

**SCHOOL DISTRICT OF NEILLSVILLE
SUPPORT STAFF JOB DESCRIPTIONS**

BUSINESS MANAGER: Primarily responsible for payroll, accounts payable, accounts receivable, budgeting, fixed assets, and state reporting.

ADMIN SECRETARY: Primarily responsible for general office procedures.

SUPPORT SECRETARY: Assist with general office procedures.

BUILDING & GROUNDS
DIRECTOR: Responsible for upkeep of buildings and grounds, and for the supervision of maintenance and custodial staff.

MAINTENANCE: Capable of performing major repair work with knowledge in electrical, welding, woodworking, and other areas, as needed, and as assigned by supervisor.

CUSTODIAN: Capable of performing minor electrical work, snow removal, routine cleaning and other duties assigned by supervisor. May also be required to assist with student supervision at times.

TRANSPORTATION
DIRECTOR: Responsible for all aspects of transportation including: scheduling and routing; supervision of drivers and mechanic; and maintenance of buses.

MECHANIC: Duties as assigned by transportation director.

BUS DRIVERS: Responsible for transporting students and duties as assigned by transportation director.

FOOD SERVICE
DIRECTOR: Responsible for supervision and operation of food service area.

FOOD SERVICE
ASSISTANTS: Duties as assigned by food service director.

TEACHING
ASSISTANTS: Varied duties as assigned by supervisor.

Initial Adoption: 5/21/18

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