

Board of Education Special Called
July 14, 2022 5:00 PM
Central Services Board Room

1. Call to Order - Mr. Jim Inman
2. Moment of Silence/Pledge of Allegiance - Mr. Jim Inman
3. Roll Call
4. *Approval of Agenda
5. *Chief Financial Officer Job Description/Transportation Supervisor Job Description
6. *Federal Programs Coordinator Job Description
7. *Special Education Compliance Coordinator Job Description
8. *Regular Education Behavior Support Coordinator
9. *Special Education Diagnostician
10. *141 Budget Amendments
 General Budget Amendment
11. *142 Budget Amendments
 Federal BBLC Grant Correction and Replacement
12. Other Discussion
13. Adjournment

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1. Call to Order - Mr. Jim Inman
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Attachments: (1)

- [Agenda](#)

5. *Chief Financial Officer Job Description/Transportation Supervisor Job Description

Attachments: (2)

- [Chief Financial Officer](#)
- [Transportation Supervisor](#)

6. *Federal Programs Coordinator Job Description

Attachments: (1)

- [Federal Programs Coordinator](#)

7. *Special Education Compliance Coordinator Job Description

Attachments: (1)

- [Compliance Coordinator \(1\)](#)

8. *Regular Education Behavior Support Coordinator

Attachments: (1)

- [Regular Education Behavior Support Coordinator \(1\)](#)

9. *Special Education Diagnostician

Attachments: (1)

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10. *141 Budget Amendments

General Budget Amendment

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Federal BBLC Grant Correction and Replacement

Attachments: (1)

- [142 Budget Amendment](#)

12. Other Discussion

13. Adjournment

JOB DESCRIPTION

Cumberland County School District

Chief Financial Officer

Purpose Statement

The job of the Chief Financial Officer was established for the purposes of directing business programs and financial services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines. The CFO is a member of the Executive Staff and supervises Financial Operations.

This job reports to the Director of Schools

Essential Functions

- | Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- | Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations.
- | Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, public officials, community members, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- | Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- | Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- | Communicates with district personnel (e.g. Finance Director, Staff Attorney, Human Resources Supervisor, Technology Department etc.) for the purpose of advising of new policies and making recommendations to update current policy.
- | Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving organizational objectives and ensuring compliance with legal, financial and district requirements within established timeframes.
- | Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- | Maintains a variety of manual and electronic fiscal information, files and records (e.g. payroll, month end, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.
- | Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- | Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- | Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Auditors, Board, Superintendent, County Commission, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.

- | Provides assistance and direction for all school bookkeepers. Reviews audits of internal school funds.
- | Provides direction and oversees activities of all booster club organizations and provides annual training for a representative of all groups.
- | Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- | Resides on committees as assigned by the Director of Schools at the district and county level.
- | Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- | Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- | Performs personnel functions under assigned area of control (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget for department under assigned control. Presently: Finance
- | Assists in design of short and long term operational plans for the district.
- | Attends meetings as needed and provides information and reports regarding the operational aspects of the district as pertains to finance.

Other Functions

- | Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; analyzing; budgeting and cost control; facilitating meetings; guiding others; interpersonal aptitude; managing staff/performance; problem solving; and supervision.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or county, state and/or federal regulations; personnel processes; program planning and development; school budgeting, policies and audit procedures; concepts of grammar and punctuation; and principles of public and fund accounting and budgeting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals in public and/or private settings; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; decision making; detail oriented; leadership and direction; meeting schedules/deadlines; motivating others; organizing; prioritization; and taking initiative.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience within specialized field with increasing levels of responsibility is required.

Education

Bachelor's degree in Finance, Business Management or Accounting. Job related experience required. Master's Degree, CPA License Preferred, not required.

Equivalency

None Specified

Requirement

This is a certified or non-certified position.

Certificates & Licenses**Continuing Educ. / Training**

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date**Salary Grade**

JOB DESCRIPTION

Cumberland County School District

TRANSPORTATION SUPERVISOR

Purpose Statement

The job of Transportation Supervisor was established for the purpose/s of directing Transportation services; providing information and serving as a resource to District administrators; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with District objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff.

This job reports to Director of Human Resources

Essential Functions

- | Design and supervise the transportation system, including vehicle maintenance for the entire school system.
- | Responsible for training, evaluation and scheduling all drivers, substitute drivers and mechanics.
- | In coordination with the Assistant Superintendent of Human Resources, responsible for identifying personnel needs and recruitment strategies, as well as recommends applicants for employment, creation or revision of job descriptions and yearly evaluations.
- | Knowledgeable of all Federal, State, and local policies and regulations concerning the school bus transportation program, including all CDL requirements.
- | Plan in-service training program and new driver orientation.
- | Supervise the maintenance of all Board of Education vehicles by making and coordinating work assignments of maintenance personnel.
- | Develop, submit, and coordinate transportation budget. Assist in the preparation of specification and bid requests.
- | Responsible for communicating with the highway department, law enforcement personnel, and the Superintendent of Schools regarding routes, road conditions/hazards, and road work/closures.
- | Responsible for the development and implementation of safety practices and procedures.
- | Report to the Superintendent with route surveys during inclement weather and reports the potential impact on the safe transport of students.
- | Responsible for the personnel affairs of transportation and vehicle maintenance employees to include time records, leave scheduling/approval, evaluations and required training/testing.
- | Responsible for the coordination and approval process for extra-curricular use of school system vehicles.
- | Prepare contracts for community requests for buses and ensures no negative impact on primary responsibility to transportation systems.
- | Responsible for establishing a log book program for each system vehicle to record day-to-day operations (fuel, mileage, etc.) inspections, and repairs.
- | Responsible for fueling operations both at and away from the maintenance facility to include proper marking of vehicles, accident/breakdown procedures and safety.
- | Communicate with principals, teachers, and parents on a daily basis regarding route and bus assignment, route changes, disciplinary issues, and complaints.
- | Oversee and assist the Administrative Assistant and Mechanics with the yearly Transportation Report to the State of Tennessee.
- | Evaluate the Transportation Department and report to the Superintendent and Board of Education twice yearly, before November 1, and June 15 of each school year.
- | Design routes to maximize time, minimize cost and safely deliver children to and from school.
- | Assign work, advise any change of procedures or requirements and is available for assistance as required.
- | Assigns work in terms of project objectives and basic priorities and is available to subordinates for consultation in resolving issues and checking progress until completed.

- | Overall programs are reviewed to determine that the objective of the Board of Education policy and Superintendent's guidance are in compliance. Also, State and Federal requirements will be evaluated for compliance in all areas of responsibility. Responsible for the direction, control, and planning for day-to-day operation of the Transportation System.
- | Serves as principle advisor to the Superintendent on Transportation issues.
- | Maintain accountability and efficiency of operations in order to provide the school system with a transportation system that is responsive to its needs.

Other Functions

- | Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.

KNOWLEDGE and experience in the automotive field to be considered proficient for the position. Previous experience as an automotive mechanic is highly desirable. A professional knowledge of theories, principles, and practices of transportation management. A professional knowledge of budgeting, scheduling, management and interpersonal relationships. Must possess and maintain a valid Class B or C commercial driver's license with school bus endorsement. Must maintain CPR and First Aid certification following necessary instruction.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Guidelines

Accomplishing the requirement of this position will be operating procedures, policies, traditional practices, respective manuals, handbooks, manufacturers of documentation, schematics, blueprints, and applicable State/Federal regulations and laws. As well as special tasks assigned by the Board of Education and/or the Superintendent.

Complexity

This position is involved in the operation and supervision of the school system's transportation division to include: planning, scheduling, recruitment, budgeting, safety, purchasing, contracting, record keeping, and interfaces with all school divisions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness. This work is also performed in both office and maintenance shop settings.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job related preferred

Equivalen

cy

Requirement

Alcohol and Drug Test

This is a certified or non-certified position.

Certificates & Licenses

Valid Class B or C Driver's License with school bus endorsement & Evidence of Insurability; CPR & First Aid certificates

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Exempt

Approval Date

Salary Grade

JOB DESCRIPTION

Cumberland County School District

FEDERAL PROGRAMS COORDINATOR

Purpose Statement

The job of Federal Programs Director was established for the purpose/s of directing/overseeing Federal (Title) Programs/Grants. The basic and broad duty is to implement and coordinate Federal (Title) Programs/Grants in all eligible attendance centers.

This job reports to the Chief Academic Officer

Essential Functions

- | Collaborate and work cooperatively with internal and external personnel for the purpose of developing and maintaining services and programs
- | Compile data for the development and evaluation of programs
- | Comply with legal, administrative and/or financial requirements
- | Coordinate operations among eligible schools for the purpose of ensuring that district objectives are achieved and resources are effectively utilized
- | Monitor budget allocations, expenditures, and financial activities to ensure that fiscal practices are followed
- | Participate in meetings, workshops and conferences for the purpose of conveying and/or gathering information required to perform functions
- | Supervise assigned program personnel to ensure individual and program performance objectives are met
- | Prepare a variety of program related reports in both manual and electronic formats to document activities, convey information and ensure program requirements are met in an effective and timely manner
- | Implement programs/grants to conform to district and state instructional objectives
- | Develop, evaluate, implement and maintain services in compliance with established rules, regulations and guidelines.
- | Complete and submit district, state and federal reports in a timely manner
- | Meet with regional, state, and/or federal monitors
- | Prepare and distribute appropriate project information to school personnel and/or community
- | Provide professional development opportunities in core curriculum areas

Other Functions

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

- | Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records.
- | Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- | Must communicate with diverse groups in oral or written form, be an effective listener and maintain confidentiality

- | Able to manage varied projects and programs
- | Able to guide and supervise others

Responsibility

To effectively and efficiently support the mission of the Cumberland County School System and accomplish all assigned tasks/missions

Working Environment

- | The work is performed in a hazard-free, clean office environment.
- | The work is moderately sedentary but some lifting, walking, bending and driving are required.
- | Position requires a physical exam to meet health and physical requirements.

Experience

Incumbent shall have at least five years of work related experience.

Education

Certified candidates shall have a valid Tennessee teacher's license with appropriate endorsement based on a minimum of a Master's Degree.

Does not qualify for Supervisor Supplement.

Requirement

This is a certified/or non-certified position.

Clearances

Criminal justice fingerprint/background clearance

JOB DESCRIPTION
Cumberland County School District

SPECIAL EDUCATION COMPLIANCE COORDINATOR

Purpose Statement

The job of Special Education Compliance Coordinator was established to support and provide direct instructional assistance to the Special Education classroom teachers via a collegial and collaborative model and indirectly improve growth and functioning of special education students.

This job reports to the Supervisor of Special Education

Essential Functions

- Collects proper documentation for the purpose of meeting the required items for program participation and/or parent/guardian approval through review of IEP, attending IEP Team Meetings and following all local, state, federal guidelines.
- Collaborates with building principals, special and regular education teachers, outside agencies, parents etc. for the purpose of identifying student issues, resolving issues, receiving/conveying information, and/or developing individualized methods of instruction.
- Participates in a variety of meetings, workshops, trainings and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with local, state and federal program guidelines.
- Coordinates ongoing compliance monitoring of IEP's that includes reviewing documents to ensure delivery or quality programs; IDEA and ADA compliance at the district, state and federal level.
- Training and ongoing Mentor for special education teachers. This includes: new teacher training, Easy IEP training, attendance at IEP meetings and collaboration on specific issues.
- Represents the district in IEP meetings when appropriate to ensure compliance with the IDEA and local policies, appropriate placement and services monitoring.
- Facilitates professional development concerning compliance topics identified as needed by schools and Central Services Staff.
- Ensures that the district's IEP process is appropriate and conducted with fidelity according to the IDEA and state rules governing special education.
- Research a variety of topics (e.g. curriculum guidelines, safety training, legal requirements, instructional modeling, in-service presentations, etc.) for the purpose of providing direction, communicating information, and/or gaining feed-back.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Evaluates special education programs and services for the purpose of carrying out and achieving objectives and adapting program components to meet student needs within assigned area(s) of responsibility.
- Other duties as assigned by the Supervisor of Special education.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, community resources, district policies and regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data required analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods for performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling and some fine finger dexterity. The job is performed under conditions with exposure to risk of injury and/or illness and in varying environmental conditions.

Experience

3 years of job-related experience is desired

Education

Bachelor's Degree or above in Special Education or related field.

Requirement

This is a certified position

Continuing Educ. / Training

Maintain Licensure

Certificates & Licenses

Valid Tennessee Teaching License and Valid Driver's License/Evidence of Insurability.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

JOB DESCRIPTION

Cumberland County School District

REGULAR EDUCATION BEHAVIOR SUPPORT COORDINATOR

Purpose Statement

To provide behavioral support to students while coaching teachers and administrators using positive behavior interventions and supports so that all students are successful and able to access their education. This job was also established in order to effect positive behavior change in students; provide supportive interventions to families and/or students; comply with Federal, State, County and District policies, regulations, and /or procedures.

This job reports to the Chief Academic Officer

Essential Functions

- Will model, mentor and support students by working directly with classroom teachers and one to one when determined necessary.
- Will focus on increasing the skills of the regular classroom teacher to better meet the needs of the student with behavioral and/or emotional needs.
- Work collaboratively with the school to identify students in need of early behavioral intervention.
- Will assist in the development of plans and coach teachers in the implementation of plans for programs and services of students with behavioral needs and identifications to ensure program eligibility and compliance.
- Maintain documentation, records and files of student progress.
- Promote a multi-tiered system of support that ensures access to social emotional learning, positive behavior interventions and supports, and sound instruction that supports neural integration.
- Promote a multi-tiered system of support that ensures restorative approaches to student discipline and helps to provide lower stress in the classroom for all.
- Collaborate with other school and outside personnel to provide methods for identification and intervention for students who may need more mental health interventions.
- Collaborate with school personnel, agencies and families in coordinating services.
- Complete all reporting requirements as mandated by the district, state, federal and educational agencies.
- Collect and summarize behavioral data collaboratively with teachers/staff and make recommendations about adjustments that should be made in the plan/program.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Assist with crisis intervention and prevention.
- Provide opportunities for faculty/staff training to support school-wide positive behavior strategies for students.
- Attends transition training and behavioral workshops and shares information with teachers and staff.
- Supports schools in planning student transitional returns from long and short term change of placement.
- Provide functional behavior assessments and data to develop tiered interventions of support for individual students as needed.
- Meet regularly with teacher teams to analyze behavior data and develop strategies for students to be successful in the classroom.
- Model behavior management strategies for teachers and staff for successfully addressing challenging behavior.
- Effectively manage escalated student behavior.
- Acts as a liaison with the public and mental health community for the purpose of supporting individual student development goals.
- Other duties as assigned by the Chief Academic Officer.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, community resources, district policies and regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings and/or events; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes' and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. The job is performed under conditions with exposure to risk of injury and/or illness and in varying environmental conditions.

Experience 3 years of experience in a behavior setting or other job-related experience is desired.

Education Bachelor's Degree in Regular or Special Education.

Requirement This is a certified position

Certificates & Licenses Valid Tennessee Teaching License.

Valid Driver's License/Evidence of Insurability.

Continuing Educ. / Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

JOB DESCRIPTION
Cumberland County School District

SPECIAL EDUCATION DIAGNOSTICIAN

Purpose Statement

The job of Special Education Diagnostician was established for the purpose/s of applying strategies and interventions to assist students in succeeding; assist with measuring and interpreting the adaptive, academic, social and emotional development of children; assists with district self monitoring and in service activities.

This job reports to Director of Special Education

Essential Functions

- Administers standardized and/or supplemental assessments for the purpose of measuring the adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements.
- Assesses students' functional capabilities at home and/or classroom environment for the purpose of determining students' functional level and developing recommendations and/or placement.
- Assists other staff for the purpose of developing and applying student monitoring systems and designing academic and behavioral interventions.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.
- Assists all specialists (e.g. School Psychologists, Special education teachers, RTI² coordinators, behavior specialists, occupational and physical therapists, speech language pathologists, etc.) for the purpose of creating and delivering student supports.
- Compiles information from a variety of sources (e.g. administrators, teachers, nurse, parents, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive screening/ evaluation report in compliance with established guidelines.
- Consults with teachers, parents, and/or other outside personnel or professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates with school staff to implement school wide program development and program evaluation (e.g. RTI, PBIS) for the purpose of ensuring effective programs to assist children who experience physical, mental, social and emotional difficulties.
- Consults with students, parents and guardians for the purpose of enhancing student success in school.
- Has strong understanding in Response to Intervention (RTI²) for the purpose of interpreting the data to intervene, offering interventions and eventually determining eligibility.
- Helps students for the purpose of creating smooth transitions to and from school and community learning environments.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Researches resources and methods (e.g. intervention, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Other duties as assigned by the Director of Special Education.

- Supports individualized student instruction for the purpose of ensuring the success of all students.
- Uses student information for the purpose of making sound data-based decisions to achieve student growth.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education Bachelor's degree or higher in Special Education

Required Testing

None specified

Certificates & Licenses

Valid Tennessee Teaching License
Driver's License/Evidence of Insurability

Continuing Educ./Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

BOE APPROVED: NO COMMISSION ACTION REQUIRED

RESOLUTION # _____

Cumberland County, Tennessee

General Program School Fund

WHEREAS, the General budget requires revision to move expenditures for software programs to the proper line per state requirement.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 28th day of July, 2022, that the following budget amendment be adopted:

General Budget Amendment

Decrease Expenditures:

141-72220-399	<i>Other Contracted Services</i>	\$ 2,000.00
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Increase Expenditures:

141-72220-310	<i>Contract with Public Agency</i>	\$ 2,000.00
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SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Director of Schools

Ayes:____Nays:____Abstain:_____

NEW BABY BIRDS LEARNING CENTER - TEIS FEDERAL GRANT POST BUDGET**ADOPTION RESOLUTION**

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal Baby Birds Learning Center- TEIS Grant budget requires correction and replacement from the original approved version.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 28th day of July, 2022, and by the Cumberland County Commission meeting on this ____ day of _____, 2022, that the following budget amendment be adopted:

Federal BBLC Grant Correction & Replacement**Increase Revenue:**

142-891-46908	Other State Grant - TEIS	\$250,688.00
	Total	\$250,688.00

Increase Expenditures:

142-891-71200-116	SPED Instruction - Teachers	\$ 92,059.82
142-891-71200-163	SPED Instruction - Educational Assistants	\$ 61,752.00
142-891-71200-195	SPED Instruction - Substitute Teachers Certified	\$ 500.00
142-891-71200-198	SPED Instruction - Substitute Teachers Non-Certified	\$ 280.00
142-891-71200-201	SPED Instruction - Social Security	\$ 11,827.19
142-891-71200-204	SPED Instruction - State Retirement	\$ 13,435.07
142-891-71200-206	SPED Instruction - Life Insurance	\$ 334.00
142-891-71200-207	SPED Instruction - Medical Insurance	\$ 40,615.72
142-891-71200-208	SPED Instruction - Dental Insurance	\$ 1,440.00
142-891-71200-210	SPED Instruction - Unemployment Compensation	\$ 525.00
142-891-71200-336	SPED Instruction - Maintenance & Repair Services	\$ 13,700.00
142-891-71200-399	SPED Instruction - Other Contracted Services (Copy Machines)	\$ 500.00
142-891-71200-429	SPED Instruction - Instructional Supplies & Materials	\$ 5,000.00
142-891-71200-499	SPED Instruction - Other Supplies & Materials	\$ 5,000.00
142-891-71200-725	SPED Instruction - Special Education Equipment	\$ 537.08
142-891-72220-355	SPED Support - Travel	\$ 300.00
142-891-72220-524	SPED Support - In-Service/Staff Development	\$ 883.00
142-891-99100-504	Transfer Out - Indirect Cost	\$ 2,000.00
	Total	\$ 250,688.88

SPONSORED BY:

APPROVED BY:

BOE Member_____
Chairman of the Board

ATTEST:

Director of Schools

Ayes:____Nays:____Abstain:____

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote: Ayes:____Nays:____Abstain:____