

Attachment 10
The Delaware Met
Staffing Chart

The staffing chart below outlines projected staff for The Delaware Met in the school’s First Year of Operation through Year 3. Position descriptions can be found below the chart. The school’s organization chart denoting the reporting structure is included as Attachment 15.

	9 th grade	10 th grade	11 th grade	12 th grade	Total Students:	Teachers Required:	Other Staff Required:	Note:
Year 1	132 1.5 teams	132 1.5 teams			264 3 teams Teacher/ Student Ratio - 1:18	3 ELA 3 Math 3 Social Studies 3 Science NOTE: Of the above, three will need to be dual certified sped. ed. 1 Spanish teacher <u>Specials:</u> 1 special education teacher 1 PE/health teacher	1 School leader 1 LTI coordinator/counselor 1 nurse 1 clerical .5 custodian (plus contracts) .5 cafeteria manager .5 technology consultant	9 th grade team of 88 10 th grade team of 88 9 th /10 th grade mixed team of 88 – 44 from each grade level <ul style="list-style-type: none"> • Each team is 4 core teachers • In mixed teams, advisories and academic seminars would be grade specific
Year 2	132 1.5 teams	132 1.5 teams	132 1.5 teams		396 4.5 teams	4 ELA 4.5 Math 4 Social Studies 4.5 Science 1 dually certified ELA/SS	1 School leader 1 LTI coordinator/counselor 1 nurse 1 clerical 1 custodian (plus contracts)	9 th grade team of 88 9 th grade half- team of 44 10 th grade team of 88

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					Teacher/ Student Ratio – 1:17	NOTE: Of the above, five will need to be dual certified sped. ed. 2.5 Spanish teachers <u>Specials:</u> 2 special education teachers 1.5 PE/health teacher 1 visual arts or music	.5 cafeteria manager 1 technology consultant	11 th grade team of 88 10 th /11 th grade mixed team of 88 – 44 from each grade level <ul style="list-style-type: none"> • Each full team is 4 core teachers • In mixed teams, advisories and academic seminars would be grade specific • Half team – 1 dually certified ELA/SS, .5 math, .5 science
Year 3 and beyond	132 1.5 teams	132 1.5 teams	132 1.5 teams	132 1.5 teams	528 6 teams	6 ELA 6 Math 6 Social Studies 6 Science NOTE: Of the above, six will need to be dual certified sped.	1 School Leader 1 Director of Operations 1 LTI coordinator 1 counselor 1 nurse 2 clerical 1 custodian (plus contracts) 1 technology consultant	9 th grade team of 88 10 th grade team of 88 9 th /10 th grade mixed team of 88 – 44 from each grade level

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Position Descriptions:

School Principal

The Delaware MET seeks a catalytic and forward-focused leader to serve as the founding principal a groundbreaking Big Picture Learning high school in Wilmington, Delaware. The leader of the MET will be in a position to create a meaningful learning environment where students are encouraged and enabled to discover and develop their own unique interests and passions, creating their own success through personalized learning and purposeful internships.

Background and Opportunity

The Delaware MET will be opening its doors to 264 students in grades 9-10 in the fall of 2014 and growing to a 528-student 9-12 configuration by adding one grade per year.

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The school will employ the BIC Picture Learning (BPL) school design, a model that is defined by its commitment to educating “One Student at a Time.” Every BPL high school is built around the recognition that each student has unique interests, needs, and abilities that can be harnessed to drive a powerful education program for that student and, therefore, must be incorporated into his/her education plan. The key to achievement in this learning environment lies in fostering students’ individual interests and encouraging their active participation in the learning process. The fundamental focus is on authentic learning in order to develop students’ abilities to apply knowledge and skills to real life experiences and challenges.

Because the philosophical commitment of a BPL high school is directed toward interest-generated, real-world, personalized learning, the school structure and model design are significantly different from those of traditional high schools. Among other unique features of this modern school design, students are taught in the ‘real’ world through interest-based internships; each student has a personalized education plan based on those internships; and assessments are individualized and in accordance with both state academic standards and real-world standards.

The school leader will be charged with executing the vision of the Delaware MET Board, which is to provide each student with:

- A highly personalized learning experience defined by a Personalized Learning Plan, daily advising, internship mentoring, and rigorous academics based on student interests;
- A guiding partnership among students, parents, advisors, mentors, colleagues, and the community that provides a learning context appropriate to student interests;
- Learning experiences and hands-on projects that guide learning across all content areas and support depth over breadth;
- Opportunities for students to participate in real-world learning through internships and training related to their interests and goals;
- A vibrant, flexible learning environment that provides equal access to all students by customizing instruction to address unique student learning styles, abilities, and interests; and,
- Graduation with a high school diploma, a post-high school plan, and the skills needed for success throughout college and in real-world careers.

The Position

Planning Year (July 2013-June 2014)

- Guide the development of the curriculum, school policies, systems, and structures.
- Work with Charter Management Organization and Board Members to hire instructional staff

- Work with Charter Management Organization and BIG Picture Learning to plan professional development including summer institute for staff

School Leadership

The Principal will be the Delaware MET's instructional leader and will hold primary responsibility for ensuring the academic success of all students. The Principal will develop and manage the school's academic program and will support, develop and evaluate instructional staff. The Principal will report directly to the Board of Directors and will collaborate with the school's Charter Management Organization (CMO).

Core responsibilities of the Founding Principal include:

- Develop, implement and manage the school's academic program in a manner consistent with the school's vision:
 - Help develop and implement instructional programs, structures, and decision-making processes that support the Delaware MET's vision, mission, and instructional philosophy
 - Work with the faculty to establish and commit to clear student achievement goals and provide direction and encouragement to all instructional staff in the accomplishment of goals
 - Assume significant responsibility for evaluating student learning: supervise the collection and analysis of multiple sources of data and employ the results to continually improve learning and engagement among all students
- Recruit, develop and evaluate instructional staff:
 - Supervise and support the instructional staff
 - Plan, implement, and support professional development of instructional staff as part of the school-wide professional development plan
 - Nurture and promote diverse instructional leadership in support of the school's mission and continued growth and sustainability
- Maintain a safe and clean facility:
 - Communicate daily with the custodial staff to provide direction and feedback
 - Determine priorities to support the use of the facilities and the scheduling of work
 - Conduct emergency drill procedures as required
 - Establish the standards and benchmarks to be used to measure the performance of custodial and maintenance staff
- The Principal, Board, and Charter Management Organization will work together to implement a cohesive, clear vision and ensure the school meets its mission and academic goals. They will:

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- Develop and sustain a school culture and learning community that embodies the Delaware MET's commitment to the principles of the BIG Picture Learning school design
- Build strong relationships with parents, families, and the community
- Ensure equity and high expectations across the school
- Ensure that student enrollment and retention targets are met
- Maintain an atmosphere of openness, confidentiality, and trust

Required Qualifications

- Successful leadership experience in a public or non-public school serving diverse and low-income student populations, with significant results in closing student achievement gaps
- Passion for working in the field and commensurately strong work ethic
- Demonstrated success in encouraging and engaging parental and community involvement
- Commitment to accountability for all aspects of school's charter, academic performance agreement, and school operations.
- Master's or Doctoral Degree in a relevant field from an accredited college or university
- Five (5) years of instructional/classroom experience.
- Exceptional organizational, communications, public relations, and interpersonal skills.
- Ability to prioritize and effectively manage competing tasks and responsibilities.
- Ability to sustain a calm, reasonable approach and to communicate effectively in stressful or problematic situations.
- Skilled in the use of the internet, email, and Microsoft Office.
- Display a high-level proficiency in the use and application of educational technologies
- Possess a Delaware Principal Certification or proven ability to meet certification criteria required
- Able to lift up to 50 pounds
- Able to hear within normal range, with or without amplification
- Able to participate in activities that may include standing, sitting, walking, and to perform work requiring visual acuity

Preferred qualifications:

- Experience in a BIG Picture Learning school
- Experience with Project-Based Learning

- Knowledge of and practice in contemporary educational models
- School start-up experience

OPERATIONS MANAGER

Primary Roles and Responsibilities

This position is responsible for supporting the school principal in managing all aspects of school operations. This work includes budget and finance, information technology support, human resource management, child nutrition management and facilities. This position will work in collaboration with the CMO Project Manager and charter school finance specialists in accordance with the CMO agreement, and will report to the school principal.

Qualifications

- Demonstrated success in monitoring budgets of \$5 million.
- Demonstrated success in managing contracts of up to \$500,000.
- Experience working in education organizations
- Experience with staffing processes and general human resource procedures.
- Operations and facilities management experience
- Knowledge of State of Delaware school finance and state regulations related to financial operations
- Experience in managing and enforcing service level agreements and contracts for outsourced services.
- Demonstrated persistence in overcoming and removing obstacles to goal achievement.
- Implemented and monitored relevant work procedures in line with defined standards.
- Ability to work collaboratively
- Holds employees/colleagues accountable for achieving results and publically acknowledges effective performance.
- Ability to successfully multitask
- Demonstrated good judgment; approachable and professional; solid problem solving skills; self-motivated; well organized.

Essential Duties and Responsibilities

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- Work directly with the CMO Project Manager and its charter school finance specialist to develop and monitor an annual budget and ensure timely pay of school bills
- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- Manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts.
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process.
- Coordinate with CMO for technology implementation (planning, procurement, and training).
- Oversee enrollment at school site and, as required, lead the September 30th unit count process by working with the school leader, CMO, administrative assistant, and advisors.
- Work with administrative assistant to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention.
- Work with CMO to prepare reports for DDOE, Board, and Citizens Budget Oversight Committee
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.
- Responsible for budget development
- Prepare monthly financial reports for board approval and posting on the school website
- Coordinate all federal, state, and local grant applications and reporting.
- Prepare drawdown requests for state funds.
- Manage and reconcile school's petty cash funds.
- Provide financial oversight, including invoice approval
- Manage accounts payable and payroll processes.
- Oversee yearend audits as well as any site audits from state or federal agencies
- Manage day to day activities of designated non-instructional staff.
- Cooperate with CMO and School Principal to implement policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
- Oversee the processing of all new hire paperwork.
- Maintain personnel files for all employees.
- Lead orientation for new hires.
- Lead annual performance reviews for non-instructional staff.

Requirements

- Bachelor's Degree in Business, Accounting or Finance.
- Ability to lift up to 50 pounds
- Ability to hear within normal range, with or without amplification
- Ability to prioritize and effectively manage competing tasks and responsibilities
- Ability to sustain a calm, reasonable approach, and communicate effectively in stressful or problematic situations
- Ability to read, follow written and verbal instructions, to communicate clearly verbally and in writing.
- Strong skills with Microsoft applications required; strong skills with PeopleSoft desired
- Working knowledge of State of Delaware financial regulations for public education
- Working knowledge of state and federal regulations including, but not limited to: FLSA, FMLA, HIPPA, and FERPA

LTI COORDINATOR (Coordinator)

Primary Roles and Responsibilities

The Learning Through Internship/Interest (LTI) Coordinator is responsible for implementing the internship program for students. This includes working with students to develop their Learning Through Internship/Interest (LTI) internship experiences, securing LTI sites and managing operational logistics, working with internship mentors, monitoring and tracking student progress, identifying areas for new partnerships, and collaborating with local organizations. This position will work in collaboration with the Charter Management Organization and will report to the school principal.

Qualifications

- Possess a Delaware state teaching certification in age-appropriate levels for assigned instruction responsibilities
- Prefer 2 – 6 years teaching experience in a middle or high school
- Bachelor's Degree or higher
- Excellent verbal and written communication skills
- Excellent organizational and interpersonal skills
- Understanding of curriculum and methods of instruction
- Experience in test evaluation and measurements of achievement
- Track record of success with diverse children, including those with special needs

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- Knowledge and proven ability in positive behavior management
- Ability to work well with parents
- Ability to work effectively as a team member
- Ability to network in the community
- Skilled in the use of the internet, email, and Microsoft Office (e.g. Word, Excel, PowerPoint, and Outlook).
- Capable of interpreting policy, procedures, and data
- Willingness to be held accountable for student results
- Possession of a Class D (or equivalent) driver's license.

Essential Duties and Responsibilities

This list is intended to be illustrative rather than complete, and serves to show major duties and responsibilities of an advisor. It does not express or imply that these are the only duties to be performed by the person in this position. The employee will be required to perform any other duties deemed appropriate by the principal.

- Coordinate and monitor each student's Learning Through Internship/Interest (LTI) plan
- Motivate students to be creative in their thinking about their interests and LTI
- Proactively seek sources and connections for LTI opportunities
- Serve as the liaison to the students' mentors for LTIs
- Prepare advisors to effectively interact with students' mentors
- Visit students' LTI sites and provide support, as needed
- Prepare students adequately for required LTI exhibitions
- Conduct long and short-term planning to address the individual needs of students
- Collect data and manage reporting requirements for each student's LTI
- Evaluate students' progress and prepare student achievement reports for parents as required
- Work collaboratively with other staff
- Bring in new ideas for partnerships, LTI sites, and collaborations with local organizations
- Maintain professional competence through participation in professional development activities
- Attend meetings and other activities, as determined by the principal

Physical and Mental Requirements:

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- Ability to lift up to 50 pounds
- Ability to hear within normal range with, or without, amplification
- Ability to communicate effectively with students, parents, internship mentors, and general public
- Ability to participate in activities that may include standing, sitting, walking; and perform work requiring visual acuity
- Ability to prioritize and effectively manage competing tasks and responsibilities
- Ability to sustain a calm, reasonable approach and communicate effectively in stressful or problematic situations
- Ability to read, follow written and verbal instructions, and communicate clearly, verbally and in writing
- Must possess a valid driver's license or show access to a reliable means of transportation in off business hours

ADVISORS (Teachers)

Primary Role and Responsibilities:

Advisors are responsible for implementing the curriculum and instructional program, providing for an enriched multicultural experience, coordinating with other staff, keeping accurate and concise records, adjusting teaching strategies to meet the needs of all students, and using professional judgment to provide the best possible instruction and remediation so as to optimize student success in meeting high standards. In alignment with the Big Picture Learning model, advisors will each be assigned a group ("advisory") of 20 students and will oversee and coordinate all aspects of the Personalized Learning Plans the students in their advisories, ensuring that each student's academic program meets all standards and requirements for graduation. Advisors will loop with their students through all four years of the high school experience.

Qualifications:

- Possess a Delaware state teaching certification in age-appropriate levels for assigned instruction responsibilities
- Prefer 2 – 6 years teaching experience in a middle or high school
- Bachelor's Degree or higher
- Excellent verbal and written communication skills
- Excellent organizational and interpersonal skills
- Understanding of curriculum and methods of instruction
- Experience in test evaluation and measurements of achievement
- Track record of success with diverse children, including those with special needs

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- Capable of interpreting policy, procedures, and data
- Willingness to be held accountable for student results
- Possession of a Class D (or equivalent) driver's license.

Essential Duties and Responsibilities:

This list is intended to be illustrative rather than complete, and serves to show major duties and responsibilities of an advisor. It does not express or imply that these are the only duties to be performed by the person in this position. The employee will be required to perform any other duties as deemed appropriate by the principal.

- Coordinate and monitor each student's Personalized Learning Plan
- Provide direct instruction and academic support to support students' project work
- Conduct long and short-term planning to address the individual needs of students
- Develop lesson plans that ensure the attainment of state learning standards and the additional specific grade-by-grade learning standards set forth in the charter
- Serve as the liaison to their students' LTI mentors
- Co-plan and co-teach with other advisors to reinforce student knowledge
- Prepare students adequately for all required assessments and exhibitions
- Evaluate students' progress and prepare student achievement reports for parents as required
- Provide an inviting, exciting, innovative, learning environment
- Engage in effective and appropriate classroom management
- Work collaboratively with other staff
- Maintain professional competence through participation in professional development activities
- Attend meetings and other activities, as determined by the principal

Physical and Mental Requirements:

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- Ability to sustain a calm, reasonable approach and communicate effectively in stressful or problematic situations
- Ability to read, follow written and verbal instructions, and communicate clearly, verbally and in writing
- Must possess a valid driver's license or show access to a reliable means of transportation in off business hours

NURSE

Primary Role and Responsibilities:

The school nurse provides health care to the school community and leadership for the provision of health services. The school nurse provides screening and referral for health conditions, while serving as a resource person to the school and the community on health education including, but not limited to, physical, emotional, personal and social, and consumer health and safety. The school nurse promotes a healthy school environment.

Qualifications:

- Must be a Registered Nurse currently licensed to practice in Delaware
- Bachelor of Science in Nursing (BSN) preferred
- At least 3 years supervised clinical experience
- Experience as school nurse or willingness to participate in training on school procedures (e.g., Induction Cluster Training offered at University of Delaware)
- Certified in CPR
- Experience with age appropriate students for the assigned school setting
- Excellent verbal and written communication skills
- Excellent organizational and record-keeping skills
- Demonstrated ability to communicate and work effectively with parents and staff
- Ability to adapt to differences and changes in characteristics of students, programs, leadership, staff, and community

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- Skilled in the use of the internet, email and Microsoft Office (e.g. Word, Excel, PowerPoint, and Outlook)
- Commitment to work effectively as a team member
- Capable of interpreting policy, procedures, and data
- Ability to work in an independent health care setting
- Willingness to keep up-to-date with current school nursing practice

Responsibilities:

- Care of the sick and injured in keeping with school policy
- Maintain accurate, up-to-date health records while protecting privacy of student records
- Appraise and identify the health needs of students through school screenings such as vision, hearing, postural/gait, tuberculin testing and physical examinations
- Encourage the correction of remedial conditions by working with parents/guardians, advisors and community agencies
- Work with administrators, advisors, and other school personnel to modify the school environment and curriculum as needed for children with health concerns
- Recommend changes to school practices to promote health and remove safety hazards
- Provide health counseling to students, parents/guardians and school personnel, keeping in mind the limitations as well as abilities
- Present health education, both informally and formally, as requested
- Advise school principal on compliance issues for health and safety
- Serve as a liaison among school personnel, families and health care providers
- Comply with Department of Education regulations relative to health and safety in charter schools
- Ability to exercise tact, discretion and confidentiality

Physical and Mental Requirements:

- Ability to lift up to 50 pounds
- Ability to hear within normal range, with or without amplification
- Ability to speak for extended periods to convey information or detailed instructions in a calm, efficient manner
- Ability to participate in activities that may include standing, sitting, walking, and to perform work requiring visual acuity
- Must possess the ability to prioritize and effectively manage competing tasks and responsibilities

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- Must sustain calm, reasonable approach and communicate effectively in stressful or problematic situations
- Must be able to read, follow written and verbal instructions, to communicate clearly verbally and in writing
- Must possess a valid driver's license and have access to a personal vehicle to drive to other locations (travel expenses will be reimbursed at the school's standard mileage rate)

OFFICE ADMINISTRATOR (Clerical)

Primary Role and Responsibilities:

The person hired for this position will be responsible for the administrative and organizational aspects of **The Delaware MET**. This individual will be responsible for the reception of visitors and information, organization and filing of records, processing of enrollment information, inventory and ordering of office supplies, assistance to the principal, the board, and faculty for scheduling and correspondence, coordination of service providers for maintenance and cleaning and support of school events as needed.

Qualifications:

- Excellent organizational skills
- Successful experience in office management, preferably in a school setting
- Excellent interpersonal and communications skills
- High School diploma with business training a minimum; college degree preferred
- Ability to handle multiple tasks effectively and work under pressure
- Proficient in Microsoft Office (e.g. Word, Excel, PowerPoint, and Outlook)
- Ability to exercise tact, discretion and confidentiality

Responsibilities:

- Assist principal and faculty with scheduling and appointments
- Assist principal and faculty with correspondence
- Be responsive to clerical requests from the board
- All reception duties including phone calls, greeting visitors, etc.
- Receive and distribute mail, email and faxes
- Ensure office equipment is well-maintained

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- Organize, order and inventory office supplies
- Process and organize enrollment information
- File student records as requested by principal and faculty
- Coordinate service providers for maintenance, cleaning, etc.
- Provide support to school events as requested
- Maintain a friendly, positive attitude with staff, students and families
- Orders instructional supplies and materials and distributes orders upon receipt
- Perform other related duties as assigned.

Physical/Mental Requirements:

- Able to lift up to 50 pounds
- Able to hear within normal range, with or without amplification
- Able to speak for extended periods to convey information or detailed instructions in a calm, efficient manner
- Able to participate in activities that may include standing, sitting, walking, and to perform work requiring visual acuity
- Possess ability to prioritize and effectively manage competing tasks and responsibilities
- Sustain calm, reasonable approach and communicate effectively in stressful situations
- Must be able to read, follow written and verbal instructions, and communicate clearly verbally and in writing

CUSTODIAN

This position is responsible for keeping building clean and in an orderly condition. This individual will perform heavy cleaning duties, such as washing walls and windows, shampooing rugs, cleaning floors, removing rubbish and performing routine maintenance activities. The custodian will make sure students' learning environments are safe and clean, will notify management of repairs needed, tend to furnaces and boilers and clean snow and other debris from sidewalks. The custodian must also demonstrate a willingness to be available for any cleaning issue that might arise during a school day.

Cafeteria Manager

The Cafeteria Manager will be a part-time position.

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Qualifications:

- Possession of a valid TB test and health examination issued by the local county board of health or recognized medical authority
- One year school food service experience or related experience
- High school diploma or GED or higher

Essential Job Functions:

- Manages food service operations including food production and sanitation
- Maintains a working relationship with other employees and staff
- Politely and respectfully serves students, staff, parents, and others
- Performs tasks assigned with minimal supervision
- Accepts responsibility for multiple tasks without supervision
- Implements planned quality menus incorporating time-saving production techniques, and effective merchandising
- Receives, stores, handles, prepares and serves food according to established standards
- Assures that sanitation and safety practices comply with federal, state and local regulations
- Maintains required system of accountability
- Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner
- Communicates concerns to appropriate supervisor about policies and procedures relating to all food service
- Manages program in accordance with all federal, state and local requirements
- Attends job-related training classes and workshops
- Practices procedures in food preparation, use and care of equipment and personal habits to assure that sanitation standards are met
- Maintains daily production record of food, meal counts, daily deposits and other required documentation
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements

- Lift up to 50 pounds of force
- stand for six continuous hours

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- stoop, squat, kneel and/or bend in a manner that allows the palms to touch the floor (as in cleaning of baseboards, equipment, etc.)
- bend from a standing position in a manner that allows the palms to touch the knees (as in washing of pots and pans in deep sinks and cleaning milk boxes)
- bend from the waist in a standing position with arms outstretched for an extended period of time (as in service of food)
- twist, turn, and/or stretch from side to side that allows the shoulders to be perpendicular to the hips (as in mopping, sweeping, stocking shelves, removing food from ovens, etc.)
- lift, carry, and/or support 30 pounds from shoulder level to above the head (as in placing food in ovens, freezers, stockroom shelves, etc.)
- perform duties requiring non-repetitive motions with hands and wrists (as in slicing, dicing, washing, counting money, writing, scrubbing, scraping, etc.)

Information Technology Specialist

Job Description

The Information technology specialist will be a consulting position. This position will report directly to the school leader and will be responsible for helping to design, operate and maintain the school's technology products including network management, software development and database administration. The IT specialist will also be responsible for providing technical support to the school's employees and students, and for working with external partners as needed including consultants, agencies and vendors, to arrive at the most appropriate system or integration of multiple systems.

Responsibilities:

- Install and perform minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.
- Oversee the daily performance of computer systems.
- Set up equipment for employee use, performing or ensuring proper installation of cable, operating systems, and appropriate software.
- Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities.

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- Read technical manuals, confer with users, and conduct computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Confer with staff, users, and management to establish requirements for new systems or modifications.
- Develop training materials and procedures, and/or train users in the proper use of hardware and software.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Prepare evaluations of software or hardware, and recommend improvements or upgrades.
- Read trade magazines and technical manuals, and attend conferences and seminars to maintain knowledge of hardware and software.
- Supervise and coordinate workers engaged in problem-solving, monitoring, and installing data communication equipment and software.
- Inspect equipment and read order sheets to prepare for delivery to users.
- Modify and customize commercial programs for internal needs.
- Answer users' inquiries regarding computer software and hardware operation to resolve problems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Conduct office automation feasibility studies, including workflow analysis, space design, and cost comparison analysis

Qualifications:

- Able to lift up to 50 pounds
- Able to hear within normal range, with or without amplification
- Able to participate in activities that may include standing, sitting, walking, and to perform work requiring visual acuity
- Up to 2 years as an Information Technology Specialist in a school
- Bachelor's degree in Computer Science or related field.
- **Troubleshooting** -- Determining causes of operating errors and deciding what to do about it.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.

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- **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Speaking** -- Talking to others to convey information effectively.
- **Learning Strategies** -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Teaching others how to do something.
- **Complex Problem Solving** -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Social Perceptiveness** -- Being aware of others' reactions and understanding why they react as they do.
- **Repairing** -- Repairing machines or systems using the needed tools.
- **Equipment Maintenance** -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Time Management** -- Managing one's own time and the time of others.
- **Coordination** -- Adjusting actions in relation to others' actions.
- **Equipment Selection** -- Determining the kind of tools and equipment needed to do a job.
- **Persuasion** -- Persuading others to change their minds or behavior.
- **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Service Orientation** -- Actively looking for ways to help people.
- **Installation** -- Installing equipment, machines, wiring, or programs to meet specifications.