

# **Classified Employee Handbook**



**Hoxie Community Schools  
Unified School District 412**

## Acknowledgment of Receipt of Handbook

I, \_\_\_\_, do hereby acknowledge that I have received a copy or accessed the internet version of the classified staff handbook for the 2017-18 school year. I further acknowledge that I have read it and understand the contents.

The most recent version of the handbook is always available at: [www.hoxie.org](http://www.hoxie.org)

Further, I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, employees agree to follow rules and regulations that have been adopted by the Board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**
- **Classified employees are employees-at-will, and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract, and employment may be terminated as provided in the written contract.**

Date: \_\_

Signature of Employee: \_\_

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# **HANDBOOK FOR CLASSIFIED EMPLOYEES INTRODUCTION**

## **Purpose**

This handbook was prepared to provide in written form, USD 412 policies, procedures and practices which pertain to classified staff. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make the decisions that establish USD 412 policies. The execution of these policies is the responsibility of each employee.

An obligation rests with every employee of the Hoxie Community Schools to render the performance of duties in a manner that is honest, professional and courteous. Employees will be responsible and held accountable for adhering to all policies, rules, directives and procedures prescribed by the District. This will include but is not limited to school board policies, school handbooks and applicable federal and state statutes.

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

1. Physical or verbal abuse of, or threat of harm to, anyone;
2. Causing damage, or threat of damage, to district property;
3. Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds;
4. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances;
5. Use of profane or abusive language, symbols, or conduct;
6. Harassment or discriminatory behaviors;
7. Failure to comply with the lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so; and
8. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.

## Drug Free Schools and Communities Act/Drug Free Workplace (GAOA, GAOB, LLD)

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

## Tobacco Use (GAOC)

Hoxie USD 412 is a tobacco-free school district. The use of tobacco products and/or electronic cigarettes by any person, in any form, is prohibited in all buildings, athletic fields, stadiums, vehicles and on all school grounds owned or operated by USD 412. This policy includes all students, staff members, patrons, visitors, spectators and groups using or renting district facilities. A district employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination.

## Staff-Student Relations (GAF)

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

## Ethics

A staff member in the performance of his/her duties shall: recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties, exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.

## Sexual Harassment (GAAC)

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual

harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the {name of coordinator of federal compliance}, the principal or the superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

#### Racial Harassment (GAACA)

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, program or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No district employee should discourage an employer or student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy. Any violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Racial Harassment can be physical or verbal or written or graphic. Any employee that has been harassed or has witnessed it should report it to the principal. No employee should discourage a fellow employee or student from reporting such claims. Retaliation against an employee or student reporting such claims will not be tolerated.

#### Bullying by Staff (GAEE)

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

#### Child Abuse (GAAD)

Any district employee who has reason to know or suspect that a child has been injured as a result

of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

It is recommended the building administrator also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

#### Solicitations of Staff

Solicitation of Employees (KDC) ~ Unless permission is granted by the principal, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitation by Employees (GAG) ~ No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

All solicitations of and by staff members during duty hours are prohibited without prior approval of supervisors.

#### I. Definition of Personnel

USD 412 classified personnel shall include, but not be limited to, all maintenance, custodial, grounds, transportation, cafeteria, secretarial, aide and paraprofessional positions.

#### Glossary of Terms for Classified Personnel

Note: A classified employee's time shall be calculated in relation to an eight (8) hour day.

Hourly Employee: An hourly employee is issued a "Letter of Employment" outlining terms of employment, number of hours to be worked daily, wage per hour, days per year, immediate supervisor, etc. An hourly employee must submit a time sheet signed by his/her immediate supervisor.

Salaried Employee: A salaried employee is issued a "Letter of Employment" or a contract outlining terms of employment, duties of employment, annual salary, vacation, holidays, etc. A salaried employee must submit a time sheet signed by his/her immediate supervisor, and overtime will be paid if the employee is non-exempt. The Fair Labor Standards Act (FLSA) defines who may qualify as an exempt employee.

Full-Time Position: A full-time classified employee works eight (8) hours a day, forty (40) hours a week, two-thousand eighty (2080) hours a year.

School-Time Position: A school time position is one that is consistent with the school year as opposed to full time. Examples include teacher assistants, food service, building personnel and aides. Generally, employees in this category do not work when school is not in session. A school-time classified employee works eight (7.5) hours a day, 168 days (or two days more than student contact days), two-thousand eighty (1260) hours a year.

Part-Time Position: A part-time classified employee works less than eight (8) hours a day, forty (40) hours per week and/or less than two-thousand eighty (2080) hours a year.

Contracted Position: A contracted employee is one who has been issued a written contract for terms of employment, whether it is full-time or part-time. The contract does not imply employment beyond the term of the contract.

Additionally, the contract is an “at will” contract and may be canceled by the employer at the employer’s discretion or by the employee at any time.

Notice requirements in the contract shall apply except in emergency situations.

Temporary Position: A temporary position may be full-time or part-time and is a nonrecurring position of not more than ninety (90) days in duration. This position is a substitute or temporary replacement situation for another employee.

Seasonal Position: A seasonal position is a job of less than six (6) months continuous duration which may recur on a regular time cycle.

Overtime: Overtime hours are those worked in excess of forty (40) hours a week. All overtime must be approved in advance by the appropriate administrator/supervisor.

Work Week: The work week for the district shall begin at 12:00 a.m. on Sunday and ends at 12:00 a.m. on the following Saturday.

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## II. Employment

USD 412 is an equal opportunity employer and does not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, religion, national origin,

sex, age or disability.

#### A. Positions

USD 412 shall hire classified personnel on the basis of ability and the district's needs.

#### B. Qualifications and Duties

Comprehensive job descriptions for each classified employee category are located in the Board Clerk's office and are also included within this handbook.

#### C. Recruitment (GACC)

The district will recruit classified personnel to fill existing or proposed vacancies.

An applicant supply file will be maintained for all positions, and vacancy announcements for open jobs will be circulated throughout the district. Candidates for positions will be interviewed by the respective supervisors. Employees assigned to buildings may also be interviewed by the building principal. Food service, operations and maintenance, and transportation employees shall be interviewed by the departmental director. The superintendent may also interview classified employees. After the interviews are completed, the superintendent will make a recommendation for employment to the Board of Education.

#### D. Assignment and Transfer

The district reserves the right to assign, reassign, or transfer all classified employees.

Employees are welcome to request transfers; however, all transfers shall be approved by the superintendent. If a transfer request of a school employee cannot be honored during the current contract year, such request will remain current and be considered throughout the duration of that contract year. A transfer request must be filed with the superintendent through the building principal to whom the employee is directly responsible.

All applications from individuals desiring consideration for another position which exists or may exist will be filed in writing with the superintendent. A transfer request may originate with either the employee or a supervisor within the district.

#### E. Supervision

The superintendent has the right and responsibility to supervise all classified employees with immediate supervision as follows:

1. The Food Service Director will supervise Cooks and Food Service Aides.
2. The Director of Operations and Maintenance/Transportation Director will supervise Grounds Keepers, Maintenance Mechanics, Head Custodians, Custodians and Bus Drivers.
3. Building Principals will supervise paraprofessionals, secretaries and aids.
4. The Superintendent and Board of Education will supervise the Board Clerk.

Principals will supervise all other classified personnel assigned to their buildings, including but not limited to Secretaries, Teacher Aides, Paraprofessionals and Computer Technician.

#### F. Suspension (GCK)

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

#### G. Grievance Procedure

The purpose of this procedure is to provide a method for resolving any grievance by a classified employee which may arise from interpretation or application of any rule, regulation, or policy of the USD 412 Board of Education, as it specifically relates to employee/employer relationships.

Each employee is urged to confer, in an informal manner, with his/her immediate supervisor in an effort to resolve the grievance. If this is not successful, the following procedure will be used to resolve grievances.

1. The grievance will be presented in writing to the immediate supervisor who will render a written decision within ten (10) days to the employee. If this is not satisfactory the employee may submit the grievance and a copy of the immediate supervisor's response to the superintendent.
2. The superintendent shall respond in writing to the employee within ten (10) days.

No reprisals of any kind will be taken by the district or the school administration against any employee by reason of participation in the grievance procedure.

#### H. Personnel Evaluation (GCI)

Evaluations of classified employees will be held yearly or as deemed necessary by the district supervisory and/or administrative staff and in accordance with Board policy.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

It is understood that during the course of a work day, there is constant evaluation between the employer and employee. Problems or questions of either party should be discussed when the need arises.  
(Appendix A)

#### I. Resignation/Termination

Any employee who wishes to resign should submit a written notice to his/her immediate supervisor at least ten (10) working days prior to resignation. Any employee may be terminated by the superintendent. A letter of termination should be delivered to the employee by his/her immediate supervisor or district administrator ten (10) working days prior to date of termination.

#### J. Attendance

Your attendance is extremely important to the success of our school district. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

If you cannot report to work as scheduled, you MUST notify your supervisor or building principal. If your need for time off is foreseeable, you must provide as much notice as possible. If your need for time off is not foreseeable, you must provide as much notice as practicable, but in no event less than one (1) hour prior to your normally scheduled starting time. Of course, if you cannot contact your supervisor or building principal yourself, you must have someone do it for you.

When you contact your immediate supervisor or building principal you must let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work.

You must submit documentation for absences due to illness of three (3) days or more. Generally, you must provide a document from your doctor or other recognized health care provider that would justify your absence. Likewise, you will need to provide documentation justifying your return to work.

Excessive absences or lateness and/or excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If you are absent from work for three (3) consecutive days without notice, the school district will consider that you have voluntarily resigned your position.

#### K. Personal Communications Device Usage Policy

**Employees shall make an effort to use such devices in appropriate situations and locations. General Use at Work** - While at work, employees are expected to use the same discretion in using personal communication devices as they would when using school phones. Employees should restrict personal calls/texting during work time and should use personal communication devices only during scheduled breaks and lunch periods. Do not use your personal communication device with students present. Please keep your personal communication device on vibrate while at school as to not interfere with other teachers or student learning. The school district is not liable for the loss of personal communication devices brought to the school.

**Camera Phone Usage** - Camera phones can present risks to individuals while on school grounds and at school functions, potentially compromising student privacy. Do not take pictures of students without permission from the administration.

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### III. Payroll Information, Compensation, Benefits and Services Compensation

#### A. Payroll Information

District employees must file with the Board Clerk at the Central Office, a KPERS enrollment form (if employee is eligible), Form W-4 (Federal Income Tax Exemption Certificate), Form K-4 (Kansas Income Tax Exemption Certificate), a Form I-9 (Employment Eligibility Verification), a copy of their drivers' license, a copy of their social security card, a health form (if working directly with students), and a signed oath of allegiance.

Time cards are required for all non-exempt employees and must be signed by the employee. All non-exempt employees shall clock in at the beginning of each workday and clock out at the end of each workday. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to use the time clock may also be considered a violation. Such violations may result in disciplinary action up to and including termination.

Employees will clock out/clock in for a 30-minute minimum lunch break, unless otherwise approved.

Time cards shall be submitted to the District Office by no later than noon on the second working day after the pay period ends.

Any correction/addition/deletion to an employee's time card shall be made and verified by the employee and the employee's direct supervisor.

Employees will be paid on the 1<sup>st</sup> of each calendar month, unless a pay date falls during a school holiday period, vacation, or weekend. In this case, the employee will be paid on the first working day after the 1<sup>st</sup> of the month.

There shall be no overtime worked unless approved in advance by the superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card.

Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

#### B. Salary

Classified employees shall be paid according to federal wage and hour laws at a rate established by the Board of Education. Placement of new employees is based on their

previous work experience and professional training as well as the responsibilities assumed in their USD 412 position.

The employment of part-time, seasonal, or temporary personnel will be approved in advance by the superintendent.

Salary increases, when granted, will begin July 1 of each year or as soon thereafter as the employee returns to work. (Appendix B)

#### C. Kansas Public Employee Retirement System (KPERS)

Classified personnel who work for the district 630 hours or more per year will be required to be a member of the Kansas Public Employees Retirement System (KPERS). An employee contribution as determined by current law will be made each pay date. Complete information concerning this program is available at the District Office.

#### D. Health Insurance

Classified personnel who are KPERS eligible, as outlined above, may elect to participate in the district health insurance plan. Employees who elect to participate in the health insurance plan will receive a fringe amount determined by the Board of Education. The balance of the health insurance premium will be withheld from the employee's salary. Details may be secured from the District Office. Payment of health insurance premiums is the responsibility of the employee.

Classified employees may participate in the benefits provided through the district's cafeteria fringe benefit plan. All such benefits shall be the responsibility of the employee through salary reduction or deduction.

#### E. Worker's Compensation (EBAA, GAOE)

It is the policy of the Board of Education to provide Worker's Compensation Insurance to personnel to compensate for personal injury from an accident arising out of and in the course of their job responsibilities. The following practice must be followed should an employee sustain a work-related injury that does not require calling 911 or is non-life threatening.

- The employee's supervisor must be notified as soon as possible after the accident/injury has occurred.
- The employee must contact the District Nurse as soon as possible for an assessment of the injury.
- The employee or supervisor must contact the Board Clerk as soon as possible to report the accident/injury.
- The employee and the employee's supervisor must complete the appropriate accident report forms and file these forms with the Board Clerk within 24 hours of the accident/injury.

## Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

## Coverage

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries that occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under workers compensation.

Injuries occurring at work due to horseplay are not covered under this policy. The injury must be a work related to work.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

## Coordination With Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a pro rata amount equal to the percentage of salary paid by the district.

## F. Sick Leave Policy

Sick leave may be used for illness of the employee or person living in the employee's household. Sick leave may also be used for critical illness of the employee's immediate family. Immediate family includes spouse, father, mother, brother, sister, father in-law, mother in-law, sister in-law, brother in-law, children, grandmother, grandfather, or grandchild. Sick leave will be granted at the beginning of each contract or fiscal school year as follows:

12-month employees: 12 days per contract/fiscal year, accumulate to 80  
11-month employees: 11 days per contract/fiscal year, accumulate to 80

9-month employees: 9 days per contract/fiscal year, accumulate to 80

For those employees who begin working during the year, a pro-rated schedule will be used to determine sick leave and will be subject to approval by the superintendent.

Leave to attend a funeral ~~or jury duty~~ shall be designated as sick leave.

#### G. Personal Leave Policy

Personal leave may be used at the employees' discretion. Personal leave will be granted at the beginning of each contract or fiscal school year as follows:

12- month employees: 1 day per contract/fiscal year

11-month employees: 1 day per contract/fiscal year

9-month employees: 1 day per contract/fiscal year

If you do not to use your personal leave, it will be carried over as sick leave the following year.

To maintain accurate records, even if the employee does not have leave available and will not be at work (payroll deduct) – the employee and principal are requested to complete the leave request form to the district office.

#### H. Vacations:

Employees who are contracted for less than twelve (12) months are not eligible for paid vacations. This includes employees who complete combination positions such as secretary, aide, summer work, part time custodian, bus driver and other.

Each full time twelve (12) month employee will earn a two (2) week (10 working days equivalent in hours) vacation yearly prorated to the number of hours employed to work per day. For employees who begin working during the fiscal year, a pro-rated schedule will be used to determine vacation days. Any unused vacation days at the end of the contract/fiscal year will be forfeited.

All custodians and maintenance vacations should be taken between June 1 and August 15. Arrangements for vacations are to be made with the Transportation/Maintenance Supervisor. Vacations not taken between June 1 and August 15 must be approved by the immediate supervisor. If a vacation is scheduled to fall when a paid holiday is involved, the vacation will be extended.

First year employees who resign or whose employment is terminated prior to June 30, WILL NOT be entitled to vacation pay. For employees with one year or more experience in the district, who resign giving two weeks' notice or whose employment has been terminated, the pro- rated schedule will be used to determine days of vacation earned.

I. Holidays:

A. The following is a list of paid holidays for twelve (12) month (full time) classified employees:

Independence Day

Labor Day Thanksgiving Day Christmas

Day New Years' Day Memorial

Day

B. The following is a list of paid holidays for eleven (11) month classified employees: Labor

Day

Thanksgiving Day Christmas Day New

Years' Day Memorial Day

C. The following is a list of paid holidays for nine month personnel or less (school time and/or part time): bus drivers, food service, maintenance, aide, custodians and combinations of these positions working less than eight hours per day will receive pay based on their work day for the following holidays:

Labor Day Thanksgiving Day Christmas

Day New Years' Day

Classified employees may request payment for unused sick leave upon leaving employment or retiring (retirement as defined by KPERS) if they have been employed with the district for a minimum of 5 years at a rate of one fourth the current substitute pay.

J. Absence for Jury Duty

Any employee called to jury duty will be granted paid leave, and such leave will not be deducted from the employee's credited paid leave. However, when receiving paid leave to serve on a jury, employees shall be required to remit all payments received for jury service, minus reimbursement for any meals and travel expenses, to the district office.

CIVIL RIGHTS NOTIFICATION FOR HOXIE USD 412

Hoxie, Kansas

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 412 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex age, religion or disability in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District 412 compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Jim Howard, Superintendent of Schools, 100

Queen Ave., Hoxie, Kansas 67740, 785-675-3286 or [jhoward@hoxie.org](mailto:jhoward@hoxie.org). The superintendent has been designated by Unified School District 412 to coordinate the institution's efforts to comply with regulations implementing Title VI, Title IX, and Section 504. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights.

Address correspondence to:

Office for Civil Rights, Kansas City Office

U.S. Department of Education One Petticoat Lane

1010 Walnut Street, Suite 320 Kansas City, MO 64106 Telephone: (816)

268-0550

Facsimile: (816) 268-0559 Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

# **USD 412 Job Description**

## **7-12 Secretary**

**TITLE:** 7-12 Secretary

**PURPOSE AND OBJECTIVES OF THE POSITION:** The building secretary coordinates office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the building secretary works closely with the staff and administration of the district.

**JOB LOCATION:** Secondary School Building **RESPONSIBLE**

**TO:** Principal

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Demonstrated typing and filing skills.
4. Experience in using various computers and computer programs as required.
5. Desire to continue career improvement by enhancing skills and job performance.

**ESSENTIAL JOB FUNCTIONS:**

**1. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- a. Ability to provide and to coordinate office and clerical support to assist with the efficient operation of the school.
- b. Ability to ensure all activities conforms to District guidelines.
- c. Ability to communicate and work effectively and cooperatively with members of the school district and community.
- d. Ability to react to change and frequent interruptions in a productive and positive manner, while continuing to meet deadlines as assigned.
- e. Ability to operate all equipment appropriately as required.
- f. Ability to work to implement the vision and mission of the District.

**2. JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

- a. Requires the ability to sit and/or stand for prolonged periods of time.
- b. Requires the ability to use/operate computer and office equipment for prolonged periods, including repetitive motions and computer eye fatigue.
- c. Must be able to occasionally work in noisy and crowded environments with numerous

interruptions.

d. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance):

10- key, computers and peripherals, telecommunications equipment, copier

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Coordinate and supervise office and clerical support.
2. Screen visitors and telephone calls, directing them to the appropriate person/department.
3. Screen and route incoming mail.
4. Compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
5. Obtain, gather, and organize pertinent data as needed.
6. Maintain an orderly and accurate filing system.
7. Schedule appointments and assemble material for meetings.
8. Assist in planning meeting agendas, and assist in preparing meeting summaries.
9. Distribute office passes and notes as directed.
10. Assist in the supervision and training of employees.
11. Collect, report and deposit money received by the office.
12. Prepare building financial reports.
13. Assist with enrollment.
14. Place orders for materials, verify quantities delivered and distribute to staff.
15. Coordinate all aspects of graduation.
16. Perform accounting tasks associated with all high school activity funds.
17. Prepare student and teacher handbooks.
18. Communicate with auditor in regarding to student enrollment.
19. Call students to the office and assist them with problems, such as lockers.
20. Maintain and submit a daily log of school hours completed.
21. Supervise student office aides.
22. Ability to use and handle multi-line telephone system.
23. Keep current on new information, innovative ideas and techniques.
24. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Perform other duties as assigned by the Principal.

26. Update and maintain online tools for patrons (internet, newsletter, announcements, etc.).
27. Ability to use online banking tools (bank accounts, sales online taxes, etc).
28. Contact copier repairman.
29. Mail bills every quarter for unpaid fees.
30. Assist with principal's report.
31. Update student transportation and calculate mileage for state reports.
32. Stock and maintain office/teacher supplies.
33. Assist with the end of the year checkout process for staff.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy

# **USD 412 Job Description**

## **Board Clerk**

**TITLE:** Board Clerk

**PURPOSE AND OBJECTIVES OF THE POSITION:** . The board clerk provides care and custody of the records, books, and documents of the Board of Education and provides office clerical support to assist with the efficiency of the school district. To accomplish these tasks, the board clerk must work closely with the Board of Education, the Superintendent, and the staff and administration of the district.

**RESPONSIBLE TO:** Superintendent / Board of Education

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

### **ESSENTIAL JOB FUNCTIONS – Board Clerk:**

1. Provide care and custody of the records, books, and documents of the Board of Education to ensure efficient and lawful operation of the school district.
2. Provide office and clerical support to assist with the efficient operation of the school district and maintain confidentiality.
3. Assist in maintaining financial records to ensure efficient operation of the school district.
4. Ensure that all activities conform to USD 412 guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community.
6. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Operate all equipment appropriately as required.
8. Work to implement the vision and mission of USD 412.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Experience as a secretary, with customer service skills (positive people skills with phone and face-to-face encounters).
4. Demonstrate typing, 10-key and filing skills.

5. Experience in using various computers and computer programs, including word processing, database, spreadsheet and desktop publications.
6. Knowledge of various office machines and telecommunications equipment.
7. Desire to continue career improvement by enhancing skills and job performance.

#### **JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

(Place(s) where work is performed): Central Office

1. Requires the ability to sit and/or stand for prolonged periods.
2. Requires the ability to use/operate computer and office equipment for prolonged periods, including repetitive motions and computer eye fatigue.
3. Requires the ability to manually move, lift, carry, pull or push heavy objectives or materials occasionally.
4. Must be able to frequently work in noisy and crowded environments, with numerous interruptions.
5. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance):

10-key, computers, telecommunications equipment, postage meter, binder, copier

#### **CRITICAL SKILLS/EXPERTISE:**

1. Issue, attest, sign or countersign orders, warrants, checks or other evidence of indebtedness only in the amount of funds actually on hand in the treasury of the district.
2. Assist in planning meeting agendas, and assist in preparing meeting summaries.
3. Attend all meetings of the Board of Education and keep an accurate record of proceedings.
4. Provide care and custody of the records, books, and documents of the Board of Education.
5. Notify Board of Education members of upcoming meetings and provides a copy of the minutes to each member.
6. Countersign all warrants drawn upon the treasurer by order of the Board of Education.
7. Maintain the Board of Education Policy handbook and notifies administrators of any change in Board Policy.
8. Certify to the county clerk the annual budget and tax levy.
9. On or before August 25<sup>th</sup> of each year, certify to the State Board of Education a copy of the budget adopted by the district.
10. Not later than May 1<sup>st</sup> of each odd-numbered year, certify to the county election office a list of all

school offices to be voted upon at each school election, any boundary changes of member districts since the last preceding election, and the voting plan to be used. Furnishes a copy of the above to the county election officer of each county in which a part of the territory of the School Board is located.

11. Certify to the governor vacancies in the membership of the Board of Education caused by death, removal, or resignation to a number less than four (4).
12. Answer inquiries regarding bulletins originating in this office.
13. Schedule appointments, make travel arrangements and assemble material for meetings.
14. Screen visitors and telephone calls, directing them to the appropriate location/administrator to accommodate their needs, record messages for the Superintendent.
15. Direct patron calls/visits regarding district-wide problems, concerns, and/or questions to appropriate administrator.
16. Screen and route incoming mail.
17. Mail correspondence and inserts.
18. Compose, type, and copy reports, bulletins, records, and other materials.
19. Obtain, gather, and organize pertinent data putting it into functional form.
20. Maintain an orderly filing system, including confidential files.
21. Maintain district inventory.
22. Keep student and personnel information and records confidential.
23. Maintain accurate documentation of budget expenditures.
24. Keep current on new information, innovative ideas and techniques.
25. Observe and follow all school district policies at all times.
26. Respond to information requests in a cooperative, courteous, and timely manner.
27. Perform and follow all USD 412 health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
28. Perform other duties and assume other responsibilities as assigned by the Administrative Staff.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy

## USD 412 Job Description Bus Driver

**TITLE:** Bus Driver

**PURPOSE AND OBJECTIVES OF THE POSITION:** Under general supervision, to safely drive and operate a school bus or transportation vehicle over an assigned route in the transporting of students; and to perform all related duties as assigned.

**RESPONSIBLE TO:** Director of Transportation

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

**ESSENTIAL JOB FUNCTIONS:**

1. Instruct bus riders regarding transportation policies and procedures.
2. Understand bus regulations, state law and the Motor Vehicle Code.
3. Hold required instruction and classes for Bus Driver Certificate renewal.
4. Perform safety inspections and maintenance checks.
5. Drive a school bus or transportation vehicle over an assigned route in accordance with a time schedule.
6. Perform all duties of a school bus driver.
7. Instruct students on proper bus behaviors and emergency procedures.
8. Perform all related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Possess a valid Kansas commercial drivers' license (CDL) with required endorsements.
4. Must meet all state requirements for bus drivers, including defensive driving, CPR and first aid certification.
5. Complete required physical examination for bus drivers (after employment offer is made).
6. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons

**JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS***(Place(s) where work is performed):*

1. Requires the ability to sit for prolonged periods.
2. Requires the ability to concentrate for long periods of time.
3. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
4. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
5. Requires the ability to climb and balance.
6. Requires specific driving skills.
7. Requires the ability to occasionally travel long distances and overnight travel.
8. Requires agility necessary to quickly and safely exit driver's seat and rear emergency door.
9. Must be able to work indoors and outdoors year round.
10. Must be able to work in noisy and crowded environments.
11. Must be able to work in and around dust, fumes and odors
12. Requires the ability to see clearly during all times of the day and night.
13. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to work with machines, devices & tools				X

**EQUIPMENT** *(School Bus):***CRITICAL SKILLS/EXPERTISE** *(Needed for this job specifically):*

1. Maintain safe driving practices at all times.
2. Follow provisions of the Kansas Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children
3. Perform first aide practices as needed.
4. Follow record keeping procedures established by the district.
5. Maintain accurate records and prepare correct reports.
6. Attend safety inspection meetings.
7. Operate a school bus safely and efficiently.
8. Establish and maintain effective working relationships with students, the public and staff members.
9. Immediately reports unauthorized persons to the Principal.
10. Immediately reports damaged school property to the Principal.
11. Ensure that district policies are observed at all times.

12. Keep abreast of new information, innovative ideas and techniques.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Perform other duties as assigned by Transportation Director or Administrative Staff.
15. Clean and maintain bus.

**NON-ESSENTIAL FUNCTIONS/GENERAL RESPONSIBILITIES: TERMS OF**

**EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# USD 412 Job Description Classroom

## Aide

**TITLE:** Classroom Aide

**PURPOSE AND OBJECTIVES OF THE POSITION:** The classroom aide assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the classroom aide works closely with the staff and administration of the district.

**RESPONSIBLE TO:** Principal and Teacher

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

**ESSENTIAL JOB FUNCTIONS:**

1. Assist in facilitating the personal, social, and intellectual development of students.
2. Assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ensure all activities conform to district guidelines.
4. Communicate and work effectively and cooperatively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner, while handling other tasks as assigned.
6. Operate all classroom equipment appropriately as required.
7. Work to implement the vision and mission of the district.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent.
2. Desire to continue career improvement by enhancing skills and job performance.
3. Health and Inoculation Certificate on file in the central office (after employment offer is made).

**JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

1. Requires the ability to stoop, bend, kneel, turn and reach frequently.
2. Requires the ability to sit and/or stand for prolonged periods.
3. Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.
4. Requires regular attendance and/or physical presence at the job.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X

Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance): Laminator, die cut machine, bindery machine, computers, telephone, copier

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Assist in the instruction and supervision of students.
2. Assist students with remedial work.
3. Tutor students as directed.
4. Assist with small group instruction.
5. Monitor student progress.
6. Grade papers and assist with record keeping.
7. Prepare bulletin boards, instructional materials and supplies for use.
8. Attend staff meetings and general staff meetings.
9. Assist in the maintenance and inventory of materials.
10. Work effectively with students, teachers, parents, community agencies, and other groups.
11. Implement and follow all school district policies during all activities.
12. Keep current on new information, innovative ideas and techniques.
13. Keep student information and records confidential.
14. Respond to information requests in a cooperative, courteous, and timely manner.
15. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Perform other tasks and assume other responsibilities as directed by the Instructor, Principal, or other Administrative Staff (i.e., recess duty, lunch duty, morning duty, etc.).

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# **USD 412 Job Description**

## **Cook**

**TITLE:** Cook

**PURPOSE AND OBJECTIVES OF THE POSITION:** The cook prepares and serves food to ensure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks the cook must work closely with the supervisor of school nutrition and administration of the district.

**RESPONSIBLE TO:** Supervisor of School Nutrition

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervise and coordinate food services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner, while meeting deadlines as assigned.
5. Operate all equipment appropriately as required.
6. Work to implement the vision and mission of the District.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Health and Inoculation Certificate on file in the central office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations and sanitation.
2. Successful completion of the State food service courses, including baking, main dish, sanitation and management.
3. Must be able to read and following direction on recipes and menus as needed
4. Ability to lift 30 pounds.
5. Ability to multitask and work in a crowded environment. Must be a team player.
6. Desire to continue career improvement by enhancing skills and job performance.
7. Ability to maintain a neat and clean appearance.

## JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): school kitchen

1. Requires the ability to physically move, lift, carry, pull, or push heavy objects or materials of at least 30 pounds regularly.
2. Requires the ability to stand for prolonged periods.
3. Requires the ability to stoop, bend, kneel, reach, turn and lift frequently.
4. Must be able to work in noisy and crowded environments, with **numerous interruptions.**
5. Must be able to work in a warm and humid environment.
6. Requires regular attendance and/or physical presence at the job.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read recipes, measurements, etc.				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with kitchen equipment (i.e., knives)				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance): Ovens, slicers, mixers, steam table, dishwasher, etc.

## CRITICAL SKILLS/EXPERTISE (Needed for this job specifically):

1. Attend job-related training classes and workshops and District in- service programs. Train and evaluate employees under his/her direct supervision.
2. Responsible for the daily operation of the kitchen, including the daily preparation of meals, menu calculations and assisting where needed.
3. Practice procedures in food preparation, use and care of equipment and personal habits to be sure sanitation standards are met.
4. Follow standards of safety in storing and serving food.
5. Work with personnel scheduling and keeping daily work schedules.
6. Work with the others in scheduling meal periods.
7. Observe and follow all school district policies at all times.
8. Respond to information requests in a cooperative, courteous, and timely manner.
9. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Perform other tasks and assume other responsibilities as directed by the superintendent or building principal or other supervisor.
11. Perform duties assigned by superior to prepare and serve meals in an efficient and pleasant manner.
12. Make school meals a happy learning time for all students.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# USD 412 Job Description

## Custodian

**TITLE:** Custodian

**PURPOSE AND OBJECTIVES OF THE POSITION:** Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks, the Custodian must work closely with the staff and administration of USD 412.

**RESPONSIBLE TO:** Director of Building and Grounds, Building Manager  
and Lead Custodian

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

### **ESSENTIAL JOB FUNCTIONS:**

1. Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as required.
6. Support the value of an education.
7. Support the philosophy and mission of USD 412.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision and ability to work with others.
5. Desire to continue career improvement.

### **JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

*(Place(s) where work is performed):*

1. Requires the ability to sit and/or stand for prolonged periods.
2. Requires the ability to physically move, lift, carry, pull, or push heavy objects or materials regularly.
3. Requires the ability to stoop, kneel, crawl, bend, turn, and reach regularly.
4. Requires the ability to climb and balance regularly.
5. Must be able to work indoors and outdoors year-round.
6. Must be able to work in noisy and crowded environments.
7. Must be able work in and around dust, fumes, and odors.
8. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with machines, devices & tools				X

**EQUIPMENT** (*Machines, devices, tools, etc. used in job performance*):

Floor buffer, scrubbing machines, vacuums (wet and dry), pressure washer, mowers, weed eaters and other equipment as instructed

**CRITICAL SKILLS/EXPERTISE** (*Needed for this job specifically*):

1. Keep building and premises (including sidewalks, driveways, and play areas) neat and clean at all times.
2. Clean classroom and office floors daily. Empty pencil sharpeners. Empty trash and replace bags. Dust furniture. Line up desks. Clean blackboards, erasers, and chalk trays. Sanitize classroom sinks.
3. Clean corridors each day. Dust locker tops, wash and repair as needed. Sanitize drinking fountains daily.
4. Mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers.
5. Sweep bleachers, stage, and stairs. Clean behind bleachers. Mop as needed.
6. Throughout the building, replace light bulbs as needed. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and re-coat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
7. Sweep, shovel, and sand walks as appropriate.
8. Open and close buildings each school day.
9. Raise the United States and Kansas flags before school commences and takes down the same after closing.
10. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
11. Ensure that all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
12. Operate all power cleaning equipment as directed. Maintain all power cleaning equipment properly with daily, weekly and monthly maintenance of equipment.
13. Immediately report unauthorized persons to the Principal.
14. Immediately report damaged school property to the Principal.
15. Move furniture or equipment within buildings as required.
16. Maintain mechanical equipment as directed.
17. Make minor building repairs, and promptly reports needed major repairs to the Buildings Manager.
18. Ensure that district policies are observed at all times.

19. Keep abreast of new information, innovative ideas and techniques.
20. Maintain ceiling tiles in proper condition and placement throughout the facility.
21. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Perform other duties as assigned by the Building and Grounds Supervisor or Administrative Staff.

**NON-ESSENTIAL FUNCTIONS/GENERAL RESPONSIBILITIES: TERMS OF**

**EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

## **USD 412 Job Description**

### **Director of Buildings & Grounds**

**TITLE:** Director of Buildings and Grounds

**PURPOSE AND OBJECTIVES OF THE POSITION:** Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities. To accomplish these tasks, the Director of Buildings & Grounds must work closely with the staff and administration of USD 412.

**RESPONSIBLE TO:** Superintendent

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

#### **ESSENTIAL JOB FUNCTIONS:**

1. Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Support the value of an education.
7. Support the philosophy and mission of USD 412.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Experience with institutional buildings and grounds operations.
4. Knowledge of building codes.
5. Knowledge of fire codes.
6. Minimum of 5 years' experience in property management.
7. Desire to continue career improvement.

#### **JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

*(Place(s) where work is performed):*

1. Requires the ability to physically move, lift, carry, pull, or push heavy objects or materials regularly.
2. Requires the ability to stoop, kneel, crawl, bend, turn, and reach regularly.
3. Requires the ability to climb and balance regularly.
4. Must be able to work indoors and outdoors year-round.

5. Must be able to work in noisy and crowded environments.
6. Must be able to work in and around dust, fumes, and odors.
7. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports, blueprints, etc.				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with machines, devices & tools				X

**EQUIPMENT** (*Machines, devices, tools, etc. used in job performance*):

computers, telecommunications equipment, electric lifts, boom truck, mowers, tractors, heavy equipment and maintenance tools as required

**CRITICAL SKILLS/EXPERTISE** (*Needed for this job specifically*):

1. Maintain school buildings and grounds in top condition.
2. Promote the safety, health, and comfort of students and employees in school buildings and grounds.
3. Conduct detailed inspections of buildings and grounds, and establish preventive maintenance and repair schedules for district facilities.
4. Plan and oversee all maintenance and repair work.
5. Arrange for the services of outside contractors as needed.
6. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
7. Order and maintain suitable supplies, tools, and equipment.
8. Assist the superintendent in the selection, assignment, scheduling, and training of custodial and maintenance staff.
9. Evaluate the performance of custodial and maintenance staff on a regular basis.
10. Monitor the time records of custodial and maintenance staff and certify salary payments.
11. Ensure that all activities conform to government regulations protecting the health, safety, and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by the handicapped, and playground safety).
12. Ensure that district policies are observed during all activities.
13. Keep abreast of new information, innovative ideas and techniques.
14. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Perform other duties as assigned by the Administrative Staff.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# **USD 412 Job Description**

## **District Treasurer**

**TITLE:** District Treasurer

**PURPOSE AND OBJECTIVES OF THE POSITION:** The district treasurer maintains the financial books and accounts of the district to ensure that receipts and disbursements are properly accounted for and provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks the district treasurer must work closely with the staff and administration of USD 412.

**RESPONSIBLE TO:** Superintendent

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education.

### **ESSENTIAL JOB FUNCTIONS:**

1. Maintain the financial books and accounts of the district to ensure that receipts and disbursements are properly accounted for.
2. Ensure that financial activities conform to district guidelines.
3. Communicate effectively with members of the school district and community.
4. React to change productively while handling other tasks and deadlines as assigned.
5. Appropriately operate all equipment as required.
6. Provide office and clerical support to assist with the efficient operation of the school district.
7. Support the value of an education.
8. Support the philosophy and mission of USD 412.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. File an oath of office and furnish a corporate surety bond in an amount affixed by the Board of Education or its designate.
4. Experience as a secretary.
5. Ability to compose letters.
6. Experience in using various computers and computer programs.
7. Demonstrated typing and filing skills.
8. Desire to continue career improvement.

### **JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

*(Place(s) where work is performed):* Central Office

1. Requires the ability to sit and/or stand for prolonged periods regularly.
2. Requires the ability to use/operate computer and office equipment for prolonged periods, including

repetitive motions and computer eye fatigue.

3. Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.
4. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (*Machines, devices, tools, etc. used in job performance*):

10-key, computers, telecommunications equipment, postage meter, binder, copier

**CRITICAL SKILLS/EXPERTISE** (*Needed for this job specifically*):

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Prepare financial reports.
3. Balance books and records.
4. Ensure that district policies are observed at all times.
5. Keep abreast of new information, innovative ideas and techniques.
6. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties as assigned by the Administrative Staff.
8. Compose, type, and copy correspondence, reports, bulletins, records and other materials.
9. Obtain, gather, and organize pertinent data as needed and puts into functional form.
10. Maintain an orderly filing system, including confidential files.
11. Maintain amount of building funds and other special funds, and how invested.
12. Collect and deposit all monies in the approved depositories of the Board of Education.
13. Invest idle funds within the framework of current Kansas law and in the best financial interests of the district.
14. Provide care and custody of documents representing investment securities owned by the Board of Education.
1. Keep complete & systematic records of business transactions, showing receipts and disbursements, expenditures, and accounts payable.
2. Prepare bank deposits.
3. Post cash receipts
4. Answer inquiries regarding bulletins originating in this office.
5. Perform other duties as assigned by the Superintendent.

**NON-ESSENTIAL FUNCTIONS/GENERAL RESPONSIBILITIES: TERMS OF**

**EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# **USD 412 Job Description**

## **PREK-6 Secretary**

**TITLE:** Building Secretary

**PURPOSE AND OBJECTIVES OF THE POSITION:** The building secretary coordinates office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the building secretary works closely with the staff and administration of the district.

**RESPONSIBLE TO:** Principal

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

### **ESSENTIAL JOB FUNCTIONS:**

1. Provide and to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ensure all activities conforms to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner, while meeting deadlines as assigned.
5. Operate all equipment appropriately as required.
6. Work to implement the vision and mission of the District.
7. Monitor attendance including lunch and breakfast counts and account balances.
8. Monitor bus list, bus records and communications between drivers, staff and parents.
9. Handle communications within the building including daily announcements.
10. Handle community outreach by working with local clubs and programs including helping manage their accounts (if needed) and asking as a liaison.
11. Handle medical records, student injuries, daily medication when the building nurse in not in the school.
12. Find substitutes for teacher.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Demonstrated typing and filing skills.
4. Experience in using various computers and computer programs as required.
5. Desire to continue career improvement by enhancing skills and job performance.

**JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

(Place(s) where work is performed): secondary school building

1. Requires the ability to sit and/or stand for prolonged periods.
2. Requires the ability to use/operate computer and office equipment for prolonged periods, including repetitive motions and computer eye fatigue.
3. Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.
4. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance):

10-key, computers and peripherals, telecommunications equipment, copier

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Coordinate and supervise office and clerical support.
2. Screen visitors and telephone calls, directing them to the appropriate person/department.
3. Screen and route incoming mail.
4. Compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
5. Obtain, gather, and organize pertinent data as needed.
6. Maintain an orderly and accurate filing system.
7. Schedule appointments and assemble material for meetings.
8. Assist in planning meeting agendas, and assist in preparing meeting summaries.
9. Distribute office passes and notes as directed.
10. Assist in the supervision and training of employees.
11. Assist with hiring substitutes, record staff absences, and submit staff reports to the principal and district offices
12. Collect, report and deposit money received by the office.
13. Prepare building financial reports.
14. Organize and oversee enrollment.

15. Place orders for materials, verify quantities delivered and distribute to staff.
16. Maintain and update school bell system.
17. Ability to coordinate all aspects of graduation.
18. Perform accounting tasks associated with all PREK-6 activity funds.
19. Prepare all handbooks.
20. Communicate with auditor in regarding to student enrollment.
21. Call students to the office and assist them with problems, such as lockers.
22. Maintain and submit a daily log of school hours completed.
23. Supervise student office aides.
24. Ability to use and handle a multi-line telephone system.
25. Keep current on new information, innovative ideas and techniques.
26. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Organize and oversee emergency substitute folder procedures and prepare for their arrival each morning.
28. Perform other duties as assigned by the Principal.
29. Update and maintain online tools for patrons (internet, newsletter, announcements, etc.).
30. Ability to use online banking tools (bank accounts, sales online taxes, etc).
31. Contact copier repairman.
32. Mail bills every quarter for unpaid fees.
33. Assist with principal's report.
34. Coordinate and maintain bus schedules.
35. Assist transportation director with bus routes and schedules.
36. Prepare daily attendance and lunch count for director of food services.
37. Update student operating system.
38. Perform basic nursing tasks for student and staff in absence of school nurse.
39. Assist local entities with activities in community.
40. Assist director of technology with preparation of morning announcements.
41. Update student transportation and calculate mileage for state reports.
42. Stock and maintain office/teacher supplies.
43. Assist with the end of the year checkout process for staff.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# **USD 412 Job Description Supervisor of School Nutrition**

**TITLE:** Supervisor of School Nutrition

**PURPOSE AND OBJECTIVES OF THE POSITION:** The supervisor of school nutrition supervises and coordinates the district student nutrition program to ensure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks the school nutrition coordinator must work closely with the staff and administration of the district.

**RESPONSIBLE TO:** Superintendent

**PAYMENT RATE:** Salary and benefits to be established by the Board of Education

**ESSENTIAL JOB FUNCTIONS:**

1. Supervise and coordinate district student nutrition program to insure proper nutrition and safeguard the health of students, staff, and visitors.
2. Current Certification with the Student Nutrition Association or be willing to obtain. Other examples - Successful completion of the State food service courses, including baking, main dish, sanitation and management.
3. Ensure all activities confirm to district, state, and federal guidelines.
4. Communicate effectively with members of the school district and community.
5. Facilitate and respond to change productively.
6. Responsible for financial accounting and reporting services to insure efficient operation of the student nutrition program (with assistance from district clerk).
7. Coordinate menus for school breakfast and lunch.
8. Ensure proper preparation and serving of meals at all schools.
9. Oversee the planning and preparation of special meals required for district-sponsored events.
10. Gather and maintain an updated inventory of all food, supplies, and equipment.
11. Order supplies needed for the student nutrition department.
12. Review and evaluate all requests and recommendations for the purchase of new and replacement equipment.
13. Provide on-site supervision leadership as necessary to ensure high standards of health and safety are maintained, and observe possible improvements in operations.
14. Screen, interview, and recommend the appointment of all student nutrition personnel.
15. Work with the district office to develop and maintain the student nutrition budget.
16. Responsible for applications, requests, and procedures under all state and federal programs in which this district participates (Free-Reduced Meal Program) with assistance from district secretary.
17. Evaluate student nutrition personnel.
18. Ensure all activities conform to State and district guidelines and work to implement the vision and mission of the District.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school diploma or equivalent.
2. Minimum of two years post-secondary education and/or 5 years of school nutrition experience.
3. Proven leadership in operational management.
4. Health and Inoculation Certificate on file in the central office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations and sanitation.
5. Must execute all required state and federal employment documents.
6. Other state certifications as required.
7. Practical knowledge of computers (for such items as reports, recipes, menus, as needed).
8. Desire to continue career improvement by enhancing skills and job performance.

## **JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

(Place(s) where work is performed): school kitchen

1. Requires the ability to sit and/or stand for prolonged periods.
2. Requires the ability to physically move, lift, carry, pull, or push heavy objects up to 50 lbs regularly.
3. Requires the ability to stoop, bend, and reach.
4. Must be able to work in noisy and crowded environments.
5. Must be able to work in and around fumes and odors.
6. Must be able to work in a kitchen with warm and humid conditions.
7. Requires regular attendance and/or physical presence at the job.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read recipes, measurements, etc.				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with kitchen equipment (i.e., knives)				X

**EQUIPMENT** (Machines, devices, tools, etc. used in job performance):

Computers, adding machines, ovens, slicers, steam table, mixers, dishwasher, etc.

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Develop efficient systems of food procurement, storage, preparation, service, and distribution.
2. Ensure high standards of health and safety in all student nutrition facilities.
3. Establish and maintain programs that educate students about proper nutrition, and act as a nutrition consultant for staff, parents, and community groups.
4. Monitor time records of student nutrition personnel and certify time cards for payroll. Coordinate daily work schedules.
5. Assist in the development of the student nutrition budget.
6. Ability to participate in implementing cost-containment measures while maintaining quality.
7. Provide guidance and support to orders and maintenance of adequate supplies of equipment, food, and commodities.
8. Aware of daily record of meals served and money received (which is handled by district secretary).
9. Submit invoices to the clerk of the board.
10. Supervise the preparation of and sign off as needed on all required government reports. Clerical support provided by district secretary.
11. Assist in design and development of new and renovated facilities.
12. Establish guidelines and accountability measures to ensure all district policies are observed at all times.
13. Keep abreast of new information, innovative ideas and techniques.
14. Respond to information requests in a cooperative, courteous, and timely manner.
15. Adhere to all district, state, and federal health and safety policies, including all precautions of the Bloodborne Pathogens Control Plan.
16. Other duties as assigned by the superintendent or designee.

**TERMS OF EMPLOYMENT:** At will.

**EVALUATION:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

# USD 416 Job Description

## Director of Technology

**TITLE:** Director of Technology

**PURPOSE AND OBJECTIVES OF THE POSITION:** The Director of Technology is to plan, organize, direct, supervise and evaluate the acquisition and application of technology in support of all District activities; coordinate the development and implementation of the District's technology master plan; coordinate, organize and supervise staff development, training and technical guidance in software, educational technology and use of systems; assist in the development of the District's technology budget and pursuing alternative funding sources.

**RESPONSIBLE TO:** Superintendent and Principal **PAYMENT RATE:**

According to the Negotiated Agreement **ESSENTIAL JOB**

### **FUNCTIONS:**

1. Collaborate with internal and external personnel (e.g. other administrators, hardware/software providers, consultants, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
2. Develop and monitor the District web site for the purpose of providing information regarding the activities of the District.
3. Develop liaisons with business sources and school support groups for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, expertise and/or community support.
4. Direct department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
5. Facilitate meetings, workshops, seminars, etc. (e.g. technology committee, personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
6. Manage the development of the district wide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff and district administrators.
7. Monitor 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.
8. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
9. Prepare a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.

10. Provide leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
11. Research topics related to current and emerging technology (e.g. relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
12. Respond to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's degree from an accredited college/university.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely 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; and administering personnel policies and procedures.
4. KNOWLEDGE is required to perform advanced math; 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 regulations; personnel processes; standard business practices; current generation and emerging programming languages; networking technologies and operating systems.
5. 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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. 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.

#### **JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

1. Requires the ability to sit and/or stand for prolonged periods.
2. Requires the ability to physically move, lift, carry, pull, or push heavy objects or materials frequently.
3. Requires the ability to stoop, bend, and reach frequently.
4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence at the job.

#### **General Responsibilities:**

1. Demonstrate awareness of the needs of students and provide for individual differences.

2. Demonstrate effective interpersonal relationships with others.
3. See that district policies are observed during all activities.
4. Keep abreast of new information, innovative ideas and techniques.
5. Obtain advance approval of the Principal for all activities and expenditures.
6. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Communicate effectively with members of the school district and community.
8. Work effectively with community organizations.
9. Serve technology and other appropriate committees.
10. React to change productively and handle other tasks as assigned by the Principal or Administrative Staff.
11. Support the value of an education.
12. Support the philosophy and mission of USD 412.
13. Other duties as assigned by the Principal, or other Administrative Staff.

<b>Physical Requirements</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing			X	
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

**EQUIPMENT** (*Machines, devices, tools, etc. used in job performance*):

computers, copiers, telecommunications equipment, laminators, and a wide variety of audio-visual equipment (such as overhead and opaque projectors, VCR's, DVD players, tape and CD players, camcorders, digital cameras, LCD/multimedia projectors, Mimio, School Note Pad, etc.).

**TERMS OF EMPLOYMENT:** Negotiated contract

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the USD 412 Board of Education's policy.

# Hoxie Community SCHOOL DISTRICT

## Support Staff Evaluation Form 2017-2018 School Year

Employee: \_\_

Position Title: \_\_

Evaluator: \_\_

School: \_\_

**Performance Criteria****(Please see Support Staff Evaluation Rubric)**

Performance standards are either expressed or implied as an integral part of support staff job descriptions/responsibilities.

**Performance Level****(Please check appropriate box)**

4 = Significant Strength 3 =  
Proficient

2 = Basic

1 = Area of Concern

Significant Strength	Proficient	Basic	Area of Concern
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

## 1. DEPENDABILITY

(demonstrates commitment to demands of the job; meets deadlines)

## 2. ATTITUDE

(flexible, respectful, cooperative)

## 3. INITIATIVE

(self-motivated, resourceful; independent)

## 4. JUDGEMENT

(discretion, confidentiality)

## 5. FOLLOWS CHAIN OF COMMAND

## 6. TEAMWORK

## 7. JOB KNOWLEDGE

## 8. PROFESSIONAL GROWTH

## 9. OVERALL EVALUATION

## 10. ATTENDANCE

Satisfactory ☐ Unsatisfactory ☐

*Attendance Comments:***CONTINUED ON NEXT PAGE**



**Hoxie Community School District Support  
Staff Evaluation Form (Continued)**

Name of Employee: \_\_

Evaluation of goals from the start of the school year: \_\_

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Evaluator's Comments: \_\_

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Employee's Comments: \_\_

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Evaluator and administrator must sign before this evaluation is presented to the employee.

Signature of Evaluator

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Signature of Administrator

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Date

The \_\_\_\_\_  
employee's signature indicates only that he/she has seen this evaluation and does not indicate agreement or disagreement with the evaluation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_

# Hoxie Community School District

## Support Staff Evaluation Rubric

<b><u>Job Standard</u></b>	<b><u>Significant Strength</u></b>	<b><u>Proficient</u></b>	<b><u>Basic</u></b>	<b><u>Advisory</u></b>
<b>1) Dependability</b>	<ul style="list-style-type: none"> <li>* Gives administration advanced written notice when absence is anticipated</li> <li>* Consistently completes tasks and meets deadlines, sometimes in advance of schedule</li> <li>* Initiates communication with supervisor re: status of ongoing or unfinished projects</li> </ul>	<ul style="list-style-type: none"> <li>* Prepared to start work on time</li> <li>* Informs administration of absence in a timely manner</li> <li>* Completes tasks and meets deadlines</li> </ul>	<ul style="list-style-type: none"> <li>* Arrives at work on time</li> <li>* Follows sub-line and/or emergency absentee procedures</li> <li>* Generally completes tasks on time</li> </ul>	<ul style="list-style-type: none"> <li>* w</li> <li>* *</li> <li>* ac</li> <li>* al</li> <li>* *</li> <li>* ta</li> <li>* in</li> </ul>
<b>2) Attitude</b> <ul style="list-style-type: none"> <li>* flexible</li> <li>* respectful</li> <li>* cooperative</li> </ul>	<ul style="list-style-type: none"> <li>* Volunteers for unanticipated assignment</li> <li>* Engages in unplanned activities when schedule is unexpectedly open</li> </ul>	<ul style="list-style-type: none"> <li>* Anticipates schedule changes and adjusts activities accordingly</li> <li>* Independently identifies where assistance is needed and provides it</li> </ul>	<ul style="list-style-type: none"> <li>* When given direction accepts unanticipated scheduled assignment</li> <li>* Upon request will assist students, co-workers and supervisors</li> </ul>	<ul style="list-style-type: none"> <li>* re</li> <li>* is</li> <li>* *</li> <li>* al</li> <li>* *</li> <li>* ne</li> <li>* as</li> </ul>
<b>3) Initiative</b> <ul style="list-style-type: none"> <li>* self-motivated</li> <li>* resourceful</li> <li>* independent</li> </ul>	<ul style="list-style-type: none"> <li>* Anticipates needs and assists where needed</li> <li>* Suggests solutions and ideas to supervisor/administration</li> </ul>	<ul style="list-style-type: none"> <li>* Asks questions to improve job performance or secure resources</li> </ul>	<ul style="list-style-type: none"> <li>* Sometimes appears indifferent towards work assignments</li> <li>* Makes improvements only when directed</li> </ul>	<ul style="list-style-type: none"> <li>* *</li> <li>* ha</li> <li>* re</li> <li>* *</li> <li>* su</li> <li>* or</li> <li>* m</li> </ul>
<b>4) Judgment</b> <ul style="list-style-type: none"> <li>* discretion</li> <li>* confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>* Protects confidentiality of student/family/colleague/other</li> <li>* Seeks out information related to law or school policy and rules</li> </ul>	<ul style="list-style-type: none"> <li>* Implements all school and district guidelines for confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>* Practices confidentiality by implementing school/district 'need to know' guidelines</li> <li>* Reports violations of law or school policy and rules to administration</li> </ul>	<ul style="list-style-type: none"> <li>* *</li> <li>* d</li> <li>* in</li> <li>* *</li> <li>* la</li> <li>* ru</li> </ul>

## Support Staff Evaluation Rubric (Continued)

<b><u>Job Standard</u></b>	<b><u>Significant Strength</u></b>	<b><u>Proficient</u></b>	<b><u>Basic</u></b>	<b><u>Advisory</u></b>
<b>5) Follows chain of command when communicating with coworkers, teachers, other professional staff and administration.</b>	<ul style="list-style-type: none"> <li>* Differentiates between decisions that need administrator approval from those that are within the employee's role</li> <li>* Initiates and responds to contact with supervising teacher or others by written or oral means</li> <li>* Volunteers to assist others in record keeping or reporting tasks</li> </ul>	<ul style="list-style-type: none"> <li>* Appropriately seeks out direction from supervisor</li> <li>* Independently completes forms and reports accurately</li> <li>* Responds to all requests for information</li> </ul>	<ul style="list-style-type: none"> <li>* Follows supervisor's directions</li> <li>* With supervision, can complete forms required by district in a timely manner</li> <li>* Inconsistently responds to written or verbal requests for information</li> </ul>	<ul style="list-style-type: none"> <li>* Supervisor's directions</li> <li>* With supervision, can complete forms required by district in a timely manner</li> <li>* Inconsistently responds to written or verbal requests for information</li> </ul>
<b>6) Teamwork</b>	<ul style="list-style-type: none"> <li>* Works well with others, including coworkers, administration and students</li> <li>* Demonstrates excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>* Congenial and cooperative</li> <li>* Ability to work well with others</li> </ul>	<ul style="list-style-type: none"> <li>* Cooperates with others when required</li> <li>* Limited interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>* Works well with others, including coworkers, administration and students</li> <li>* Demonstrates excellent interpersonal skills</li> </ul>
<b>7) Job Knowledge</b>	<ul style="list-style-type: none"> <li>* Very good knowledge and skills to perform job</li> <li>* Understands all phases of work with little or no coaching</li> </ul>	<ul style="list-style-type: none"> <li>* Sufficient knowledge and skills to perform job</li> <li>* Usually quick to understand &amp; learn</li> </ul>	<ul style="list-style-type: none"> <li>* Sufficient knowledge and skills to perform job at a basic level</li> <li>* Requires frequent instruction &amp; explanation</li> </ul>	<ul style="list-style-type: none"> <li>* Sufficient knowledge and skills to perform job at a basic level</li> <li>* Requires frequent instruction &amp; explanation</li> </ul>
<b>8) Professional Growth</b>	<ul style="list-style-type: none"> <li>* Attends training offered by district or school</li> <li>* Furthers education through college courses or conferences</li> </ul>	<ul style="list-style-type: none"> <li>* Attends most training offered by district or school</li> <li>* Demonstrates interest in expanding skill set for the job</li> </ul>	<ul style="list-style-type: none"> <li>* Attends training as required by administration</li> <li>* Little interest in expanding skills beyond basics needed for the job</li> </ul>	<ul style="list-style-type: none"> <li>* Attends most training offered by district or school</li> <li>* Demonstrates interest in expanding skill set for the job</li> </ul>
<b>9) Overall Evaluation</b>	<ul style="list-style-type: none"> <li>* Performance is excellent overall in most categories</li> </ul>	<ul style="list-style-type: none"> <li>* Performing at above average in most categories</li> </ul>	<ul style="list-style-type: none"> <li>* Performing to minimum required in most categories</li> </ul>	<ul style="list-style-type: none"> <li>* Performing to minimum required in most categories</li> </ul>

USD 412 Classified Salary Schedule

9.00	9.25	9.50	10.00	10.50	11.50	13.50
9.15	9.40	9.65	10.15	10.65	11.65	13.80
9.30	9.55	9.80	10.30	10.80	11.80	14.10
9.45	9.70	9.95	10.45	10.95	11.95	14.40
9.60	9.85	10.10	10.60	11.10	12.10	14.70
9.75	10.00	10.25	10.75	11.25	12.25	15.00
9.90	10.15	10.40	10.90	11.40	12.40	15.30
10.05	10.30	10.55	11.05	11.55	12.55	15.60
10.20	10.45	10.70	11.20	11.70	12.70	15.90
10.35	10.60	10.85	11.35	11.85	12.85	16.20
10.50	10.75	11.00	11.50	12.00	13.00	16.50
10.65	10.90	11.15	11.65	12.15	13.15	16.80
10.80	11.05	11.30	11.80	12.30	13.30	17.10
10.95	11.20	11.45	11.95	12.45	13.45	17.40
11.10	11.35	11.60	12.10	12.60	13.60	17.70
11.25	11.50	11.75	12.25	12.75	13.75	18.00
11.40	11.65	11.90	12.40	12.90	13.90	18.30
11.55	11.80	12.05	12.55	13.05	14.05	18.60
11.70	11.95	12.20	12.70	13.20	14.20	18.90
11.85	12.10	12.35	12.85	13.35	14.35	19.20
12.00	12.25	12.50	13.00	13.50	14.50	19.50
12.15	12.40	12.65	13.15	13.65	14.65	19.80
12.30	12.55	12.80	13.30	13.80	14.80	20.10
12.45	12.70	12.95	13.45	13.95	14.95	20.40
12.60	12.85	13.10	13.60	14.10	15.10	20.70
12.75	13.00	13.25	13.75	14.25	15.25	21.00
12.90	13.15	13.40	13.90	14.40	15.40	21.30
13.05	13.30	13.55	14.05	14.55	15.55	21.60
13.20	13.45	13.70	14.20	14.70	15.70	21.90
13.35	13.60	13.85	14.35	14.85	15.85	22.20

Scale A                  Scale B                  Scale C                  Scale D                  Scale E                  Scale F                  Scale G

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Scale A:	Scale B:	Scale C	Scale D	Scale E	Scale F	Scale G Para
	Para	Para	Para	Para	Custodial	Specialist Cooks
	Cooks	Cooks	Cooks	Cooks		
				Custodial		
* Education				Plus 30	Plus 60	AA / Plus 90
					Plus 30	BA/BS
Bus Drivers				* No additional columns for cooks /		
* \$29.00 per route						p a r a s
*\$13.15 per hour during activates						

**Family and Medical Leave (GARI)**

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the

jobfunctions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service by the employer, and has been employed at least 1250 hours during the preceding year, and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite. (29 CFR 825.110)

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

1. The reasons that leave will count as family and medical leave;
  2. Any requirements for medical certification;
  3. Employer requirement of substituting paid leave;
  4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
  5. Right to be restored to same or equivalent job; and
  6. Any employer required fitness-for-duty certification.
- Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.