

Classified Employee Handbook



**Hoxie Community Schools
Unified School District 412**

2026-2027

Acknowledgment of Receipt of Classified Employee Handbook

I, _____ acknowledge that I have received (or had electronic access to) the USD 412 Classified Employee Handbook for the 2026–2027 school year. I further acknowledge that I have read it and understand its contents.

The most recent version of the handbook is always available at www.hoxie.org

Further, I understand:

- **This handbook is not an employee contract and is not to be considered an expressed or implied contract between the district and the employee. No employee has authority to create an employment contract by modifying this document.**
- **As a condition of employment, I agree to follow rules and regulations adopted by the Board of Education.**
- **This handbook may be changed or modified, and items may be added or deleted, at any time as recommended by the superintendent and approved by the Board of Education.**
- **Classified employees are employed at will, and employment may be terminated at any time, with or without cause. Classified employees employed under a written contract may still be employees at will in accordance with the contract. Employment may be terminated as provided in the written contract.**
- **In the event of a conflict between this handbook and Board policy, Board policy prevails.**
- **Signing of this acknowledgment does not waive any of the employee's constitutional or statutory rights.**

Employee Name (print): _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Position(s): _____

Date Filed: _____

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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 (the Board) action. The Board of Education retains its legal authority to 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 USD 412. This will include but is not limited to school board policies, school handbooks and applicable federal and state statutes.

Employees are expected to:

- Conduct themselves professionally in all public communications, including on social media.
- Refrain from making public comments that unnecessarily disparage the district, its employees, students, or programs.
- Address workplace concerns through established district procedures rather than through public forums.
- Maintain respectful and professional working relationships with colleagues and members of the community.

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

- Physical or verbal abuse of, or threat of harm to, anyone;
- Causing damage, or threat of damage, to district property;
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds;
- Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances;
- Use of profane or abusive language, symbols, or conduct;
- Harassment or discriminatory behaviors;
- 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
- Carrying or possessing of a weapon on school grounds without authorization from the appropriate school administrator.

Drug Free Schools and Communities Act/Drug Free Workplace

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, employees shall comply with the district's Drug and Alcohol- Free Schools and Workplace policy.

Tobacco and Electronic Cigarette Use

The use, possession, or promotion of any tobacco by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. 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

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

Ethics

A staff member in the performance of their duties shall:

- Recognize the basic dignity of all individuals with whom they interact in the performance of their duties; and
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates for whom they are responsible.

Sex-Based Discrimination (GAAC)

Discrimination on the basis of sex, including sexual harassment, of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

“Sex-based discrimination” means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Domestic Violence” includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Kansas.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

“Sexual harassment” means conduct on the basis of sex involving one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcomed sexual conduct;
2. unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s educational program or activity; or
3. sexual assault, dating violence, domestic violence, or stalking.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sex-based discrimination, including sexual harassment, by employees will be promptly investigated and resolved. Filing a complaint of sex-based discrimination, including sexual harassment, will not adversely affect an employee’s job security, status, compensation, or work assignment.

Employees who believe they have been subjected to sex-based discrimination, including sexual harassment, shall report the complaint to the Title IX Coordinator, the employee’s supervisor, or other designated district official.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee’s supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment may face disciplinary action.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Racial and Disability Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and, at all school-sponsored activities, program or events.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material. Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

Bullying by Staff

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member 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 that includes 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

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.

The building administrator should 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 ~ 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 ~ 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's 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 include, but are not limited to, employees working in maintenance, custodial, grounds, transportation, food service, daycare, secretarial, aide, and paraprofessional positions.

Glossary of Terms for Classified Personnel

Time worked is calculated as stated in each employee's individual work agreement. All classified employees are required to submit a timecard signed by their immediate supervisor.

<u>Hourly Employee:</u>	An employee who receives a "Work Agreement" specifying daily hours, hourly wage, workdays per year, their immediate supervisor, and other terms of employment deemed necessary by the district.
<u>Salaried Employee:</u>	An employee who receives a contract specifying duties, annual salary, and other terms of employment deemed necessary by the district. If the employee is non-exempt as defined under the Fair Labor Standards Act (FLSA), overtime will be paid.
<u>Full-Time (12-Month) Position:</u>	An employee who works 8 hours per day, 40 hours per week, 260 days per year.
<u>Full-Time (11-Month) Position:</u>	An employee who works 8 hours per day, 40 hours per week, 240 days per year.
<u>School-Time (9-Month) Position:</u>	An employee whose work schedule is aligned with the school year (e.g., teacher aides, food service staff, building personnel, and paraprofessionals). Typically, school-time employees do not work when school is not in session. A school-time employee works 7–8 hours per day, between 170 and 190 days per year, as specified in the employee's individual work agreement or contract.
<u>Part-Time Position:</u>	An employee who works fewer than 7 hours per day and fewer than 30 hours per week
<u>Contracted Position:</u>	Any position (full-time or part-time) governed by a written contract. The contract is "at will" and may be ended by either party in accordance with the notice requirements set forth in the contract. *The requirements of the contract shall apply except in emergency situations.

Temporary Position:

A temporary position may be full-time or part-time and is a substitute or other nonrecurring role lasting no more than 90 calendar days.

Seasonal Position:

A position lasting less than six consecutive months that may recur each year.

Overtime:

Hours worked in excess of 40 hours per work week. All overtime must receive advance approval from the superintendent. Paid leave hours (including sick leave, personal leave, vacation leave, discretionary leave, and paid holidays) do not count as hours worked for purposes of calculating overtime.

Work Week:

Begins at 12:00 a.m. on Monday and ends at 11:59 p.m. the following Sunday.

I. 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

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, custodial 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 may request transfers, but all transfers require the superintendent's approval. If a transfer request cannot be honored during the current contract year, such requests will remain current and be considered throughout the duration of that contract year. Requests are filed with the superintendent through the employee's direct supervisor. Transfer requests may also be initiated by the employee's direct supervisor.

E. Supervision

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

Supervisor	Positions Supervised
Food Service Director	Lead Cook
Lead Cook	Cooks, Lunchroom Monitors
Director of Maintenance/Transportation	Groundskeepers, Maintenance, Mechanics, Head Custodians, Custodians, Bus Drivers
Building Principals	Paraprofessionals, Secretaries, Aides, Computer Technicians, and all other classified personnel assigned to their buildings
Superintendent & Board of Education	Board Clerk/District Secretary
District Secretary	Assistant District Secretary
Superintendent	Daycare Providers

F. Suspension

The superintendent may suspend classified employees with or without pay. An employee suspended without pay continues to receive pay until informed of the reason for the suspension and given an opportunity to respond.

G. Grievance Procedure

The purpose of this procedure is to provide a method for resolving any grievances arising from interpretation or application of district rules, regulations, or policies that affect employee-employer relationships.

Each employee is urged to confer, in an informal manner, with their 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 respond in writing within 10 days. If the response is unsatisfactory 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 10 days.

No reprisals of any kind will be taken by the district or the school administration against any employee for using this grievance procedure.

H. Personnel Evaluation

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

Classified employees shall be evaluated by their immediate supervisor. The evaluation will consider their personal qualities, job performance, and other duties and skills outlined in their job description. After both parties sign the evaluation, a copy will be given to the employee and the original 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 from either party should be discussed when needed. (Appendix A)

I. Resignation/Termination

Any employee who wishes to resign should submit a written notice to their immediate supervisor at least 10 working days prior to the resignation date.

Employment may be terminated by the superintendent at any time. A termination letter will be delivered to the employee by administration or their immediate supervisor at least 10 working days prior to the date of termination.

J. Attendance

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.

Employees should provide as much notice as possible for planned absences. If an unplanned absence arises, the employee's immediate supervisor or building principal must be notified no later than one hour before the employee's scheduled start time (or as soon as practicable in emergencies). Supervisors or building principals must be informed of the expected length of absence and the anticipated return or arrival time.

Absences due to an illness lasting 3 or more consecutive workdays require documentation from a health care provider, including a release to return to work.

Excessive or patterned absences or lateness may result in disciplinary action, up to and including termination. Absences of 3 consecutive workdays without notice will be treated as a voluntary resignation, unless prohibited by law.

K. Personal Communications Device Usage Policy

Employees shall make an effort to use such devices only in appropriate situations and locations. This policy applies to all personal devices including phones, tablets, smartwatches, and any device capable of messaging, recording, or photographing.

The district is not responsible for the loss, theft, or damage of personal devices brought to school.

General Use at Work

While at work, employees are expected to exercise the same discretion with using personal devices as they would when using district devices. Personal calls, texts, and other non-work activities should occur only during scheduled breaks or lunch periods. Keep devices on silent or vibrate to avoid disrupting instruction, and do not use personal devices when students are present unless the activity is part of an approved lesson or an emergency response.

Camera/Recording Device Usage

To protect student privacy, employees may not photograph, video-record, or audio-record students without prior approval from school administration. This restriction applies on school grounds, at school-sponsored events, and during off-campus activities.

L. Social Media Connections Policy (See IIBGC)

Employees are encouraged to use district electronic mail and other district technology and resources to promote student learning and to communicate with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools utilized by employees with students shall be used in accordance with law and appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, administrators, classroom teachers, and extracurricular and co-curricular activity coaches and sponsors, may set up social media accounts using district technological resources, and following district policy and procedures to promote and enhance communications with students, parents, and the community concerning school-related programs and activities as well as for the purpose of supplementing classroom instruction. Social media sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities, as allowed by law and this policy.

Definitions

For purposes of this policy, a “social media platform” is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly

viewable. “Social media platform” includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). “Social media platform” does not include:

- Any online website or application whose primary purpose is educational;
- Any platform approved by the board if such platform:
 - Is owned, licensed, or contractually controlled by the school district;
 - allows for required user accounts;
 - allows communications to be monitored, archived, retained, or audited in compliance with policy or law;
 - is accessible to parents or guardians; and
 - used by employees in accordance with policy;
- email;
- direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and
- any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.

For purposes of this policy, “official school purposes” means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events.

“Official school purposes” does not include private communications, direct communications, or two-way communications with any student.

Use of Social Media for District Purposes

In order for district employees to utilize a social media platform for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request permission from the superintendent or the superintendent’s designee(s) prior to using any social media platform for district purposes.
2. If permission is granted, staff members will set up the page or account following all district policy, administrative procedures, and directives. This shall include, but may not be limited to, limiting the employee to using only board approved social media platforms for official school purposes and giving administrative access and editing rights to designated district or school officials.
3. If the expenditure of district funds is required to complete the set-up or maintenance of the page or account, the requesting staff member shall present an itemized summary of such costs to the superintendent for appropriate approval.
4. Once the page or account is in use, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the platform page or account to promote safe and acceptable use and compliance with district policies, administrative guidelines, directives, and applicable law; and

- b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law

Prohibitions Regarding Social Media Platforms

No employee of the district shall privately or directly communicate with any student through a social media platform, except as expressly permitted under this policy. This prohibition applies regardless of whether communication occurs during or outside the school day.

No employee shall require a student to use a social media platform for any assignment or extracurricular activity.

The provisions of this policy do not apply to any virtual school, as defined by Kansas law.

Uses of Social Media Platforms for Official School Purposes

The board may approve specific social media platforms for employee use for official school purposes, and employees are expected to utilize only board approved social media platforms in the performance of any district related work responsibilities, including the posting of information on behalf of district programs, clubs, and activities.

Board-approved social media platforms may be used by employees only for the following purposes:

- Posting or broadcasting one-way, public communications; and
- sharing general information related to school programs, activities, or events.

Employees shall not use social media platforms for any form of two-way interaction with students, including but not limited to:

- Private or direct messaging;
- comment-based conversations; or
- other two-way exchange of individualized messages with a student.

Other Online Platforms

Employees may communicate with students through district approved platforms that are not classified as social media platforms, provided such use complies with board policy and applicable law. These platforms may include:

- District email accounts;
- district learning management systems;
- board approved messaging, notification, or collaboration platforms; and
- direct messaging applications.

Disciplinary Actions

Staff members are strongly discouraged from creating personal social media accounts with which they connect with current or future students (other than immediate family members). Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology, social media, or online resources violates board policy, or administrative regulations and/or procedures, or supervisory directives; Kansas law regarding social media platform use by school employees; statutory or regulatory provisions governing employee conduct or the protection of student

record information; or if it impairs the staff member's job performance or effectiveness in the work setting.

District staff shall protect the health, safety, and emotional well-being of students and confidentiality of student information both in the school setting and in their offsite, online actions. Conduct in violation of this policy, including, but not limited to, acts relating to the use of technology, any social media platform, or online resources, may form the basis for disciplinary action up to and including termination from employment.

M. Audio and Visual Surveillance

To help maintain a safe and secure environment for students, staff, and visitors, the District may use audio and visual surveillance cameras in public and common areas on District premises (e.g., entrances, hallways, cafeterias, parking lots). The primary purposes are to enhance safety, deter unauthorized access, protect property, and support timely response to incidents and emergencies.

Cameras are not intended to monitor or record private activities. Cameras and audio features will not be used in private areas. Recordings are used only for legitimate safety, security, or investigative purposes and will be accessed only, when necessary, by authorized personnel.

The District will handle all recordings in accordance with Board policy and applicable law, including confidentiality and student privacy requirements. The District is committed to respecting the privacy and dignity of individuals and will use any footage only as allowed by policy and law.

II. Payroll Information, Compensation, Benefits and Services Compensation

1. Payroll Information

District employees are required to submit the following documents to the Board Clerk at the District Office prior to their first day of work:

- Form W-4 (Federal Withholding Certificate)
- Form K-4 (Kansas Withholding Certificate)
- Form I-9 (Employment Eligibility Verification)
- Copy of driver's license
- Copy of Social Security card
- Certification of Health
- Tuberculosis (TB) skin-test
- Signed Oath of Allegiance
- KPERS Enrollment Form (if eligible)

Timecards and PayClock

- Timecards are required for all employees and must be signed by the employee and their immediate supervisor or building principal.
- Employees must clock in at the start of each workday and clock out at the end of each workday.
- Employees must clock out and clock back in for a 30-minute minimum lunch break, unless otherwise approved.
- **Mobile clock-in is not permitted.** All classified employees must clock in/out at their assigned building.
- It is a violation of this policy to clock in or out for another employee. **“Forgetting” to use the time clock may also be treated as a violation. Violations may result in disciplinary action, up to and including termination.**

Submitting Timecards

- Timecards must be submitted to the District Office **no later than noon on the second working day after the pay period ends.**
- Any correction, addition, or deletion to a timecard must be made and verified by both the employee and the employee’s direct supervisor.

Submitting Leave Requests

- All leave requests must be submitted through Web Link and approved by the employee’s immediate supervisor.
- Employees who have exhausted all available leave must continue to submit leave requests through Web Link.
- Planned Leave should be submitted in advance whenever possible.
- In the event of an emergency absence, leave should be entered as soon as reasonably possible upon the employee’s return to work.
- All absences must be submitted no later than noon on the second working day after the pay period ends.
- Employees are responsible for ensuring all leave is entered accurately and reflects actual leave taken.

Payroll Schedule

Employees are paid on the 1st of each calendar month. If the 1st falls during a bank holiday or weekend, the pay date will be on the first working day after the 1st of the month.

Overtime

- **No overtime may be worked unless approved in advance by the superintendent.**
- All approved overtime must be recorded on the employee’s timecard.
- Overtime is paid at the rate required by current law for hours actually worked in excess of 40 hours in a workweek. Paid leave does not count as hours worked for overtime purposes.

2. Salary

Classified employees shall be paid in compliance with federal wage and hour laws at rates established by the Board of Education.

Initial placement of new employees is based on relevant prior work experience, professional training, and the responsibilities of the position.

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

Salary/wage increases, when granted, will take effect August 1 of each year or on the employee's first scheduled work day thereafter. (See Appendix B.)

3. Kansas Public Employee Retirement System (KPERS)

Employees who work for the district 630 hours or more per calendar year are required to participate in the Kansas Public Employees Retirement System (KPERS).

An employee contribution, at the rate set by current law will be deducted each pay date. Complete information about KPERS is available at the District Office.

4. Health Insurance

Employees who are regularly scheduled to work 30 or more hours per week, as defined by Blue Cross & Blue Shield of Kansas (BCBSKS) may elect to participate in the district's health insurance plan.

Employees who enroll in the health insurance plan will receive a fringe benefit amount, as determined annually by the Board of Education, to be applied toward the BCBSKS premium. Any remaining premium will be withheld from the employee's paycheck through payroll deduction. Details are available at the District Office.

Employees who are KPERS eligible may participate in the district's cafeteria fringe benefit plan. All such benefits shall be the responsibility of the employee through salary reduction or deduction. All full-time and school-time employees will receive a fringe benefit amount determined by the Board of Education to be applied to any salary-reduction option under the plan with proof of coverage under another group health plan.

Any amount beyond the Board approved fringe contribution is the employee's responsibility via payroll deduction or reduction.

Participation in both health insurance plans and cafeteria benefit plans is optional. An employee may choose to waive any or all available coverage.

5. Workers' Compensation

The Board of Education provides workers' compensation coverage for personal injury or occupational disease arising out of and in the course of their job responsibilities.

A. Reporting & Medical Care

If an injury does **not** require calling 911 or is non-life threatening, the following steps must be taken:

1. Notify your supervisor as soon as possible after the accident/injury.
2. Contact the District Nurse as soon as possible for an assessment of the injury.
3. Report the accident/injury to the Board Clerk as soon as possible.
4. Both the employee and their immediate supervisor must complete, sign and file the required accident report forms with the Board Clerk within 24 hours of the accident/injury.

If an injury is an emergency, call 911, and complete the notification and reporting steps as soon as practical.

B. Statutory Notice Requirement

Employees must notify the employer within 30 days of an accident or the claim may be barred under Kansas workers' compensation law. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the District Office.

C. Coverage & Exclusions

Benefits apply to injuries from accidents or occupational diseases arising out of and in the course of employment with the district. The following are **not** covered:

- Injuries that occur during recreational or social events when the employee is under no duty to attend and the injury is unrelated to normal job duties. Injuries resulting from horseplay.
- Injuries that are not work related

D. Returning to Work and Documentation

Any employee who is off work and receiving workers' compensation must provide the Board Clerk a written release from the treating physician before returning to work.

Employees should seek medical treatment through the district's designated workers' compensation medical provider unless otherwise directed. Choosing another provider may limit reimbursement as provided by board policy and Kansas law.

If an employee is released to return to work by a physician and fails to do so, all sick leave benefits will cease, and workers' compensation benefits will be restricted as provided by current statute.

E. Coordination with Leave Benefits

- Workers' compensation pays medical expenses and wage benefits to the extent required by statute.
- While receiving workers' compensation or district paid disability benefits, an employee may use available paid sick leave to supplement the workers' compensation or district paid disability insurance payments, as long as total compensation does **not** exceed 100% of the employee's regular salary
- Sick leave will be deducted on a pro rata basis equal to the percentage of salary paid by the district.
- Supplementation ends when: (1) the employee's available paid sick leave is exhausted; (2) the employee returns to work; or (3) employment is terminated.

6. Absence for Jury Duty

Employees called to jury duty will be granted paid leave that is not deducted from existing accrued leave balances. While on paid jury duty leave, employees must remit all compensation received for jury service, excluding reimbursement for mileage, meals, or other documented expenses to the District Office.

Employees must notify their immediate supervisor or building principal as soon as practicable after receiving a summons, provide the District Office with a copy of the summons and any related court documentation, and, if released from service for part of a workday, report to work if it is reasonable and practical to do so given the time remaining in the day.

7. School Closing Leave Policy

All full-time, school-time employees (as defined in this handbook) will be entitled to the equivalent of five days of school closing leave each school year. Bus drivers will be entitled to school closing leave equivalent to six regular bus routes.

This leave can only be used for **unscheduled full day closures**. It cannot be used for scheduled or unscheduled late starts or early releases. This leave is in addition to any other paid leave available to the employee. This leave must be used during the 2026-2027 school year and will not be carried over to a subsequent year.

Eligible employees who begin work after the start of the school year will earn a prorated amount of school closing leave based on the remaining working days. The prorated school closing leave is subject to superintendent approval.

8. Bus Driver Leave Policy

All leave must be reported to and approved by the Transportation Director and recorded on the employee's weekly timesheet. Employees will continue to report and record absences, even after exhausting all available leave. These absences will be considered leave without pay.

All leave must be exhausted before an employee may take leave without pay.

Eligible employees who begin work after the start of the school year will earn a prorated amount of leave based on the remaining working days. The prorated leave is subject to superintendent approval.

At the end of each school year, unused personal leave will be added to the employee's accumulated sick leave balance. Any sick leave in excess 80 routes will be forfeited.

Leave for bus drivers will be granted as follows:

Sick Leave: 9 routes per school year; accumulates to a maximum of 80 routes.

Personal Leave: 1 route per school year; does not accumulate.

Discretionary Leave: not eligible

Sick Leave

Sick leave is provided for:

- the employee's own illness, injury, or medical/dental appointment(s);
- the illness, critical illness, injury, or medical/dental appointment(s) of an immediate family member or any person residing in the employee's household; and
- bereavement due to the death of an immediate family member.

Immediate family includes a spouse; parent; stepparent; child; stepchild; sibling; grandparent; grandchild; mother-in-law; father-in-law; brother-in-law; sister-in-law; son-in-law; and daughter-in-law.

The reason for sick leave must be recorded.

Personal Leave

Personal leave may be used at the employee's discretion, subject to approval from the Transportation Director

9. Discretionary Leave Policy

Employees with unused sick leave balances remaining prior to the start of the 2026-2027 school year may continue to use those balances for sick leave purposes only.

Beginning with the 2026-2027 school year, discretionary leave will be granted as follows:

12-month employees: 13 days per contract/school year.

11-month employees: 12 days per contract/school year.

9-month employees: 10 days per contract/school year.

Discretionary leave may be used at the employee's discretion, subject to approval from the employee's immediate supervisor.

All leave must be submitted through Web Link and approved by the employee's immediate supervisor and building principal, regardless of leave eligibility. Discretionary leave may not be used to increase an employee's total compensated hours beyond the employee's regularly scheduled workweek, unless otherwise approved by the superintendent. For employees working in multiple district positions, all hours worked for the district within the same workweek will be combined when determining eligibility to use paid leave.

Employees who have exhausted all available leave must continue to submit leave requests through Web Link. These absences will be considered leave without pay and may result in a payroll deduction.

Discretionary leave must be exhausted before an employee may take leave without pay, except as otherwise provided in this policy.

Discretionary leave is tracked in full-day and half-day increments based on the employee's regularly scheduled workday, as outlined in the employee's contract or work agreement.

Eligible employees who begin work after the start of the school year will earn a prorated amount of discretionary leave based on the remaining working days. The prorated discretionary leave is subject to superintendent approval.

Employees may accumulate up to 80 days of discretionary leave. Any balance in excess of 80 days at the end of the employee's contract or work agreement year will be forfeited.

Employees who have been employed with the district for at least five years may request payment for unused discretionary leave upon leaving employment or retirement (as defined by KPERS) at a rate of one-half the current substitute daily rate of pay.

Employees with unused sick leave balances remaining prior to the start of the 2026-2027 school year who have been employed with the district for at least five years may request payment for the remaining balance upon leaving employment or retirement (as defined by KPERS) at a rate of one-half the current substitute daily rate of pay.

10. Vacation Leave Policy

Only full-time (twelve-month) and full-time (eleven-month) employees are eligible to earn vacation leave.

Employees working in multiple part-time or combination positions that total eleven or twelve months of employment are not eligible for vacation leave.

Vacation leave will be granted at the beginning of each contract/school year as follows:

12-month employees: 10 days per contract/school year.

11-month employees: 20 days per contract/school year.

Vacation leave is tracked in full-day and half-day increments based on the employee's regularly scheduled workday, outlined in the employee's contract or work agreement.

Eligible employees who begin work after the start of the school year will earn a prorated amount of vacation leave based on the remaining working days. The prorated vacation leave is subject to superintendent approval.

Unused vacation leave does not carry over. Any balances remaining at the end of the employee's contract or work agreement year will be forfeited.

All leave must be submitted through Web Link and approved by the employee's immediate supervisor and building principal.

Daycare Provider, Board Clerk, and Assistant District Secretary positions may use vacation leave at any time during the year.

Custodians, maintenance staff, building secretaries, and the Food Service Director are expected to take vacation between June 1 and August 1. Vacation leave taken outside of this window requires prior approval from their immediate supervisor.

If a paid holiday occurs during an approved vacation period, the holiday will not be charged against the employee's vacation leave balance.

Employees in their first year who resign or whose employment ends before the end of their contract/work agreement are not entitled to any remaining vacation pay.

Employees with at least one full year of service who resign (with a minimum two-week notice) or whose employment is terminated will use a prorated schedule to determine vacation leave earned.

11. Holidays

Employees working less than 8 hours per day will receive pay based on their scheduled workday as outlined in their work agreement.

Full-time (twelve-month) and full-time (eleven-month) classified employees will receive the following paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day

School-time (nine-month) classified employees will receive the following paid holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

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 Sharris Werner, Superintendent of Schools, 1100 Queen Ave., Hoxie, Kansas 67740, 785-675-3258 or swerner@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

USD 412 Job Description

K-6 At-Risk Specialist

TITLE: K–6 At-Risk Specialist

PURPOSE AND OBJECTIVES OF THE POSITION: The At-Risk Specialist supports students who are academically at risk of failing or falling behind grade-level expectations. This role focuses on identifying at-risk students, developing targeted academic interventions, and coordinating services to improve educational outcomes. The position requires collaboration with administration, educators, families, and academic support staff to help students succeed.

RESPONSIBLE TO: Building Principal and Superintendent

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

ESSENTIAL JOB FUNCTIONS:

1. Student Identification & Assessment:
 - Use multiple academic data points (screeners, benchmark assessments, report cards, teacher referrals) to identify at-risk students.
 - Administer or support classroom teachers in conducting academic assessments to pinpoint learning gaps.
2. Academic Intervention:
 - Provide direct instruction to small groups or individual students in literacy, math, and foundational skills.
 - Deliver targeted, evidence-based intervention strategies aligned with student needs.
 - Support implementation of Tier 2 and Tier 3 interventions within a Multi-Tiered System of Supports (MTSS).
3. Progress Monitoring:
 - Monitor student progress frequently using formative and summative assessments.
 - Maintain detailed records of student performance and adjust instructional strategies accordingly.
 - Participate in intervention review meetings to report student progress and next steps.
4. Collaboration with Staff:
 - Communicate with the building principal of new and current students at-risk.
 - Partner with classroom teachers to align interventions with core instruction.

- Assist in developing strategies for differentiated instruction and academic enrichment.
- Participate in grade-level data team meetings to review and respond to student academic needs.

5. Other duties as assigned by administration.

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

7-12 At-Risk Specialist

TITLE: 7–12 At-Risk Specialist

PURPOSE AND OBJECTIVES OF THE POSITION: The At-Risk Specialist supports students who are academically at risk of failing or falling behind grade-level expectations. This role focuses on identifying at-risk students, developing targeted academic interventions, and coordinating services to improve educational outcomes. The position requires collaboration with administration, educators, families, and academic support staff to help students succeed.

RESPONSIBLE TO: Building Principal/Superintendent

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

ESSENTIAL JOB FUNCTIONS:

6. Identification of At-Risk Students:
 - Use academic data such as grades, assessment scores, credit attainment, and attendance records to identify students in need of academic intervention.
 - Collaborate with counselors and teachers to develop academic support plans.
7. Academic Support & Instruction:
 - Provide targeted instruction in core content areas (e.g., English, math, science, social studies) to small groups or individuals.
 - Support students with credit recovery, study skills, organization, and time management.
 - Utilize online learning tools, supplemental programs, and curriculum resources aligned with state standards.
8. Monitoring & Evaluation:
 - Track and report on student academic progress using formative and summative assessments.
 - Maintain clear records of interventions and progress monitoring.
 - Adjust academic strategies based on data and student performance.
9. Staff Collaboration:
 - Communicate with the building principal of new and current students at-risk.
 - Partner with classroom teachers to align interventions with coursework and

instructional goals.

- Participate in student support team meetings and provide input on academic strategies.
- Assist teachers in developing differentiated instruction plans for struggling learners.

10. Other duties as assigned by administration

TERMS OF EMPLOYMENT: At will.

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

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USD 412 Job Description

PRE K-6 Secretary

TITLE: PreK–6 Secretary

PURPOSE AND OBJECTIVES OF THE POSITION: The PreK–6 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: Building Principal and Superintendent

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 is not in the school.
12. Find substitutes for teachers.

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.

Physical Requirements	Rarely (0–12%)	Occasionally (12–33%)	Frequently (34–66%)	Regularly (67–100%)
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):

6. Coordinate and supervise office and clerical support.
7. Screen visitors and telephone calls, directing them to the appropriate person/department.
8. Screen and route incoming mail.
9. Compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
10. Obtain, gather, and organize pertinent data as needed.

11. Maintain an orderly and accurate filing system.
12. Schedule appointments and assemble material for meetings.
13. Assist in planning meeting agendas, and assist in preparing meeting summaries.
14. Distribute office passes and notes as directed.
15. Assist in the supervision and training of employees.
16. Assist with hiring substitutes, record staff absences, and submit staff reports to the principal and District Offices
17. Collect, report and deposit money received by the office.
18. Prepare building financial reports.
19. Organize and oversee enrollment.
20. Place orders for materials, verify quantities delivered and distribute to staff.
21. Perform accounting tasks associated with all PREK–6 activity funds.
22. Communicate with auditor in regarding to student enrollment.
23. Call students to the office and assist them with problems, such as lockers.
24. Maintain and submit a daily log of school hours completed.
25. Ability to use and handle a multi-line telephone system.
26. Keep current on new information, innovative ideas and techniques.
27. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
28. Organize and oversee emergency substitute folder procedures and prepare for their arrival each morning.
29. Perform other duties as assigned by the Principal.
30. Update and maintain online tools for patrons (internet, newsletter, announcements, etc.).
31. Ability to use online banking tools (bank accounts, sales online taxes, etc.).
32. Contact copier repairman.
33. Mail bills every quarter for unpaid fees.
34. Assist with principal's report.
35. Coordinate and maintain bus schedules.
36. Assist transportation director with bus routes and schedules.
37. Prepare daily attendance and lunch count for director of food services.
38. Update student operating system.
39. Perform basic nursing tasks for student and staff in absence of school nurse.
40. Assist local entities with activities in community.
41. Assist director of technology with preparation of morning announcements.
42. Update student transportation and calculate mileage for state reports.
43. Stock and maintain office/teacher supplies.
44. 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

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: Building Principal and Superintendent

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

QUALIFICATIONS:

1. High school diploma or equivalent.
2. CPR/First Aid Certification, Health Physical, 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.
6. Valid driver's license, the ability to drive, and qualify under the district's insurance carrier while driving a district vehicle.
7. Additional training as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to provide and to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ability to ensure all activities conforms to district guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, while continuing to meet deadlines as assigned.
5. Ability to monitor attendance including lunch and breakfast accounts and account balances.

6. Ability to monitor bus lists, bus records, and transportation calculations.
7. Ability to handle communication within the building including daily announcements.
8. Ability to handle community outreach by working with local clubs and programs including helping manage their accounts (if needed) and acting as a liaison.
9. Ability to handle medical records, student injuries, daily medication, and act as the building nurse as necessary.
10. Ability to find substitutes for teachers
11. Ability to operate all equipment appropriately as required.
12. Ability to work to implement the vision and mission of the District.
13. Ability to assist in maintaining financial records to ensure efficient operation of the high school activity fun for the district
14. Ability to navigate electronic devices including hardware, software, and other electronic devices.
15. Ability to adhere to information security policies and regulations (FERPA, COTA, HIPAA, etc.)

JOB LOCATION/ PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

1. Requires the ability to sit and/or stand for prolonged periods of time.
2. Required 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.

Physical Requirements	Rarely (0–12%)	Occasionally (12–33%)	Frequently (34–66%)	Regularly (67–100%)
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. Maintain the inventories for nurse station, office, and district supplies located in the high school office
5. Compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
6. Schedule appointments and assemble material for meetings.
7. Assist in creating meeting agendas assist in preparing meeting summaries.
8. Ability to direct patron calls/visits regarding district wide problems, concerns and questions to appropriate administration.
9. Keep student and personnel information and records confidential.
10. Obtain, gather, and organize pertinent data as needed.
11. Maintain an orderly and accurate filing system.
12. Distribute office passes and notes as directed.
13. Assist in the supervision and training of employees.
14. Ability to assist with hiring substitutes, record staff absences, and submit staff reports to the building principal and district office.
15. Collect, report and deposit money received by the office.
16. Prepare building financial reports.
17. Ability to organize and oversee enrollment.
18. Place orders for materials, verify quantities delivered and distribute to staff.
19. Coordinate and assist with all aspects of class needs, prom, graduation, and promotion.
20. Perform accounting tasks associated with all junior high and high school activity funds.
21. Ability to maintain and update the school bell system.
22. Prepare student and teacher handbooks.
23. Assist with data entry in the collection of student data within the student information software.
24. Call students to the office and assist them with problems.
25. Maintain and submit a daily log of school hours completed.
26. Supervise student office aides and interns.
27. Ability to use and handle multi-line telephone systems and overhead paging.
28. Keep current on new information, innovative ideas and techniques.
29. Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
30. Update and maintain online tools for patrons (website, newsletter, announcements, etc.).

31. Ability to use online banking tools (bank accounts, sales online taxes, etc.).
32. Ability to request repairs for the doors and copiers.
33. Ability to organize and oversee emergency subs and prepare for their arrival each morning.
34. Assist with principal's report.
35. Maintain bus routes, schedules, and data entry in systems.
36. Stock and maintain office/teacher supplies.
37. Assist with the end of the year checkout process for staff and students.
38. Ability to respond to students, parents, and teachers regarding attendance, school functions, tardiness, student medication, accidents, or illnesses.
39. Coordinate facility usage requests.
40. Management of dues, fees, costs, and sending appropriate invoices as required in district policy, including but not limited to financial aid and collection processes.
41. Perform other duties as assigned.

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

Assistant District Secretary

TITLE: Assistant District Secretary

PURPOSE AND OBJECTIVES OF THE POSITION: The Assistant Secretary provides office clerical support for the Board Clerk and building secretaries as they coordinate office and clerical tasks to assist with the efficient operation of the school district and provide care and custody of the records, books, and documents of the Board of Education. The Assistant District Secretary will be trained to fulfill the duties of the building secretaries, District/Board Clerk, and other district-wide positions as determined. To accomplish these tasks, the assistant district secretary will work closely with the building secretaries, district/board clerk, staff and administration of the district.

RESPONSIBLE TO: Superintendent, District/Board Clerk

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

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide and to coordinate office and clerical support to assist with the efficient operation of the school and maintain confidentiality.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.
7. Ability to monitor attendance including lunch and breakfast counts and account balances.
8. Ability to monitor bus list, bus records and communications between drivers, staff and parents.
9. Ability to handle communication within the building including daily announcements.
10. Ability to handle community outreach by working with local clubs and programs including helping manage their accounts (if needed) and acting as a liaison.
11. Ability to handle medical records, student injuries, daily medication and acts as the building nurse four as necessary.
12. Ability to find substitutes for teachers.

13. Ability to 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.
14. Ability to assist in maintaining financial records to ensure efficient operation of the school district.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school diploma or equivalent.
2. Health physical 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, including word processing, database, spreadsheet and desktop publications.
5. Knowledge of various office machines and telecommunications equipment.
6. Demonstrate typing, 10-key and filing skills.
7. Desire to continue career improvement by enhancing skills and job performance.
8. Experience as a secretary, with customer service skills (positive people skills with phones and face-to-face encounters).
9. Valid Kansas Driver's License to fill in for Bus Route drivers if necessary.
10. Ability to obtain a Kansas Emergency Substitute License.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): Elementary school building, secondary school building and district office.

1. Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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, postage meter and binder

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

1. Ability to coordinate office and clerical support.
2. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
3. Ability to screen and route incoming mail.
4. Ability to maintain district inventory.
5. Ability to compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
6. Ability to direct patron calls/visits regarding district-wide problems, concerns, and/or questions to appropriate administrators.
7. Ability to keep student and personnel information and records confidential.
8. Ability to obtain, gather, and organize pertinent data as needed.
9. Ability to maintain an orderly and accurate filing system.
10. Ability to schedule appointments and assemble material for meetings.
11. Ability to assist in planning meeting agendas, and assist in preparing meeting summaries.
12. Ability to distribute office passes and notes as directed.
13. Ability to assist in the supervision and training of employees.
14. Ability to assist with hiring substitutes, record staff absences, and submit staff reports to the principal and district offices.
15. Ability to collect, report and deposit money received by the office.
16. Ability to prepare financial reports and maintain accurate documentation of budget expenditures.
17. Ability to organize and oversee enrollment.
18. Ability to place orders for materials, verify quantities delivered and distribute to staff.
19. Ability to maintain and update the school bell system.
20. Ability to coordinate all aspects of graduation.
21. Ability to perform accounting tasks associated with all PREK-6/JH/HS activity funds.
22. Ability to prepare all teacher and student handbooks.
23. Ability to communicate with the auditor in regards to student enrollment.
24. Ability to call students to the office and assist them with problems, such as lockers.
25. Ability to maintain and submit a daily log of school hours completed.
26. Ability to supervise student office aides.
27. Ability to handle multi-line telephone systems.
28. Ability to keep current on new information, innovative ideas and techniques.
29. Ability to adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
30. Ability to organize and oversee emergency substitute folder procedures and prepare for their arrival each morning.
31. Ability to perform other duties as assigned by the principal.

32. Ability to update and maintain online tools for patrons (internet, newsletter, announcements, etc.).
33. Ability to use online banking tools (bank accounts, sales online taxes, etc.).
34. Contact copier repairman.
35. Mail bills every quarter for unpaid fees.
36. Assist with the principal's report.
37. Ability to coordinate and maintain bus schedules.
38. Assist transportation director with bus routes and schedules.
39. Ability to prepare daily attendance and lunch count for director of food services.
40. Ability to update student operating system.
41. Ability to perform nursing tasks for students and staff in absence of school nurse.
42. Ability to assist local entities with activities in community.
43. Assist director of technology with preparation of morning announcements.
44. Update student transportation and calculate mileage for state reports.
45. Stock and maintain office/teacher supplies.
46. Assist with the end of the year checkout process for staff.
47. Issues, attests, signs or countersigns orders, warrants, checks or other evidence of indebtedness only in the amount of funds actually on hand in the treasury of the district.
48. Assists in planning meeting agendas, and assists in preparing meeting summaries.
49. Attends all meetings of the Board of Education and keeps an accurate record of proceedings.
50. Provides care and custody of the records, books, and documents of the Board of Education.
51. Notifies Board of Education members of upcoming meetings and provides a copy of the minutes to each member.
52. Countersigns all warrants drawn upon the treasurer by order of the Board of Education.
53. Maintains the Board of Education Policy handbook and notifies administrators of any change in Board Policy.
54. Certifies to the county clerk the annual budget and tax levy.
55. On or before August 25th of each year, certifies to the State Board of Education a copy of the budget adopted by the district.
56. Answers inquiries regarding bulletins originating in this office.
57. Schedules appointments, makes travel arrangements and assembles material for meetings.

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:

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.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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 25th of each year, certify to the State Board of Education a copy of the budget adopted by the district.
10. Not later than May 1st 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 Blood borne 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 and superintendent

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

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.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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 Blood borne Pathogens Exposure Control Plan.
14. Perform other duties as assigned by Transportation Director or Administrative Staff.
15. Clean and maintain bus.

NON-ESSENTIAL

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: Building Principal, Teacher, and Superintendent

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 Blood borne 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: Food Service Director and superintendent

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): High 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 their 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 Blood borne Pathogens Exposure Control Plan.
10. Perform other tasks and assume other responsibilities as directed by the superintendent or building principal or another 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: Maintenance Director, Building Principal, and Superintendent

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

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.
6. Must be able to work indoors and outdoors year-round.
7. Must be able to work in noisy and crowded environments.
8. Must be able work in and around dust, fumes, and odors.
9. 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				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 returns 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 Blood borne Pathogens Exposure Control Plan.
22. Perform other duties as assigned by the Building and Grounds Supervisor or 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

Daycare Provider

JOB TITLE: Hoxie First Steps – DAYCARE PROVIDER

LOCATION: Hoxie First Steps Daycare, 1016 11th Street, Hoxie, KS 67740

PURPOSE AND OBJECTIVES OF THE POSITION: The Daycare Provider will maintain a safe and stimulating environment for young children.

RESPONSIBLE TO: Superintendent

WORK HOURS: The provider must be onsite from 7 a.m. to 5 p.m., Monday through Friday (10 hours of care per day). Five additional hours per week for cleaning, prep, groceries, office work, etc.

PAYMENT RATE: Salary and benefits to be established by the Board of Education commensurate with experience and credentials.

ESSENTIAL JOB FUNCTIONS:

1. Interact with the children in a way which conveys respect and nurturing
2. Support the social and emotional development of children
3. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
4. Select books, equipment, and other instructional materials appropriate for the childcare program
5. Maintain all required forms for children in care as required by KDHE
6. Maintain attendance records of children participating in the childcare
7. Maintain food program paperwork as required by CACFP
8. Maintain a safe environment based on safety standards set by KDHE
9. Clean and straighten the childcare facility as needed, as well as putting away any outside equipment
10. Develop and monitor schedules to ensure that children have enough rest, physical activity, and playtime.
11. Purchase groceries and supplies as well as prepare and serve nutritious meals and snacks that meet the CACFP food guidelines.
12. Change diapers in a timely manner
13. When necessary, administer first-aid or CPR to children
14. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program

15. Continue professional development through attending workshops, conferences, trainings, and/or other staff development
16. Demonstrate behavior that is professional, ethical, and responsible
17. Seek out and/or develop additional funding resources for the ongoing operation of the daycare business, to include grant resources, conducting fundraising activities, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Minimum:

1. Must be at least 18 years old with a High School diploma or GED.
2. Must have First Aid/CPR Certification OR the ability to complete certification before start date
3. Must have KDHE required childcare required trainings OR the ability to complete such trainings before start date
4. A KBI criminal history and child abuse and neglect background check, including fingerprinting

Preferred:

1. High School graduate/GED equivalent; post-secondary certification/degrees in Child Care or Education preferred but not required
2. At least 12 months of prior childcare experience

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to visually monitor children				X
Hearing: Must be able to hear well-enough to interact with and monitor children				X
Standing/Walking				X
Climbing/Stooping/Kneeling It will be the daycare provider's responsibility to play with children; this will often mean getting down on the floor to interact with them.				X
Lifting/Pulling/Pushing. The daycare provider will need to be able to lift and carry children during the day				X
Fingering/Grasping/Feeling				X

EQUIPMENT USAGE/KNOWLEDGE:

The provider will utilize various pieces of equipment in care of the children as well as the daily upkeep and administration of the daycare business. Equipment may include: computer, printer, copier, kitchen and laundry appliances, childcare toys, etc.

CRITICAL SKILLS/EXPERTISE:

1. Ability to interact with and form connections with the children in care
2. Ability to organize and maintain a functional childcare environment
3. Understanding of child development
4. Ability to maintain an orderly and accurate filing system

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

Data Coordinator

TITLE: Data Coordinator

PURPOSE AND OBJECTIVES OF THE POSITION: The Data Coordinator, under the guidance of the Superintendent, provides direct support for student services in grades Pre-K through 12 and district operations through data entry and reporting. This position oversees reports related to the student information system and KSDE student reporting not assigned to building administrators or the Superintendent.

RESPONSIBLE TO: Superintendent

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. At least 2 years' experience in direct support of a student information system, such as Infinite Campus, Edupoint, Skyward, PowerSchool, etc. is highly desired
4. Computer proficiency, including Microsoft Office and Google Workspace applications.
5. Experience in an educational environment.
6. Strong oral and written communication skills, including the ability to prepare procedures, testing documentation, and technical documentation
7. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier while driving a district vehicle.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to instruct school building staff with new procedures
2. Desire to continue career improvement by enhancing skills and job performance.
3. Effective problem solving, multi-tasking and troubleshooting skills.
4. Ability to provide excellent customer service in a professional manner
5. Ability to communicate effectively and professionally on the phone and in person
6. Ability to work with vendors and consultants on problem management issues and escalation(s)
7. Ability to be flexible and change daily plans on an ongoing basis.
8. Ability to Maintain complex databases
9. Ability to participate in meetings, workshops and/or training for the purpose of

- conveying and/or gathering information required to perform job functions.
10. Ability to perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
 11. Ability to respond to inquiries from a variety of sources (staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
 12. Ability to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment
 13. Ability to work with a significant diverse group and/or individuals; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment
 14. Ability to independently solve problems, analyze issues and create action plans.
 15. Ability to perform multiple, technical tasks with a potential need to upgrade skills to meet changing job conditions
 16. Ability to prepare and maintain accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; and using pertinent software applications

JOB LOCATION/ PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

(Place(s) where work is performed): District 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 objects 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.

Physical Requirements	Rarely (0–12%)	Occasionally (12–33%)	Frequently (34–66%)	Regularly (67–100%)
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. Ability to manage PowerSchool and all components relating to PowerSchool, including but not limited to online enrollment, storing grades, reporting, updating staff members, troubleshooting/ticket management, year-end, scheduling and start of year process, security/access management, etc.
2. Demonstrated typing and filing skills.
3. Knowledge of various office machines and telecommunications equipment.
4. Demonstrates typing, 10-key and filing skills.
5. Support buildings with the collection of student data within the student information software for the district.
6. Assist in developing procedures for secretarial staff for daily operations and Core Data Reporting
7. Maintain, update, assist in district reporting and submit all data and reports pertaining to the KIDS/KEDS system with KSDE while ensuring the integrity and accuracy of data.
8. Provide documentation for auditors for Core Data Reporting
9. Assist in developing training plans for software implementation and train end users
10. Assisting the Technology Director with any supplemental troubleshooting needs
11. Assisting district staff on-site with detailed problems as needed.
12. Adhering to information security policies and regulations (FERPA, COTA, HIPAA, etc.).
13. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
14. Assists in extracting data from student database system for all required software and certain third-party software.
15. Attend approved training classes with travel as necessary.
16. Create/maintain documentation for all job-related procedures.
17. Flexibility to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods
18. Ability to work to implement the vision and mission of the district.
19. Perform such other duties as may be assigned.

USD 412 Job Description

Director of Maintenance

TITLE: Director of Maintenance

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 Maintenance 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

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.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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 Blood borne 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

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 Blood borne 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.
13. Support the philosophy and mission of USD 412.
14. Other duties as assigned by the Principal, or other Administrative Staff.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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.

USD 412 Job Description

Director of Transportation

TITLE: Director of Transportation

PURPOSE AND OBJECTIVES OF THE POSITION: The Director of Transportation coordinates and supervises district transportation services to ensure that each student receives safe and efficient transportation. To accomplish these tasks, the Transportation Director must work closely with the staff and administration.

JOB LOCATION: Districtwide

RESPONSIBLE TO: Superintendent of Schools

SUPERVISES: Bus drivers (route and activity)

FLSA STATUS - Exempt

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

QUALIFICATIONS:

1. High school diploma or equivalent
2. Certification of Health for School Personnel form on file in the District Office (after employment offer is made).
3. Valid CDL license with required endorsements.
4. Have at least one year experience as a driver of a vehicle larger than the ordinary car, and at least three years' experience as a driver of an automobile. Other experience may be substituted at the discretion of the Board of Education.
5. Complete state-required physical examination for Bus Drivers (after employment offer is made).

ESSENTIAL FUNCTIONS *Other duties may be assigned.*

1. Ensure that all activities conform to State school transportation guidelines.
2. Supervise employees assigned to the transportation department.
3. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
4. Successfully complete behind-the-wheel training.

5. Work cooperatively with staff and other school personnel.
6. Communicate and work effectively and cooperatively with members of the school district and community.
7. React to changes and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
8. Supervise and coordinate safe and orderly transportation to and from school and school-related activities.
9. Ensure that all services comply with Kansas school transportation regulations.
10. Check roads during inclement weather and recommend cancellation of routes due to weather or road condition.
11. Cooperates with building principals and others responsible for planning activity trips.
12. Assists in the preparation of specifications for new and replacement school buses.
13. Attends approved training schools, when directed to do so by the superintendent of schools or their designated representative.
14. Ensure that transportation facilities are properly maintained.
15. Ensure that all buses and vehicles are inspected, fueled and prepared prior to each route or activity trip, and that inspection forms are properly filed.
16. Ensure that safety regulations are observed at all times.
17. Report all accidents and file required accident reports with the Superintendent or the Superintendent's designee.
18. Maintain accurate records:
 - Timecards of transportation employees
 - Lubrication, maintenance, and repair
 - Roster of students transported
 - Driver safety meetings
 - Inspections
19. Establish district transportation routes, stops, and schedules and assign regular and substitute drivers.
20. Appropriately operate all vehicles and equipment as necessary.
21. Support the philosophy and mission of U.S.D. No. 208.
22. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Maintains confidentiality when dealing with students, parents, and fellow colleagues.
24. Regular attendance is required.

PHYSICAL REQUIREMENTS:

1. Requires prolonged sitting or standing.
2. Adequate physical strength to regularly move, lift, carry, pull, or push objects or materials up to 50 pounds.
3. Requires regular stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires regular climbing and balancing.
5. Requires driving skills, including the ability to operate a vehicle at night.

ENVIRONMENTAL CONDITIONS:

1. Requires occasional lengthy and overnight travel.
2. Must work indoors and outdoors year-round.
3. Must work in noisy, crowded, stressful environments.
4. Must work in and around dust, fumes, and odors.

PERFORMANCE RESPONSIBILITIES:

1. Make recommendations to hire transportation employees.
2. Assign, train, and evaluate transportation employees.
3. Purchases supplies, materials, and equipment necessary for the safe and efficient operation of district owned vehicles according to the adopted budget.
4. Forwards transportation service invoices to the District Office.
5. Acts as a liaison with parents for complaints and special requests.

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.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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 Blood borne 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.
15. Keep complete & systematic records of business transactions, showing receipts and disbursements, expenditures, and accounts payable.
16. Prepare bank deposits.
17. Post cash receipts
18. Answer inquiries regarding bulletins originating in this office.
19. Perform other duties as assigned by the Superintendent.

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

ESOL Specialist

TITLE: ESOL Specialist

PURPOSE AND OBJECTIVES OF THE POSITION: Support the academic, linguistic, and social development of English Language Learners (ELLs) in grades K–6, helping them achieve English proficiency while accessing grade-level content.

RESPONSIBLE TO: Building Principal/Superintendent

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

ESSENTIAL JOB FUNCTIONS:

1. Instruction & Planning
 - Design and deliver differentiated lessons to develop students' listening, speaking, reading, and writing skills in English.
 - Collaborate with classroom teachers to integrate language development into core academic subjects.
 - Use a variety of instructional strategies and resources to meet diverse learning needs.
 - Work with students on social and academic skills appropriate to age, grade level, language proficiency, and individual capacity.
2. Assessment & Progress Monitoring
 - Get trained in the KELPA assessment. Administer required English language proficiency assessments (screeners, annual tests).
 - Monitor and document student progress toward English proficiency.
 - Adjust instruction based on formative and summative assessment data.
3. Collaboration & Support
 - Partner with general education teachers, specialists, and support staff to ensure ELLs have full curriculum access if able.
 - Provide strategies, resources, and coaching to staff to support ELL students in mainstream classrooms.
 - Communicate regularly with families, offering interpretation or translation support when possible or necessary.
4. Compliance & Recordkeeping
 - Maintain accurate student records to meet district, state, and federal requirements.
 - Participate in meetings related to student placement, progress, and reclassification.

5. Professional Growth
 - Engage in ongoing professional development focused on second language acquisition, culturally responsive practices, and ESOL instructional strategies.
6. Other duties as assigned by administration.

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

Food Service Director

TITLE: Food service director

PURPOSE AND OBJECTIVES OF THE POSITION: The Food Service Director 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 food service director 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 ensure 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. Oversee the coordination of menus for school breakfast and lunch.
8. Oversee and 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. Oversee the gathering and maintaining of an updated inventory of all food, supplies, and equipment.
11. Oversee the ordering of supplies needed for the student nutrition department.
12. Oversee 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. Oversee, 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.
19. Complete administrative reports and documents, including:
 - Complete program agreement and its attachments and other periodic reports as required by KSDE.
 - Prepare monthly reimbursement claims.
 - Prepare monthly and annual summaries of food service program activities, which includes meals served, income, expense, and other data requested by the superintendent.
 - Approve monthly timesheets for food service staff.
 - Record and document the absences of food service staff.
 - Monitor health certificate requirements of food service staff.
 - Maintain licenses of kitchens by KSDE.
20. Monitor Sanitarian reports and recommendations.
21. Cooperate with and assist the KSDE School Food Service Consultant during the annual review of the food service program and take action on recommendations
22. Review and monitor the District Wellness Policy with a committee.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): High school office, grade school kitchen, high 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 30 lbs. regularly.
3. Requires the ability to stoop, bend, and reach.
4. Must be able to work in noisy and crowded environments.
5. Requires regular attendance and/or physical presence.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
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, adding machines, 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. Ability to participate in implementing cost-containment measures while maintaining quality.
5. Provide guidance and support to orders and maintenance of adequate supplies of equipment, food, and commodities.
6. Aware of daily record of meals served and money received (which is handled by

- district treasurer).
7. Supervise the preparation of and sign off as needed on all required government reports. Clerical support provided by district secretary.
 8. Assist in design and development of new and renovated facilities.
 9. Establish guidelines and accountability measures to ensure all district policies are observed at all times.
 10. Keep abreast of new information, innovative ideas and techniques.
 11. Respond to information requests in a cooperative, courteous, and timely manner.
 12. Adhere to all district, state, and federal health and safety policies, including all precautions of the Blood borne Pathogens Control Plan.
 13. 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 412 Job Description

Lead Cook

TITLE: Lead 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: Food Service Director and Superintendent

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. CPR/First Aid Certification, Health Physical, and Inoculation Certificate on file in the central office (after employment offer is made).
2. Must maintain current TB testing as required by Health Department regulations and sanitation.
3. Successful completion of the State food service courses, including baking, main dish, sanitation and management.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

(Place(s) where work is performed): High school kitchen and grade 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):

15. Must be able to read and follow direction on recipes and menus as needed
16. Ability to multitask and work in a crowded environment.
17. Desire to continue career improvement by enhancing skills and job performance.
18. Ability to maintain a neat and clean appearance.
19. Coordinate menus for school breakfast and lunch.
20. Ensure proper preparation and serving of meals at all schools.
21. Oversee the planning and preparation of special meals required for district-sponsored events.
22. Gather and maintain an updated inventory of all food, supplies, and equipment.
23. Order supplies needed for the student nutrition department.

24. Review Monthly timesheets for employees and note differences for the Food Service Director.
25. Current Certification with the Student Nutrition Association or be willing to obtain.
26. Successful completion of the State food service courses, including baking, main dish, sanitation and management.
27. Coordination of menus for school breakfast and lunch.
28. Ensure proper preparation and serving of meals at all schools.
29. Responsible for planning and preparation of special meals required for district-sponsored events.
30. Gather and maintain an updated inventory of all food, supplies, and equipment.
31. Order supplies needed for the student nutrition department.
32. Recommend all requests and recommendations for the purchase of new and replacement equipment.
33. Provide on-site supervision leadership as necessary to ensure high standards of health and safety are maintained, and observe possible improvements in operations.
34. Assist in Screen, interview, and recommend the appointment of all student nutrition personnel.
35. Assist in Maintain licenses of kitchens by KS Department of Health and Environment, monitor sanitarian reports and recommendations.
36. Escalate employee issues as necessary.

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

Lunchroom Monitor

TITLE: Lunchroom Monitor

PURPOSE AND OBJECTIVES OF THE POSITION: The lunchroom monitor serves and ensures proper nutrition and helps safeguard the health of students, staff, and visitors. The lunchroom monitor supervises the students at lunch and enforces responsible behavior in the cafeteria. To accomplish these tasks, the lunchroom monitor works closely with district staff and administration.

RESPONSIBLE TO: Food Service Director, Building Principal, and Superintendent

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

ESSENTIAL JOB FUNCTIONS:

1. Supervise lunch periods and monitor compliance with school nutrition program requirements for reimbursable meal guidelines.
2. Ensure compliance with KSDE and KHDE sanitation requirements.
3. Ability to complete all required School Nutrition Program training and maintain required certifications, including Civil Rights Compliance, Confidentiality, Reimbursable Meal Training, and Food Safety.
4. Maintain confidentiality of student information.
5. Ability to supervise students during lunch.
6. Encourage students to use good table manners.
7. Resolve minor peer conflicts peacefully, escalating to building principle if necessary.
8. Enforce school rules.
9. Assist with opening meal packages, cartons, and other assistance as necessary.
10. Wipe tables, clean spills and other hazards, and sanitize salad bar to ensure sanitary and safe cafeteria conditions.
11. Direct students to and from classrooms, lunch line, and other specified areas on schedule.
12. Ability to administer basic first aid and lifesaving maneuvers until help arrives.
13. Follow and observe all district policies.
14. Operate appropriate equipment as required.
15. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. CPR/First Aid Certification, Health Physical, and Inoculation Certificate on file in the central office (after employment offer is made).
2. Must maintain current TB testing as required by Health Department regulations and sanitation.
3. Ability to communicate and work effectively with members of the school district and community.
4. Ability to adapt to change and frequent interruptions in a productive and positive manner.
5. Successful completion of the state food service courses, including baking, main dish sanitation and management.
6. Ability to read and follow directions of recipes and menus as needed.
7. Ability to multitask and work in a crowded environment.
8. Desire to continue career improvement by enhancing skills and job performance
9. Practical knowledge of a computer and other electronic devices.
10. Ability to operate point of sale system.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

(Place(s) where work is performed): High school cafeteria and/or grade school cafeteria

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): Computer, point of sale system, salad bar, steam table, tables, mop bucket, serving utensils, milk cooler, 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

Mental Health Professional

TITLE: District Social Worker/Mental Health Professional

PURPOSE AND OBJECTIVES OF THE POSITION: The District Social Worker/Mental Health Professional will contribute to USD 412's mission by providing support services and mental health service, to students and their families and school staff, to ensure that the best environment/opportunity for success is created for students.

RESPONSIBLE TO: Superintendent

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

EDUCATION: Master of Social Work

LICENSURE: Licensed by the Kansas Behavioral Sciences Regulatory Board

ESSENTIAL JOB FUNCTIONS:

7. Counseling students with personal and psychological issues that affect their performance, behavior, and socialization in school
8. Mobilizing family, school, and community resources to enable the child to learn as effectively as possible
9. Assisting in developing behavioral intervention strategies
10. Providing crisis intervention
11. Developing intervention strategies to increase academic success
12. Assisting with conflict resolution and anger management
13. Helping the child develop appropriate social interaction skills
14. Working with parents to facilitate their support in their children's school adjustment
15. Alleviating family stress to enable the child to function more effectively in school and community
16. Assisting parents to access programs available to students with special needs
17. Assisting parents in accessing and utilizing school and community resources
18. Providing staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior
19. Assessing students with mental health concerns

20. Developing staff in-service training programs
21. Assisting teachers with behavior management
22. Providing direct support to staff
23. Advocating for new and improved community/school service to meet the needs of students and families
24. Helping the system respond effectively to each child's needs
25. Identifying and reporting child abuse and neglect and reporting as required by law

TERMS OF EMPLOYMENT: Per contract.

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

USD 412 Job Description

Office Aide

TITLE: Office Aide

PURPOSE AND OBJECTIVES OF THE POSITION: The office aide supports the building secretary with the efficient operation of the school

JOB LOCATION: Building office

RESPONSIBLE TO: Building Principal and Superintendent

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

QUALIFICATIONS:

1. High school diploma or equivalent.
2. CPR/First Aid Certification, Health Physical, 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.
6. Valid driver's license, the ability to drive, and qualify under the district's insurance carrier while driving a district vehicle.
7. Additional training as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to provide and to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ability to ensure all activities conforms to district guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, while continuing to meet deadlines as assigned.
5. Ability to monitor attendance including lunch and breakfast accounts and account balances.
6. Ability to handle communication within the building including daily announcements.

7. Ability to handle medical records, student injuries, daily medication, and act as the building nurse as necessary.
8. Ability to cover the front office when the building secretary is absent.
9. Ability to operate all equipment appropriately as required.
10. Ability to monitor bus list bus records and coordinate student transportation as needed.
11. Ability to navigate electronic devices including hardware, software, and other electronic devices.
12. Ability to adhere to information security policies and regulations (FERPA, COTA, HIPAA, etc.)
13. Ability to work to implement the vision and mission of the District.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

1. Requires the ability to sit and/or stand for prolonged periods of time.
2. Required 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.

Physical Requirements	Rarely (0–12%)	Occasionally (12–33%)	Frequently (34–66%)	Regularly (67–100%)
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. Assist office and clerical support.
2. Screen visitors and telephone calls, directing them to the appropriate person/department.
3. Assist in the lunch room daily with monitoring meals as needed.
4. Screen and route incoming mail.
5. Data entry for the 10A report.
6. Assist in maintain the inventories for nurse station, office, and district supplies located in the high school office.
7. Compose, type, and copy correspondence, reports, bulletins, newsletters, records, and other materials.
8. Stock bathrooms with feminine hygiene supplies.
9. Keep student and personnel information and records confidential.
10. Obtain, gather, and organize pertinent data as needed.
11. Assist in maintaining an orderly and accurate filing system.
12. Distribute office passes and notes as directed.
13. Assist in the supervision and training of employees.
14. Collect and receipt money received by the office.
15. Assist with enrollment as needed.
16. Assist with data entry in the collection of student data within the student information software.
17. Call students to the office and assist them with problems, such as lockers.
18. Assist with the supervision of student office aides and interns.
19. Ability to use and handle multi-line telephone systems and overhead paging.
20. Keep current on new information, innovative ideas and techniques.
21. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Ability to request repairs for the doors and copiers.
23. Ability to organize and oversee emergency subs and prepare for their arrival each morning.
24. Stock and maintain office/teacher supplies.
25. Assist with the end of the year checkout process for staff and students.
26. Ability to respond to students, parents, and teachers regarding attendance, school functions, tardiness, student medication, accidents, or illnesses.
27. Coordinate facility usage requests.
28. Management of dues, fees, costs, and sending appropriate invoices as required in district policy, including but not limited to financial aid and collection processes.
29. Perform other duties as assigned.

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

Online Room Monitor

TITLE: Online Room Monitor

PURPOSE AND OBJECTIVES OF THE POSITION: An online room monitor is a valuable resource to high school students taking part in online concurrent enrollment opportunities and is considered a key figure in the educational mission of the school, and their attitude, personality, skill, character and initiative will determine how well the school fulfills its objectives.

RESPONSIBLE TO: JR/SR Principal, and Superintendent

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

ESSENTIAL JOB FUNCTIONS:

1. Demonstrates a thorough and accurate knowledge of institutions online portals and resources;
2. Monitors class sessions/concurrent enrollment students with good judgment and professional behavior;
3. Provides on-site support for students taking concurrent enrollment courses through accredited institutions;
4. Shows a commitment to high student standards by encouraging student responsibility, ethical behavior and stressing consistency in class work and attendance;
5. Stays current on appropriate online learning technology, through communication with the outreach coordinator at location'
6. Effectively utilizes the learning management systems such as Canvas, to review student activity, progress, grades, and communicate with the outreach coordinator when necessary;
7. Maintains discipline in the classroom;
8. Maintains confidentiality of student information;
9. Actively supports the mission and vision of the accredited institution;
10. Exercises good stewardship of materials;
11. Effectively communicates with, cooperates with, and supports the outreach

- coordinator in daily activities;
- 12. Represents the College in a professional manner as evidenced by daily responsibilities, and in keeping with the mission of the institution;
- 13. Promotes, supports, and facilitates student learning;
- 14. Fulfills other duties as assigned by the outreach coordinator

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

Special Education Paraprofessional

TITLE: Special Education Paraprofessional

PURPOSE AND OBJECTIVES OF THE POSITION: A paraeducator works under the supervision of the special education teacher and school administration performing various instructional and non-instructional duties to assist in providing special education students a free and appropriate education. Paraeducators primarily provide instructional or related services under the supervision of licensed special education teachers as part of the school's special education program

RESPONSIBLE TO: Special Education Teacher, Building Principal, and Superintendent

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

JOB ROLES IN EDUCATIONAL SETTINGS

1. General Education Classroom (Inclusion) - In the General Education Classroom the paraeducator becomes an extension of the teacher. The paraeducator and teacher work collaboratively to ensure that special education and related services are provided to students as specified in a student's Individualized Educational Program (IEP). The paraeducator and classroom teacher should meet to determine the role the paraeducator will fill in the classroom and the teacher's expectations for the paraeducator. The role and expectations must be clear to the special education teacher, general education teacher, and the paraeducator before placement in the classroom.
2. Instructional Support Special Education Setting (Pullout) - In a pull-out setting, the paraeducator becomes an extension of the special education teacher. Students identified with exceptionalities are placed in a special education setting to meet specific objectives within the student's IEP. The paraeducator must follow the educational plan created by the teacher. The paraeducator must communicate with the teacher regularly concerning student performance and data collection.
3. Behavioral Support - A paraeducator may be assigned to provide support to a student whose behavior is such that they cannot effectively interact with others independently. The paraeducator will fulfill two functions. The first will be to monitor and prompt the student's behavior, and the second will be to teach the student the behavioral skills necessary to be successful independently. The paraeducator must follow the educational plan created by the teacher. The paraeducator must communicate with the teacher regularly concerning student performance and data collection.

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 Blood borne 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.

HOXIE COMMUNITY SCHOOL DISTRICT

Support Staff Evaluation Form

2026-2027 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 4	Proficient 3	Basic 2	Area of Concern 1
DEPENDABILITY (demonstrates commitment to demands of the job; meets deadlines)	☐	☐	☐	☐
ATTITUDE (flexible, respectful, cooperative)	☐	☐	☐	☐
INITIATIVE (self-motivated, resourceful, independent)	☐	☐	☐	☐
JUDGEMENT (discretion, confidentiality)	☐	☐	☐	☐
FOLLOWS CHAIN OF COMMAND	☐	☐	☐	☐
TEAMWORK	☐	☐	☐	☐
JOB KNOWLEDGE	☐	☐	☐	☐
PROFESSIONAL GROWTH	☐	☐	☐	☐
OVERALL EVALUATION	☐	☐	☐	☐
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 school year:

Evaluator's Comments:

Employee's Comments:

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

Signature of Evaluator

Signature of Administrator

Date

Date

This Employee's signature indicates only that he/she has seen this evaluation and does not indicate agreement or disagreement with this evaluation.

Signature of Employee

Date

**Hoxie Community School District
Support Staff Evaluation Rubric**

<u>Job Standard</u>	<u>Significant Strength</u>	<u>Proficient</u>	<u>Basic</u>	<u>Area of Concerns</u>
1. Dependability	* Gives administration advanced written notice when absence is anticipated * Consistently completes tasks and meets deadlines, sometimes in advance of schedule * Initiates communication with supervisor re: status of ongoing or unfinished projects	* Prepared to start work on time * Informs administration of absence in a timely manner * Completes tasks and meets deadlines	* Arrives at work on time * Follows sub-line and/or emergency absentee procedures * Generally, completes tasks on time	* Frequently arrives to work late or leaves early * Fails to notify administration of tardiness or absence * Assigned tasks/projects are late or incomplete
2. Attitude * Flexible * Respectful * Cooperative	* Volunteers for unanticipated assignment * Engages in unplanned activities when schedule is unexpectedly open	* Anticipates schedule changes and adjusts activities accordingly * Independently identifies where assistance is needed and provides it	* When given direction accepts unanticipated scheduled assignment * Upon request will assist students, co-workers and supervisors	* Is unavailable for reassignment when schedule is unexpectedly open * Refuses or argues about reassignment * Displays negative attitude toward assisting others
3. Initiative * Self-motivated * Resourceful * Independent	* Anticipates needs and assists where needed * Suggests solutions and ideas to supervisor/administration	* Asks questions to improve job performance or secure resources	* Sometimes appears indifferent towards work assignments * Makes improvements only when directed	* Carries out tasks half- heartedly or reluctantly * Disregards supervisor's suggestions or requires continual monitoring
4. Judgement * Discretion * Confidentiality	* Protects confidentiality of student/family/colleague/o ther * Seeks out information related to law or school policy and rules	* Implements all school and district guidelines for confidentiality	* Practices confidentiality by implementing school/district 'need to know' guidelines * Reports violations of law or school policy and rules to administration	* Indiscreet disclosure of personal information * Ignores violations of law or school policy and rules

Support Staff Evaluation Rubric (Continued)

<u>Job Standard</u>	<u>Significant Strength</u>	<u>Proficient</u>	<u>Basic</u>	<u>Area of Concerns</u>
5. Follows chain of command when communicating with coworkers, teachers, other professional staff and administration.	* Differentiates between decisions that need administrator approval from those that are within the employee's role * Initiates and responds to contact with supervising teacher or others by written or oral means * Volunteers to assist others in record keeping or reporting tasks	* Appropriately seeks out direction from supervisor * Independently completes forms and reports accurately * Responds to all requests for information	* Follows supervisor's directions * With supervision, can complete forms required by district in a timely manner * Inconsistently responds to written or verbal requests for information	* Disregards supervisor's directions * Incomplete or late with form completion * Ignores requests by supervisors or others for written or verbal information
6. Teamwork	* Works well with others, including coworkers, administration and students * Demonstrates excellent interpersonal skills	* Congenial and cooperative * Ability to work well with others	* Cooperates with others when required * Limited interpersonal skills	* Does not work well with others * Uses negative tone of voice, inappropriate volume and pitch when speaking * Makes demeaning, critical or condescending remarks
7. Job Knowledge	* Very good knowledge and skills to perform job * Understands all phases of work with little or no coaching	* Sufficient knowledge and skills to perform job * Usually quick to understand & learn	* Sufficient knowledge and skills to perform job at a basic level * Requires frequent instruction & explanation	* Lacks knowledge and skills about work duties * Serious knowledge retention problems * Requires constant instruction & explanation
8. Professional Growth	* Attends training offered by district or school * Furthers education through college courses or conferences	* Attends most training offered by district or school * Demonstrates interest in expanding skill set for the job	* Attends training as required by administration * Little interest in expanding skills beyond basics needed for the job	* Does not attend training or other in-service opportunities
9. Overall Evaluation	* Performance is excellent overall in most categories	* Performing at above average in most categories	* Performing to minimum required in most categories	* Substandard/unacceptable performance, requires immediate improvement

2026-2027

USD 412 Classified Salary Schedule

	Scale A	Scale B	Scale C
1	14.40	15.40	17.10
2	14.55	15.55	17.40
3	14.70	15.70	17.70
4	14.85	15.85	18.00
5	15.00	16.00	18.30
6	15.15	16.15	18.60
7	15.30	16.30	18.90
8	15.45	16.45	19.20
9	15.60	16.60	19.50
10	15.75	16.75	19.80
11	15.90	16.90	20.10
12	16.05	17.05	20.40
13	16.20	17.20	20.70
14	16.35	17.35	21.00
15	16.50	17.50	21.30
16	16.65	17.65	21.60
17	16.80	17.80	21.90
18	16.95	17.95	22.20
19	17.10	18.10	22.50
20	17.25	18.25	22.80
21	17.40	18.40	23.10
22	17.55	18.55	23.40
23	17.70	18.70	23.70
24	17.85	18.85	24.00
25	18.00	19.00	24.30
26	18.15	19.15	24.60
27	18.30	19.30	24.90
28	18.45	19.45	25.20
29	18.60	19.60	25.50
30	18.75	19.75	25.80
31	18.90	19.90	26.10
32	19.05	20.05	26.40
33	19.20	20.20	26.70
34	19.35	20.35	27.00
35	19.50	20.50	27.30
	SCALE A	SCALE B - AA (60+)	SCALE C
	PARA	PARA	SPECIALIST
	COOK	COOK	
	CUSTODIAN	CUSTODIAN	

Bus Drivers \$31.05 per route - Activity Routes \$15.53 per hour

Family and Medical Leave

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 job functions.

(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.

Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - a. the birth of a child and to care for the newborn child within one year of birth;
 - b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - c. to care for the employee's spouse, child, or parent who has a serious health condition;

- d. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - e. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).