.
6. Records cash receipts and deposits.
7. Interacts with parents and school staff regarding questions, complaints and problems.
8. Work cooperatively with colleagues, supervisors, and administrators.
9. Provide assistance to parents and students as necessary.
10. Maintains records of free, reduced, and cash students.
11. Maintains all related records on daily sales for submission to the Food Service Department.

12. Reviews applications for Free & Reduced meals for completeness (Signature, Social Security Number, etc.) prior to submission to the Administration Office for approval.
13. Operates the computer and runs daily reports as required.
14. Reconciles daily sales, prepares deposit and sends to the Food Service Department daily.
15. Keeps a current record of Free and Reduced transfers and student withdrawals from the District and send daily to the Food Service Department.
16. Keeps and maintains a log of current applications received and sent to the Food Service Department.
17. Completes other tasks as deemed appropriate by the immediate supervisor and/or Superintendent.

Working Conditions

Food Service Facility Environment; subject to heat, cold, lifting, pushing, pulling, standing for long periods of time; ability to lift up to 25 pounds.

Eunice Public Schools Job Description

Position: Head Football Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Football.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Football.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Football practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Football Assistant

Supervisor: Head Football Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Football program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Carry out duties in compliance with the NMAA regulations & school policies;
2. Exhibit loyalty to the Head Coach and EPS sports programs.
3. Assist in planning and setting-up activities, practices and games.
4. Assists the Head Football coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
5. Assists instruction and demonstrates skill sets and techniques necessary for individual and team achievement in football.
6. Travels with student athletes on the team bus to and from games.
7. Assists the head Football coach with supervising athletes during practices and competition.
8. Assesses player's skills, monitors players during competition and practice, and keeps the head Football coach informed of the athletic performance of students.
9. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
10. Follows established procedures in the event of an athlete's injury
11. Maintains the equipment room in orderly condition and assumes responsibility for its security.
12. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
13. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
14. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
15. Maintain a safe environment and facilities for student athletes at all times.
16. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Head Football Coach, Athletic Director & Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Head Volleyball Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Volleyball.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Volleyball.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Volleyball practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Volleyball Assistant

Supervisor: Head Volleyball Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Volleyball program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Assists the Head Volleyball coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Assists the head Volleyball coach with supervising athletes during practices and competition.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head Volleyball coach informed of the athletic performance of students
4. Follows established procedures in the event of an athlete's injury
5. Maintains the equipment room in orderly condition and assumes responsibility for its security.
6. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
7. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
9. Carry out duties in compliance with the NMAA regulations & school policies;
10. Emphasize, implement & ensure safety for all the athletes;
11. Be concerned with the health and welfare of the athletes;
12. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;

6. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
7. Performs any other related duties as assigned by the Head Volleyball Coach, Athletic Director & Principal or other appropriate administrator.

Eunice Public Schools Job Description

Position: Head Basketball Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Basketball.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Basketball.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Basketball practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Basketball Assistant

Supervisor: Head Basketball Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Basketball program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Assists the Head Basketball coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Assists the head Basketball coach with supervising athletes during practices and competition.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head Basketball coach informed of the athletic performance of students
4. Follows established procedures in the event of an athlete's injury
5. Maintains the equipment room in orderly condition and assumes responsibility for its security.
6. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
7. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
9. Carry out duties in compliance with the NMAA regulations & school policies;
10. Emphasize, implement & ensure safety for all the athletes;
11. Be concerned with the health and welfare of the athletes;
12. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);

5. Ensure that equipment is maintained & not abused;
6. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
7. Performs any other related duties as assigned by the Head Basketball Coach, Athletic Director & Principal or other appropriate administrator.

Eunice Public Schools Job Description

Position: Head Baseball Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Baseball.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Baseball.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Baseball practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Baseball Assistant

Supervisor: Head Baseball Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Baseball program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Assists the Head Baseball coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Assists the head Baseball coach with supervising athletes during practices and competition.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head Baseball coach informed of the athletic performance of students
4. Follows established procedures in the event of an athlete's injury
5. Maintains the equipment room in orderly condition and assumes responsibility for its security.
6. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
7. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
9. Carry out duties in compliance with the NMAA regulations & school policies;
10. Emphasize, implement & ensure safety for all the athletes;
11. Be concerned with the health and welfare of the athletes;
12. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;

6. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
7. Performs any other related duties as assigned by the Head Baseball Coach, Athletic Director & Principal or other appropriate administrator.

Eunice Public Schools Job Description

Position: Head Softball Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Softball.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Softball.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Softball practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Softball Assistant

Supervisor: Head Softball Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Softball program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Assists the Head Softball coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Assists the head Softball coach with supervising athletes during practices and competition.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head Softball coach informed of the athletic performance of students
4. Follows established procedures in the event of an athlete's injury
5. Maintains the equipment room in orderly condition and assumes responsibility for its security.
6. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
7. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
9. Carry out duties in compliance with the NMAA regulations & school policies;
10. Emphasize, implement & ensure safety for all the athletes;
11. Be concerned with the health and welfare of the athletes;
12. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;

6. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
7. Performs any other related duties as assigned by the Head Softball Coach, Athletic Director & Principal or other appropriate administrator.

Eunice Public Schools Job Description

Position: Head Track Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Track.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Track.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Track practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*

Eunice Public Schools Job Description

Position: Track Assistant

Supervisor: Head Track Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Track program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Assists the Head Track coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Assists the head Track coach with supervising athletes during practices and competition.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head Track coach informed of the athletic performance of students
4. Follows established procedures in the event of an athlete's injury
5. Maintains the equipment room in orderly condition and assumes responsibility for its security.
6. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
7. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
9. Carry out duties in compliance with the NMAA regulations & school policies;
10. Emphasize, implement & ensure safety for all the athletes;
11. Be concerned with the health and welfare of the athletes;
12. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;

6. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
7. Performs any other related duties as assigned by the Head Track Coach, Athletic Director & Principal or other appropriate administrator.

INSTRUCTIONAL AIDE

Job Goal: To provide students with a safe and healthy environment in which they are able to learn, develop, and excel.

The individual in the position of Instructional Aide reports to the supervising teacher and the building principal.

Performance Responsibilities:

- Assists teacher with all instructional and non-instructional classroom duties as required. The instructional aide will also perform any other related duties as assigned by the Teacher, Principal, or Superintendent.
- Works with individual or small groups of students to reinforce learning of material or skills, guiding independent study, enrichment work, & remedial work introduced by the teacher
- Assists the teacher in devising special strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. On occasion substitute teachers may not always be available, upon the Principals discretion, the class may then become the instructional aides responsibility.
- Participates in in-service training programs.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certified personnel.
- All Instructional Aides shall adhere to NM State Laws, NMPED Rules and Requirements, EPS School Board Polices, EPS Employee Handbook Polices, and building rules.

Eunice Public Schools Job Description

Position: ITV COORDINATOR/ATTENDANCE SECRETARY

Supervisor: Eunice High School Principal

ITV Duties:

Assisting students in filling out enrollment forms for ITV classes.

Assisting the counselor and NMJC with pre-testing of math and English students.

Coordinating with NMJC bookstore and the EHS Administration office to ensure each student will have required books for the class.

Coordinating with NMJC, the school counselor, and CDR Services in scheduling the classes.

Working with CDR Services in reporting and assisting with technical problems to ensure students receive equal educational opportunities as on campus students.

Working with individual professors to have copies of syllabi, tests, handouts, worksheets, and other materials for students.

Proctoring tests for each class.

Ensuring student discipline within the classroom.

Monitor student progress and inform counselor if a student seems to be having difficulty.

Obtain grades from the professors for each grading period and enter them into the Districts Demographic Software.

Print and provide students with progress reports in a timely manner.

Send student tests and assignments to each professor.

Receive student tests and assignments to each professor.

Ensure the integrity of the ITV program.

Attend any meetings called for problem solving or planning.

Attendance Secretary Duties:

Run daily attendance reports, posting one in teacher's lounge and giving a copy to principal and office secretary for filing.

Enter corrections or additions to daily reports.

Entering notations of student checkouts and documentation of absences.

Entering all daily attendance when some or all computers are down and for classes who have substitutes.

Compile and verify a report of students who have not submitted documentation or checked out for absences.

Perform individual changes to student attendance from absent to unexcused absence of those who have not provided proper documentation for absences or have not checked out.

Assist the counselor and office secretary with minor tasks when classes are not running.

Position: Special Education Paraprofessional

Supervisor: SPED Director

Eunice Public Schools Job Description

General Job Description: To provide opportunities for the teacher to attend to the individual needs of student and provide assistance in preparing our students academically, socially, and physically to become positive, productive participant in the 21st century.

Qualifications:

1. High school diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff and parents; use current technology for instructional management needs; to write and speak clearly and accurately.
4. Demonstrate aptitude for work to be performed.
5. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Serve as a role model.
2. Work as a member of a team. Maintain confidentiality.
3. Communicate effectively both verbally and in writing.
4. Provide assistance with individualized program materials.
5. Work under the supervision of certified teacher(s), prepare for classroom activities.
6. Give instructional assistance to individual or small groups of students in the classroom, library, music, physical education, and other settings.
7. Participate in assigned in-service training programs.
8. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
9. Participate in the school duty schedule.
10. Assist certified teacher in implementing planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
11. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
12. Assist certified personnel in school environment where individual differences are respected.
13. Respond to students as individuals and treat all people with dignity and respect.
14. Respond to the unique needs of the special education student.
15. Help maintain cohesiveness in school environment.
16. Assist with supplementary work for students and supervise independent study in the school environment.

17. Use current technology for instructional management needs.
18. Assist certified personnel with student discipline.
19. Assist in maintaining students' involvement in appropriate tasks.
20. May assist students with personal hygiene activities such as toileting, diapering and other personal care activities.
21. Establish and maintain district standards as prescribed in board policies and district rules and regulations.
22. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
23. Complete other tasks as deemed appropriate and necessary by the immediate supervisor, the principal and /or the superintendent.

Additional Duties and Responsibilities:

1. Work with small groups of students to reinforce material initially introduced by the teacher.
2. Assist individual children in need of special attention.
3. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
4. Set up audiovisual equipment as directed.
5. Assist with reading and/or storytelling.
6. Assist small groups of student in the library and other settings.
7. Contribute to the welfare and effectiveness of the classrooms(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
8. Model acceptable social skills in working with students, teachers, parents and supervisors.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

1. Must be able to work within various degrees of noise, temperature and air quality.
2. Job responsibilities require both inside and outside assignments.
3. Interruptions of work are routine. Flexibility and patience are required.
4. Must be self-motivated and able to complete job assignments without direct supervision.
5. Occasional after hour work may be required.

Equipment/Material handled:

1. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.

Eunice Public Schools Job Description

Position: Librarian

Supervisor: Building Principal

Librarian Duties:

1. Assign Library Science students to high school, middle school and elementary libraries.
2. Demonstrate for student aides the procedures of checking-out and checking-in library books on the computer.
3. Assign sections of the library to student aides to do shelf checks, keep in order and straight.
4. Demonstrate how periodicals are processed, shelved and later archived.
5. Assign student aides to process magazines on a daily basis.
6. Instruct student aides to assist students with either the card catalog, searching for a book or any other service required of them.
7. Check out all AV equipment to staff and deliver to classroom when required.
8. Process all new AV equipment, Media equipment/software; barcoding each and putting into computer; label all Chapter II items; type and add to inventory with serial number, purchase order number and cost; send to Administration Office and when inventory number or numbers have been assigned, label and document each item.
9. Process all new library books. (includes barcoding; cards and labels; inputting book information into the Library Software program and add to book inventor)
10. Renew magazine subscriptions annually.
11. Renew standing orders and support agreement for the Library Software program.

12. Process all new textbooks; develop and maintain a Master Copy Inventory card documenting:
 - a. the total number of books received;
 - b. the cost of each book;
 - c. when each book was received;
 - d. the publisher, edition and order number
13. Document and inventory all textbooks, library books, AV equipment and supplies, and software.
14. Perform an end-of-year (EOY) inventory for the library including the books, AV equipment, computers, software and furniture.
15. Perform end-of-year (EOY) inventory on textbook count and document the condition of each book.
16. Disseminate the number of textbooks needed for each course at the beginning of the school year and create an inventory card for each subject.
17. Receive and inventory all textbooks at the end of the school year.
18. Provide a list of library resources available to the teachers, staff, students, and parents.
19. Open the library at 7:30 A.M. and close at 3:30 P.M., closing for lunch, every school day.
20. Administrate and monitor the Library Science class, which is held once a week in the high school library.
21. Order, receive, and inventory resource materials and equipment as necessary.
22. Contribute to the overall success of the campus by performing all other related duties as assigned.

Eunice Public Schools

Job Description

Position: Teacher

Supervisor: Principal

General Job Description: Provide Instructional Leadership in the educational development of the students attending Eunice Public Schools.

Qualifications

1. As set by the NMPED Licensure Bureau and New Mexico State Law.
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects long/short term goals and objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
4. Use Common Core State Standards [CCSS] to guide instruction and focus on content mastery for all students.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best provide assistance.
6. Establishes and maintains appropriate open lines of communications with students and patrons concerning academic and behavioral progress.
7. Plans and implements instructional programs/strategies to meet the individual needs, interests and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing and implementing policies, rules and regulations.
10. Demonstrates stated criteria for effective teaching performance.
11. Attends and participates in faculty, PLC (Professional Learning Communities), department meetings and professional activities, and serves on site/district committees as required.

12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Is actively involved in professional growth activities and plans collaboratively with colleagues.
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Demonstrates fiscal responsibility as relates to school equipment and supplies.
17. Analyzes student data and assesses the accomplishments of students on a regular basis providing progress reports as required through report cards and parent-teacher conferences.
18. Maintains accurate, complete and correct records and other school related paperwork accurately and within stated timelines as required by law, district policy and administrative regulations.
19. Participates in Individualized Educational Plan (IEP) conferences as needed.
20. Maintains confidentiality.
21. Effectively integrates technology to enhance and support instruction.
22. Abides by all district, state and federal laws, policies and procedures.
23. Performs other duties as assigned by supervisor.

Evaluation

Performance Evaluations will be completed annually by the respective Principal with provisions of the NMPED rules and regulations governing the evaluation of Professional Personnel.

Physical Requirements

1. Ability to stand and walk frequently.
2. Ability to bend, climb stairs, and lift frequently.
3. Ability to lift up to twenty (20) pounds frequently.
4. Ability to do outside duties in inclement weather.
5. Ability to walk or move long distances from location around the building multiple times each day.

Eunice Public Schools Job Description

Position: Special Education Teacher

Supervisor: Principal/Director of Special Education

General Job Description: Under the leadership of the school principal and Director of Special Education, the special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings.

Qualifications

1. As set by the NMPED Licensure Bureau and New Mexico State Law.
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects objectives to be achieved.
3. Participates in the evaluative process for special education placement as required.
4. Uses Common Core State Standards [CCSS] and district standards to guide instruction and focuses on content mastery for all students.
5. Participates in eligibility, placement and Individualized Education Plan (IEP) team meetings as required.
6. Maintains a "work" folder for each student when appropriate, to document students' progress.
7. Provides appropriate educational program for students.
8. Serves as a consultant to regular classroom teachers for IEP students in regular classrooms.
9. Cooperates with general education classroom teachers and other staff members in planning instructional goals, objectives and methods to be used with students in special education.
10. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, materials available and needs and capabilities of the child.

11. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Provides documentation of required modifications and accommodations on a timely basis to all general education classroom staff.
13. Completes all required documentation in a timely manner and according to current local, state and federal guidelines.
14. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
15. Assists in the selection, inventory of books, equipment and other instructional materials.
16. Completes reports and other school related paperwork as required, within stated timelines.
17. Accepts responsibility and arrives punctually for activities and duties as assigned.
18. Works to establish and maintain open lines of communication with students and the parents concerning both the academic and behavioral progress of assigned students.
19. Is actively involved in professional growth activities.
20. Creates an effective classroom environment that is conducive to learning and appropriate to the developmental levels and interests of students within the limits of the resources of the district.
21. Guides the learning process toward the achievement of the IEP goals.
22. Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
23. Maintains appropriate emotional stability, physical health, personal appearance and personality.
24. Maintains confidentiality.
25. Demonstrates stated criteria for effective teaching performance.
26. Abides by all district, state and federal laws, policies and procedures.
27. Performs other duties as assigned by supervisor.

Evaluation

Performance Evaluations will be completed annually by the respective Principal with provisions of the NMPED rules and regulations governing the evaluation of Professional Personnel.

Physical Requirements

1. Ability to stand, walk, squat, bend, and climb stairs frequently.
2. Ability to lift up to twenty pounds frequently.
3. Ability to do outside duties in inclement weather.
4. Ability to walk or move long distances from location around the building multiple times each day.
5. Ability to support and stabilize students with physical disabilities.

Eunice Public Schools Job Description

Position: Reading Interventionist

Supervisor: Principal

General Job Description: The reading interventionist provides leadership as a resource to other educators, parents and the community.

Scope of Responsibilities

1. The Reading Interventionist will assist teachers in providing educational intervention programs for students who are at-risk of not meeting district and/or state benchmarks in the area of reading/language arts.
2. The Reading Interventionist will perform DIBELS Benchmark Screeners to all kindergarten through third grade students at the Beginning of the Year (BOY); Middle of the Year (EOY); and End of the Year (EOY) as per the state testing calendar.
3. Identified students will be monitored in the regular education classroom. Consultation will be provided to the classroom teacher and parents. Direct Intervention services may also be provided.
4. Assumes Primary Responsibility for Grant Writing and compliance in regards to the NM Reads to Lead and K-3 Plus Programs

Essential Duties and Responsibilities

1. Administers DIBELS Benchmark Screenings to all K-3rd grade students.
2. Provide DIBELS Progress Monitoring Training to all K-3rd grade teachers.
3. Is familiar with all assessments and programs used during reading instruction- including the Core Reading Program, Really Great Reading Interventions; Lexia, Discovery Reading, AR, STAR, STAR Early Literacy, etc.
4. Compiles and maintains data reports for DIBELS.
5. Assists teachers and other staff as needed in data management in regards to all reading programs and assessments

6. Schedules intervention support for the most at-risk K-3rd grade students.
7. Assists classroom teachers in scheduling and designing effective intervention supports.
8. Uses available instructional materials and a variety of techniques to provide opportunities for student achievement and development.
9. Serves as a member of the building level Student Assistance Team (SAT).
10. Develops, implements and models appropriate classroom instruction and management techniques.
11. Keeps accurate, neat records, (attendance and intervention room records and referrals).
12. Uploads all necessary documents for the NM Reads to Lead and K-3 Plus Programs to the PED WEB EPSS environment.
13. Initiates Purchase Orders (POs) and works with the building secretary and principal in managing the funds related to the NM Reads to Leads and K-3 Plus Programs, following the procedures in place for the Eunice Public Schools.
14. Will consult with parents and school staff as needed.
15. Applies principles of Positive Behavior Support.
16. Reports regularly and punctually to assigned work location and reports promptly for all assigned duties.
17. Becomes knowledgeable of methods, programs, curriculum guides, procedural bulletins, and available resources in the system.
18. Exhibits self-control and decorum for student modeling.
19. Cooperates with school-based and central office personnel.
20. Shows evidence of professional growth (including participation in the evaluation process), participates in workshop trainings and contributes to faculty meetings and/or faculty studies.
21. Conforms to New Mexico law concerning the education, health, safety and welfare of assigned students.
22. Notifies the principal and building secretary promptly of absences.

Work Environment/Hours Worked

Maintains a log in accordance to hours worked in which a stipend is paid.

Communication Skills

Must be able to communicate successfully with children, parents, staff, school personnel, and outside agencies. Must be able to communicate in English both orally and in writing. Must be able to accurately compile and interpret data, summarize information, and prepare understandable computer generated reports. Must possess ability to prepare and present in-service training. Must have ability to accurately give and receive information via telephone.

CUSTODIAN JOB DESCRIPTION

Job Goal: To provide students with a safe and healthy environment in which they are able to learn, develop, and excel.

Custodians are responsible to the building Principal and Maintenance Supervisor during the months school is in service and solely to the Maintenance Supervisor during other times.

Performance Responsibilities

1. Keeps buildings and premises, including sidewalks, steps, and play areas neat and clean at all times.
2. Assumes the responsibility of opening and closing the building. Checking daily to insure that all exit doors are operational and all panic bars are working properly. Insuring before leaving, that all outside doors are secured and all lights have been turned off, unless left on for safety purposes.
3. Sweeps and/or vacuums all classrooms and sanitizes and dusts furniture daily.
4. Insures all corridors/entryways and halls are clean throughout the day and before leaving for the day. This includes the glass in the entrance doors and windows nearby.
5. Cleans and disinfects bathroom toilets, floors, sinks, sanitary fixtures, and drinking fountains daily.
6. Washes all windows on both the inside and outside at least twice during the school year and more frequently if necessary.
7. Cleans all whiteboards in classrooms at least once a week, or more often if needed.

8. Light maintenance including, but not limited to, changing light bulbs, lubricating door hinges & hardware, tightening loose nuts/bolts, securing & reporting broken glass.
9. Report any major repairs needed and/or damage to the school property to the Principal & Maintenance Supervisor immediately.
10. Remains on the school premises during school hours and during non-school hours when his/her attendance is requested by the Principal or Maintenance Supervisor.
11. Keeps a current inventory of supplies & equipment on hand. To replenish the above mentioned supplies, a requisition must be filled out, signed, & turned into the Maintenance Supervisor. Requisitions are expected to be submitted in advanced to ensure delivery before supplies are depleted.
12. Moves furniture or equipment within the building as required for various needs as directed by the Principal or Maintenance Supervisor.
13. Performs any other related duties as assigned by the Principal, Superintendent, and/or Maintenance Supervisor.
14. A written schedule will be developed by the Principal, Maintenance Supervisor, and Custodian reflecting daily, weekly, and other scheduled duties. Custodians are expected to follow this written schedule.
15. All Custodians shall adhere to NM State Laws, NMPED Rules and Requirements, EPS School Board Polices, EPS Employee Handbook Polices, and building rules.

EUNICE PUBLIC SCHOOLS
High School Gym, Activity Center and Administration
Custodian

JOB DESCRIPTION:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

SCOPE:

The Custodian performs custodial duties in and around campus facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

KEY DUTIES AND RESPONSIBILITIES:

[Examples of key duties are interpreted as being descriptive and not restrictive in nature]

Schedules, coordinates, direct and perform routine and comprehensive custodial needs of assigned facilities.

Vacuums, shampoos and spot clean carpets and furniture; washes windows.

Removes trash in accordance with established procedures.

Cleans and disinfects restrooms, locker rooms, and other facilities; orders and stocks facilities with paper and supplies.

Reports and responds to emergency calls for custodial assistance.

Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events.

Performs various custodial duties such as working off of ladders and replacing a variety of light bulbs.

Identifies stains and uses proper chemicals for removal.

Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.

Operates power equipment such as, carpet extractors, pressure washer, hand and power tools and campus vehicles.

Performs preventative maintenance in and around facilities.

Performs any other related duties as assigned by the Principal, Superintendent, and/or Maintenance Supervisor.

EMPLOYMENT STANDARDS

ABILITY TO:

Safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities.

Experience:

One year of custodial experience preferred. Custodial and building maintenance in a school setting preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid New Mexico driver's license and an acceptable driving record. The employee must have the ability to obtain or complete blood borne pathogens training certificates and back safety classes. Current CPR and first aid training preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items, bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.

EUNICE PUBLIC SCHOOLS
Maintenance Custodian

JOB DESCRIPTION:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

SCOPE:

The employee performs custodial and maintenance duties in and around campus facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the maintenance needs of the area; and resolves problems to ensure efficient and safe operations.

KEY DUTIES AND RESPONSIBILITIES:

[Examples of key duties are interpreted as being descriptive and not restrictive in nature.]

Schedules, coordinates, direct and perform routine and comprehensive custodial maintenance of assigned facilities.

Vacuums, shampoos and spot clean carpets and furniture; washes windows.

Removes trash from all exterior containers in accordance with established procedures.

Cleans and disinfects restrooms, locker rooms, Baseball concession facility, Football concession facility, and other facilities; orders and stocks facilities with paper and supplies.

Reports and responds to emergency calls for custodial assistance.

Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events.

Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, labs and classrooms.

Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.

Identifies stains and uses proper chemicals for removal.

Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.

Operates power equipment such as forklifts, tractors, carpet extractors, pressure washer, hand and power tools and campus vehicles.

Performs preventative maintenance in and around facilities.

Pickup and distribute mail throughout the District.

Deliver packages and freight to all facilities.

Performs any other related duties as assigned by the Principal, Superintendent, and/or Maintenance Supervisor.

EMPLOYMENT STANDARDS

ABILITY TO:

Safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities.

Experience:

One year of custodial experience preferred. Custodial and building maintenance in a school setting preferred. Background in construction trades preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid New Mexico driver's license and an acceptable driving record. Must have the ability to obtain or complete blood borne pathogens training certificates and back safety classes. Current CPR and first aid training preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items, bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.

Eunice Public Schools Job Description

Position: Grounds Keeper

FLSA Status: Non-Exempt

Supervisor: Superintendent

Minimum Qualification Requirements

- **Education:** A high school diploma or the equivalent is required.
- **License:** Must have a valid New Mexico motor vehicle operator's license. Possession of a public pesticide applicators license is preferred.
- **Other:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All requirements listed below are representative of the knowledge, skill, and/or ability required.

General Job Description

The Grounds Keeper performs semi-skilled work in the maintenance, care, and modification of the Eunice Public Schools grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. While performing the duties associated with Irrigation Technician, the employee installs, repairs, and troubleshoots underground lawn sprinkler systems. The employee also performs maintenance on equipment and tools, and makes minor repairs (within demonstrated capability) as directed. The position also requires the employee to change light bulbs, paint walls, woodwork, furniture, and equipment, makes minor carpentry, plumbing, and electrical repairs, deliver supplies, materials, and equipment as needed, retrieve and document transfer of accountability of surplus property, and provide custodial services as directed.

Essential Duties and Responsibilities

Include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by the Superintendent of Schools.

1. Be aware of and operate within OSHA (Occupational Safety & Health Act) standards and school safety policies at all times.
2. Responsible for thorough knowledge of the Eunice Public Schools Policies and Procedures, as well as school rules
3. Responsible for seeking educational opportunities and self-improvement opportunities for personal growth and development.
4. Perform tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season.
5. Perform regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
6. Provide a record of grounds and landscape watering and chemical spraying by keeping daily logs of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed and reason, and the wind speed and direction at time of spraying.
7. Perform campus-wide general maintenance and repairs by installing, removing, repairing and maintaining landscape lighting, parking meters, signs, cables, chains, barricades, gates, bicycle racks, feeders, posts, fences, and rock walls; and repairing streets, parking lots, athletic fields, track and turf, as applicable.
8. Remove unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
9. Reduce the likelihood for the spread of diseases and unsightly appearance of trash containers in public areas by emptying, cleaning and disinfecting trash receptacles on a regular basis, and removing, repairing and installing trash

- receptacles on school property on an as needed basis.
10. Prepare outdoor locations for use by visitors, vendors, and the public as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
 11. Apply chemicals used in grounds keeping (horticulture, turf management, and floriculture) properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
 12. Safely operate light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
 13. Ensure that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
 14. Replace and dispose of light bulbs in interior building settings using ladders, lifts, or other tools.
 15. Perform painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment.
 16. Perform delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.
 17. Assists with management and accountability of surplus property items by retrieving surplus property items as directed, recording the transfer of accountability for the items, and returning the surplus property items to the warehouse.
 18. Perform custodial service following established procedures and guidelines in buildings, classrooms, offices, lavatories, restrooms, etc. including their furnishings, using manual tools and powered machines.
 19. Perform minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, or replacing worn or rotten floor boards, performing minor plumbing repairs, and replacing defective

- electrical switches, light bulbs, fuses, and fluorescent ballasts.
20. Installs new drip and sprinkler systems.
 21. Removes old systems and recovers reusable equipment.
 22. Sets and maintains times on computer and electronic valve clocks; troubleshoots computerized electronic systems, irrigation controllers, solenoid valves, and heads of all types.
 23. Maps systems for campus-wide master plans; may review or make changes to contract specifications.
 24. May instruct others in minor irrigation repairs.
 25. Operates tractors and trenchers to install/repair lines.
 26. Assist in coordination with other departments or outside contractors.
 27. Contribute to the overall success of the campus by performing all other related duties as assigned.

MAINTENANCE SUPERVISOR

Job Goal: To provide students with a safe and healthy environment in which they are able to learn, develop, and excel.

The individual in the position of Maintenance Supervisor is the supervisor of the maintenance crew & the custodians for the district.

Performance Responsibilities

- Responsible for maintaining all district buildings and school grounds. Recommending, when necessary, the contracting of certain maintenance projects.
- Responsible for overseeing the maintenance staff year round. Responsible for overseeing the custodial staff solely when principals are not on contract. (Custodians are to first report to building Principals during contract months.)
- Develop a written schedule with the Superintendent, Principal, Maintenance, and Custodial Staff reflecting daily, weekly, and monthly schedules of duties.
- Reemployment for Maintenance and Custodial Staff. This includes evaluating the work performance of the Maintenance and Custodial Staff, making recommendations for continued employment or dismissal.
- Establish and maintain contact with any contractors coming on to school property. Insuring that all contractors sign in & out at the appropriate school office and visitor passes are worn and

visible at all times.

- Report any major repairs needed or damage occurred to the school property to the Superintendent and Administration Office immediately.
- Maintain and enhance the procedures, which provide 24-hour emergency service for the district.
- Consults with the Business Manager and Superintendents Secretary when ordering supplies. Following the proper procedures for purchasing.
- Work with each building and the Administration Office to maintain a complete and updated inventory of equipment and supplies within the district, while monitoring the use of supplies.
- Work with the Business Manager in providing proper in-service and safety program training for Maintenance and Custodial Staff.
- Attends meetings as deemed necessary by the Superintendent.
- Perform assignments as requested by the Superintendent, Principals, and Administration Office.
- Remain on school premises during work hours and during

non-work hours when the Superintendent requests attendance.

- During working hours always inform the Administration Office when leaving the premises for an extended amount of time.
- Adheres to NM State Laws, NMPED Rules and Requirements, EPS School Board Polices, EPS Employee Handbook Polices, and district building rules.

Eunice Public Schools Job Description

Position: Director of IT Services

Supervisor: Superintendent

General Job Description: The IT Services goals are to provide strategic direction to ensure the stability of the school's. IT infrastructure including but not limited to Database, Application, Server and Network Administration, Security, Management, Server and Client platform, and Telecommunications.

Qualifications

1. Knowledge of local and wide-area network technology and operations.
2. Knowledge of electronic repairs, computer systems, network and software applications.
3. Knowledge about selection, installation and proper use of computer software and hardware.

Essential Duties and Responsibilities

1. Responsible for the activities of IT Services including data administration, security management, telecommunications and client platform. This involves: risk management efforts, identifying appropriate resources needed and developing schedules to ensure timely completion of projects and repairs.
2. Provides technical support for appropriate software applications for all staff.
3. Attends board meetings upon request.
4. Creates and maintains all network user accounts for the district. This includes faculty, staff and students.
5. Maintains confidentiality.
6. Abides by all district policies and state and federal laws.
7. Provide thought leadership in IT strategy, operations, cost-optimization, innovation and efficiency improvement.
8. Provide detailed guidance to multi-functional teams through project planning and other large collaboration efforts that encourage an environment of open

- communication and problem solving.
9. Develop long-term vision of technologies and solutions. In collaboration with administration in the planning and implementation of technology roadmaps. Assists the team in researching solutions, solicits input from outside industry experts and recommends solutions to meet school and business requirements.
 10. Responsible for decisions and final recommendations, often-affecting more than one building, or the entire organization.
 11. Commutate with administrators involving prioritization of projects and resources.
 12. Responsible for technical support for a complex environment which includes but not limited to:
 13. Maintain Windows, Mac, and IOS environments.
 14. Perform Desktop OS installs, support and administrations
 15. Perform Server OS installs, support and administrations
 16. Perform Email Server OS installs, support and administrations
 17. Perform Applications installs, support and Administrations
 18. Maintain Database Administration – SQL (Visions), Nexus (Jmac)
 19. Schedule Backups and archiving
 20. Maintain Network infrastructure – Ethernet and Fiber
 21. Maintain Network equipment - installs, support and administrations
 22. Maintain Video surveillance Administration – (Video-insight system)
 23. Maintain Security Administration – (Mesh system), (ASSA Keys)
 24. Telecommunication Administration - PA (Telcor-system), Phones, PBX administration (Mitel), VOIP
 25. Equipment installs, support and Administrations – Projectors, Apple TV, IOS devices, Printer, Copiers
 26. Perform other duties as assigned by supervisor.

Eunice Public Schools Job Description

Position: IT Computer Technician

Supervisor: Superintendent of Schools

General Job Description: To provide assistance to teachers and other district employees by repairing computers, peripherals, computer network problems, installing cable, and working with other technology staff to keep hardware and networks working for the benefit of teachers, students, and administrators. Other related duties may be assigned.

QUALIFICATION REQUIREMENTS

The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

PREFERED EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Prefer Two (2) years' experience in computer repair services.
3. Knowledge of computer hardware.
4. Knowledge of cabling local area and wide area networks
5. Knowledge of server's peripherals and ability to diagnose problems.
6. Knowledge of computer peripherals and ability to diagnose problems.
7. Knowledge of software installation for Macintosh and PC computers.
8. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Diagnoses hardware and operating system problems and repairs.
2. Cleans computer equipment and peripherals.
3. Installs and reinstalls software for proper operation in the instructional process.
4. Identifies and corrects network problems with local area networks and assists network manager with wide area networks.
5. Helps set up computer labs with proper configuration.
6. Consults and works with other district computer personnel.
7. Configures and sets up printers, projection devices, and other computer peripherals to work effectively for various instructional purposes.
8. Assists media/technology secretary with maintenance of the district computer equipment inventory.
9. Picks up and delivers equipment between school buildings.
10. Attends training and acquires certification.
11. Conducts an organized system of receiving repair orders, recording problems, and following through with repairs.
12. Receives and records electronic mail and/or phone orders for repairs.
13. Assists with the development of the computer instruction staff to enable them to conduct simple repairs and solve software function problems.
14. Works closely with the Director of IT Service to manage the online and district system.
15. Assists with other technology problems and equipment operations when possible.
16. Maintains a computer services repair center with appropriate supplies and equipment.
17. Provides emergency assistance as required to maintain district technology services.
18. Develops a flexible work schedule with the supervisor to maintain district technology services.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Establishes and maintains effective working relationships; demonstrates a

- commitment to teamwork.
3. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
 4. Ability to learn and upgrade job skills in order to meet changing demands of the position.
 5. Computer and keyboarding skills.
 6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
 7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
 8. Ability to work independently with minimum supervision.
 9. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
2. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

EUNICE PUBLIC SCHOOLS
JOB DESCRIPTIONS

Position: Data Specialist
Student Teacher Accountability Reporting System (STARS) Coordinator

Supervisor: Business Manager

General Job Description: To assist administration and staff in correctly entering, maintaining, and collecting student data. Submit all reports to the New Mexico Public Education Department required for school funding through the STARS system. Provide student and school data for reports to all departments as well as outside agencies and organizations as requested. Have an excellent working knowledge of the district computer system used to produce required reports, as well as day-to-day skills on the operation and maintenance of this system.

Qualifications:

1. High school diploma or GED.
2. Knowledge of Microsoft Office, in particular Excel and Word.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administration.
2. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Project an overall concern for personal appearance as it relates to job performance.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Ability to work under pressure and with constant interruptions.
9. Ability to multitask, meet deadlines and due dates, and coordinate with other departments.
10. Perform usual office tasks to include, but not limited to: phone calls, correspondence, and filing.
11. Have a good working knowledge of the computer system to allow for daily operation and maintenance.
12. Actively troubleshoot the Student Management system by analyzing potential problems.
13. Assist with training staff on data entry and maintenance for all aspects of the Student Management System and act as software resource help desk.
14. Create service call tickets with district software vendor and monitor until resolved.
15. Attend software user's group meetings to better be able to handle changes in required and desired computer functions and reports.
16. Perform data entry to the Student Management system.
17. Download student data files for use with third party software.
18. Supervise the monthly (20 day) student count process.
19. Communicate directly with school staff to ensure prompt and accurate balancing of the student population.
20. Compile district enrollment worksheets from the data gathered from each school.
21. Act as quality control to monitor and verify the various data points entered into the district software by school staff.
22. Communicate accurately and effectively with district program directors as well as NMPED personnel to ensure efficient and timely reporting of data.
23. Attend NMPED sponsored meetings to stay up to date on reporting requirements.
24. Assist the office of the Business Manager for Data Analysis with the creation of reports, worksheets, and data files related to both students and teachers.

Eunice Public Schools Job Description

Position: Fleet Manager

Supervisor: Superintendent

General Job Description

Under direction of the Superintendent of the Eunice Public Schools or his designee, supervises and coordinates all aspects of Eunice Public Schools student transportation bus operations. Oversees the establishment and revision of bus routes; prompt resolution of student transportation problems; coordination of student transportation programs with principals, central office, parents, NMPED, outside agencies, and others; preparation of current and long range student transportation plans. Position is responsible for supervising the maintenance parts and repair operation of the school division's bus fleet and other vehicles so that the fleet will be kept in a state of operating excellence so that vehicles present no problems or interruptions to the educational program. Fleet operations and repairs shall meet and be in compliance with federal, state and local laws and regulations and policies.

Qualifications

1. Thorough knowledge of the scheduling, routing and safe operation of school buses or other fleet vehicles.
2. Knowledge of NMPED and state mandated safety requirements and procedures.
3. Ability to plan and maintain effective system-wide student transportation programs.
4. Ability to analyze student transportation problems and programs and to recommend or implement corrective actions designed to improve student transportation operations.
5. Ability to deal courteously and effectively with school officials, parents, EPS officials and others. Excellent oral and written communications and human relations skills.

Education, Training, and Experience Required

High school diploma or GED required. Bachelors degree preferred. Extensive progressively responsible experience, including considerable supervisory experience, in the scheduling, routing, and safe operation of a large fleet of school buses or similar fleet transportation system, or related field preferred. Other combinations of applicable

education, training and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position, may be considered

Certificate and License Requirements

1. Possession of or ability to obtain a valid New Mexico Commercial Drivers License (passenger, school bus and air brake endorsements) or equivalent.

Essential Duties

1. Supervises and coordinates all aspects of student transportation operations, including responsibility for day-to-day operation of school buses.
2. Performs the daily operations of the automotive maintenance in the repair of the district's automotive equipment.
3. Coordinates automotive maintenance services, and makes maintenance decisions concerning all motor vehicles in the division's fleet.
4. Identifies training requirements for the transportation drivers and prepares and conducts appropriate in-service training.
5. Develops and implements an efficient and effective system for state inspections, routine automotive and preventive maintenance services for all school buses and district vehicles in accordance with state guidelines.
6. Recommends; implements; and evaluates new automotive products and maintenance procedures.
7. Audits work orders and maintain both electronic and hard copy records on automotive maintenance and operation expenses in order to evaluate operating costs.
8. Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies, including waste management.
9. Assists the Director of Transportation in preparing specifications for the purchase of new and replacement equipment.
10. Monitors warranties to ensure that parts and equipment under warranty are serviced as required.
11. Prepares automotive maintenance reports as assigned.
12. Assists with preparing annual state report.
13. Counsel employees; develop/implement/monitor adherence to policies and procedures; answer telephonic and written correspondence; interview employee candidates;
14. Coordinate vehicle concerns and issues with the Superintendent
15. Research and develop specifications for vehicles, equipment, supplies and materials.
16. Plan/develop and execute a vehicle and equipment replacement schedule.
17. Determine the need and benefits of out-sourcing vehicle repairs or services.
18. Negotiate and establish repair cost or parts pricing with commercial vendors.
19. Maintain equipment records in accordance with federal, state and local laws, policy or regulation; inventory state inspection.
20. Review/process purchase requisitions for parts and supplies; review vendor bid responses for tools, equipment, parts and services; monitor expenditures.
21. Prepare bus routes for all schools in the district.

22. Prepare and update bus schedules for all schools in the district.
23. Recruit and supervises all transportation personnel, and make recommendations on employment, transfer, promotion and release.
24. Maintains all district-owned equipment and develops plans for preventive maintenance.
25. Submit transportation employee payroll time sheets on monthly basis.
26. Authorize purchases in accordance with budgetary limitations and district rules, after discussion with the Superintendent or his designee.
27. Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.
28. Cooperate with school principals and others responsible for planning special school trips.
29. Take an active role in solving discipline problems occurring on school buses.
30. Act as a liaison with parents for complaints and special requests.
31. Conform to all state laws and regulations regarding school transportation.
32. Download and review bus video.
33. Complete and retain applicable transportation forms/reports.
34. Generate reports regarding vehicle maintenance costs, fuel costs, and other bus related reports.
35. Answer phone calls regarding routing, bus discipline and driver complaints.
36. Work with bus drivers to ensure route descriptions and bus rosters are up to date.
37. Handle bus driver misconduct and safety concerns.
38. Advises Superintendent and the Director on road hazards supporting his/her decision on school closing during inclement weather.
39. Attend appropriate committee and staff meetings.
40. Perform other duties consistent with the position assigned as may be requested by the Superintendent.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Eunice Public Schools Job Description

Position: School Bus Operator

Supervisor: Superintendent or Designee

General Job Description: Reporting to the Director of Transportation the School Bus Operator is responsible for transporting students safely and insuring the vehicle is in clean, safe operating condition at all times while abiding by federal, state, local, and district procedures, policies, and regulations.

Skills and Qualifications

1. We seek detail-oriented, independent self-starters who demonstrate an unwavering commitment to raising student achievement and who have a record of high performance in challenging situations. Successful candidates will also demonstrate:
2. 3+ years of progressively increasing experience in school transportation services.
3. Strong communication skills in multiple settings and the ability to be an engaging change agent and culture- creator that can inspire and motivate.
4. Exceptional analytical and problem-solving skills, with an ability to use quantitative and qualitative data to make decisions and recommendations.
5. Collaborative management style, with a proven track record of working with diverse individuals at all levels to drive decision-making and results.
6. High degree of professionalism, with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking.
7. Possess a current, valid New Mexico Commercial Driver's License (CDL) class B or higher with passenger, school bus, and air brake endorsements and without weight limitation.
8. Successful annual completion of CDL physical examination.
9. Successful completion of a drug test.
10. Successful completion of all required school bus driver training courses and re-certification programs as mandated by the State of New Mexico.
11. Acceptable driving record.
12. Ability to lift up to 40 pounds.
13. High school diploma or general education degree (GED).

Essential Duties and Responsibilities

1. Maintain complete control of the vehicle at all times and remain alert.
2. Apply additional driving measures and evacuation procedures when necessary.
3. Maintain control of passenger conduct and ensure safety of passengers while en route; and complete assigned route adhering to time schedule
4. Supervise bus attendant and transportation support personnel when loading and unloading passengers in wheelchairs using the lift.
5. Supervise bus attendant to maneuver chairs on ramps, curbs, and inside bus.
6. Ensure bus attendant and transportation support personnel properly secure passengers' wheelchairs and all protective safety devices, car seats, lap belts, and T-straps.
7. Maintain a professional team supervisory relationship with all assigned bus personnel.
8. Provide care and assistance to passengers when entering and leaving the bus, during transport, and when crossing the street.
9. Greet each passenger daily while maintaining superior public relations with students, parents, school personnel, and district staff.
10. Notify parents/guardians of bus stop pick-up/drop-off time and location.
11. Maintain confidentiality of student information.
12. Inspect and ensure all equipment, instruments, safety devices, and vehicles meet requirements and are properly operating before and after driving duties in accordance with federal, state, and local laws, regulations, policies, and guidelines.
13. Maintain adequate levels of fuel, engine, oil, and coolant.
14. Clean interior and exterior of bus.
15. Obtain annual and mid-year inspection prior to the specified due date.
16. Abide by all traffic regulations and laws.
17. Accurately prepare and submit all required reports adhering to indicate deadlines.
18. Attend and actively participate in all conferences, meetings, and professional development activities.
19. Report emergencies, breakdowns, delays, accidents, and absences to the Executive Director or designated office personnel.
20. Performs other duties as assigned by the Superintendent or Director of Transportation.