

PROCEDURE WSD102

WINOOSKI SCHOOL DISTRICT

JOB DESCRIPTIONS

1. A job description identifies the primary function, major duties, and responsibilities performed by a fully qualified employee.
 2. A description should be on file in the Superintendent's Office for each full and part-time position.
 3. The elements included in the job description are:
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WSD[INSERT JOB TITLE] JOB DESCRIPTION

Date Approved/Updated:

Location:

Job Description: [JOB TITLE]

Job Group: [Teacher/Support Staff/Administrator/Non-Union]

Reports To:

About Winooski School District

Encompassing a little more than one square mile, Winooski is the smallest geographic school district in Vermont, and for many reasons, is a very special place for learning. Housed within a single building complex, grades PreK through 12, the small size of the Winooski schools helps to create a positive and caring environment where every student's success is important. We offer our students a full range of academic studies and extracurricular activities and hold high standards for excellence in instruction, curriculum, and assessment.

The Winooski Schools' Promise to Our Community

All students will graduate from the Winooski School District (WSD) college and career ready at a cost supported by a majority of the Winooski community. WSD students will lead healthy, productive and successful lives and engage with their local and global community.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Why Winooski School District

At Winooski School District, we believe that our strong connections among students, staff, and families in our diverse community is our greatest strength.

We are dedicated to creating a learning environment where all students graduate, college and career ready, equipped with the skills and knowledge to lead healthy, productive, and successful lives within their community.

We recognize the importance of representation, and we strive to increase diversity among our staff to ensure that our students see themselves reflected in their teachers and leaders. We aim to create a more inclusive and culturally responsive learning environment.

As a staff member at Winooski School District, you will have the opportunity to be a part of our community and build connections and relationships with our students and their families as you work alongside a collaborative team who shares your commitment to diversity, inclusivity, and equity.

We strive to offer a welcoming workplace culture and professional development opportunities to ensure an inclusive environment where all are valued, included, and empowered to succeed.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Summary of Position Responsibilities:

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Essential Duties and Responsibilities: Essential duties and responsibilities include the following. Other duties may be assigned.

PHYSICAL EFFORT AND STRESS.

Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

	Frequency Code	Essential	Not Essential
SITTING			
STANDING			
WALKING			
SEEING			
HEARING			
TALKING			
DEXTERITY (hands/fingers)			
USE OF COMPUTERS AND EQUIPMENT			
LIFTING			
up to 10 lbs.			
10-25 lbs.			
25-50 lbs.			
50-100 lbs.			
100+ lbs.			

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CARRYING			
up to 10 lbs.			
10-25 lbs.			
25-50 lbs.			
50-100 lbs.			
100+ lbs.			
BENDING/STOOPING			
PUSHING/PULLING			
TWISTING			
CLIMBING			
BALANCING			
CROUCHING			
KNEELING			
CRAWLING			
REACHING (i.e., overhead)			
HANDLING			
DRIVING			
REPETITIVE MOVEMENTS (hands, feet)			
MANAGING STRESS			
RESOLVING CONFLICTS			

WORKING CONDITIONS/ENVIRONMENTAL FACTORS:

All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	
EXPOSURE (extreme heat – non-weather, flames)	
EXPOSURE (extreme cold – non-weather)	
EXPOSURE (fumes, odors)	
EXPOSURE (viruses, infectious diseases)	
EXPOSURE (water)	
EXPOSURE (hazardous equipment)	
EXPOSURE (chemicals, hazardous materials)	
UNEVEN TERRAIN	
OUTDOOR WEATHER CONDITIONS	
VIBRATION/NOISE	
HEIGHTS	

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a workstation without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking, or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

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Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in an alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment: Per Collective Bargaining Agreement, State and Federal Statutes, and Board policies.

Compensation: As per negotiated agreement with [JOB CLASSIFICATION].

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of [Insert Job Group] personnel.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

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