

JESUP COMMUNITY SCHOOL DISTRICT

2021-2022

**Support
Services**

Staff

Handbook

“High Expectations, High Achievement”

Mission Statement	1
Definition of Support Personnel	2
Equal Employment Opportunity	2
Recruitment and Selection	2
Qualifications.	2
Public Relations	2
Employee Conduct and Appearance.	3
Employee Agreements	3
Wages and Salaries	3
IPERS (Iowa Public Employee Retirement System)	3
Salary Schedules.	4
Work Schedule/Inclement Weather	4
Timesheets.	4
Benefits/Leaves - Prorated	4
High School Custodians	4
Insurance	4
Long-Term Disability/Life Insurance.	4
Personal Illness	5
Immediate Family Illness	5
Bereavement/Funerals	5
Maternity	6
Vacations	6
Paid Holidays	6
Unpaid Leave	6
Personal Leave	7
Lunch/Breaks	7
Physical Examinations	7
Safety and Health	7
Smoke-Free Facilities & Grounds	7
Substitutes – Long Term	7
Professional Leave-Inservice Training/Certifications	8
Evaluation/Probation/Performance	8
Annuities	8
Resignation	8
Suspension	8
Assignment and Transfer	8
Grievance/Complaint Procedure	8
Abuse of Students by School District Employees	9
Gifts to Employees	9
Family and Medical Leave Act	9
Harassment	9
Substance Free Workplace	9
Child Abuse	10
Right to Know	10
Bloodborne Pathogens	10
Drug and Alcohol Testing Program	10
Jury Duty/Court Subpoena	10
Military Service	10
Telephone Use - Support Staff	11
Activity Pass	11
Computers	11
Internet Policy	11
Classified Employee Evaluation	12
Job Descriptions	18

JESUP COMMUNITY SCHOOL DISTRICT

DISTRICT VISION

“High Expectations, High Achievement”

MISSION STATEMENT

The Jesup Community School District will develop well-rounded, productive, responsible, caring citizens who are life-long learners.

District Values

- Integrity
- Honesty
- Responsibility
- Perseverance
- Citizenship
- Respect
- Cooperation

District Belief Statements

We believe that:

- All people have value
- All are responsible for their own actions
- Change is on-going
- All can learn
- Learning is a life-long process

Learner

Performance Goals

- Problem Solver/Critical Thinker
- Quality Producer
- Knowledgeable Person
- Cooperative Worker
- Effective Communicator
- Leader/Contributing Citizen

The Support Staff Handbook is designed to provide you with basic information. Please note support personnel include all non-certified staff employed by the district. This handbook is not a contract but a list of rules/regulations/information. Please keep it to help answer questions you may have about policies, benefits, procedures and responsibilities. This copy is for your personal use.

The tasks we perform are important to the success of the school since each employee has a special job that must be completed to make it possible for us to meet the needs of the many students we serve. We intend to do everything possible to help you advance your career and to satisfy your ambitions so that together we can make continued progress. We hope that your goals will be to always do what is the very best for kids and to never cease to strive to achieve those goals.

Periodically, we may find it necessary to modify or clarify the information contained in this handbook. As policies and the needs of the district change, material set forth in this manual will be updated. Please contact your direct supervisor regarding questions and concerns about material in this handbook.

Definition of Support Personnel

The term of support personnel shall include the following employees whether full-or part-time:

1. Custodial/Maintenance (Including Summer Custodial)
2. Food Service
3. Paraprofessional
4. Secretary
5. Transportation
6. Other Personnel

Equal Employment Opportunity

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Lisa Loecher, Affirmative Action Coordinator, Jesup Community School District, 531 Prospect Street, Jesup, Iowa 50648; or by telephoning (319) 827-1700. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., St. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E 14th St, Des Moines, Iowa, 50319, (515) 281-4121. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Recruitment and Selection

Recruitment and selection of support service personnel shall be the responsibility of the administration. Positions will be posted internally and may also be advertised at the same time in local, regional and/or state newspapers and the district web site. Whenever possible, the preliminary screening of candidates shall be conducted by the supervisor who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to administration or supervisors. Names and salaries to be paid shall be presented at the next meeting of the Board for approval, modification or rejection. Selection shall be based upon the merits of the candidate without regard to color, creed, sex, national origin, religion, age, disability or marital status.

Qualifications

Selection of support personnel shall be based on the following qualifications:

1. Training, experience, and skill;
2. Nature of the occupation;
3. Demonstrated professional competence;
4. Possession of, or ability to obtain, state/other licenses or certificate if required for the position; and
5. Positive reference/background check.

Support personnel qualifications shall be evaluated upon the merits of the candidates without regard to their race, color, creed, sex, national origin, religion, age, disability or marital status.

Public Relations

Each employee is an ambassador for Jesup Community School District. Being an employee of

Jesup Community School District carries certain responsibilities. If you have an issue with the district or any district employee, it is your responsibility to solve that issue internally, not publicly. The process to solve employee issues is stated in the Grievance/Complaint Procedure in this booklet. Any support services personnel who discusses negative employee, supervisor, student or district issues publicly may be subject to disciplinary action up to and including termination.

Employee Conduct and Appearance

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. The board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position which includes the wearing of district name badges. Uniforms, if provided, should be worn at all times. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes that would interfere with or have an effect on the job that they are assigned to.

The district has allowed a uniform allowance of \$100 per year for Food Service Personnel and \$125 per year for Custodial/Maintenance Personnel. The uniform allowance will be available at the beginning of each work year (July) and can be ordered directly through the district purchase system. A uniform is defined as shirts/smocks/pants/shorts/shoes.

Employment Agreements

Employment agreements with (9/12 month) personnel shall be in writing and indicate the hourly wage with the number of days and hours to be determined by the district. The employee, based on the number of months worked, will be paid in either ten (10) or twelve (12) payments. The district has the right to give employees two-week (14 days) notice of termination of their job.

Wages and Salaries

The new rates of pay will be calculated from July 1 to June 30

Paraprofessionals supervising students during lunch while on fieldtrips or the last day of school will be paid for their lunchtime if they are unable to have a duty-free lunch period.

Overtime - Preapproval is required for any overtime. Overtime will be paid at 1 1/2 times the base hourly rate for all hours worked in excess of forty (40) hours in any one work week and all hours worked on Saturday and/or Sunday, providing forty (40) hours have been worked in the work week. Employees will only be paid for actual hours worked.

The payroll procedures are the following:

1. Salaries will be on a 12-month payment schedule for 12-month employees and a 10-month payment schedule for 9-month employees. Payroll checks will be distributed on the 25th of each month.
2. When a pay date falls on or during a holiday or weekend, employees shall receive their paychecks on the last previous working day.
3. Direct deposit is required for all support staff employees hired after July 1, 2005.
4. Summer checks, other than those employees working during the summer months, shall be held for pick-up in the Business Office on the regular payroll date, unless previously requested to be mailed to the employee's home address.

IPERS (Iowa Public Employee Retirement System)

All employees by Code of Iowa are members of IPERS except those classified as "temporary"

according to the IPERS Employer Handbook. The employee must contribute to IPERS. The present employee contribution is 6.29% with the District contributing 9.44% of each employee's total wage. Employees classified as "temporary" receive no benefits. Please see the Board Secretary/Business Manager for an information booklet.

Hiring Schedules

The Board of Directors shall establish hiring schedules for the support positions in the school system. The administration shall use that schedule as a guide in setting employment agreements with support services personnel.

Work Schedule/Inclement Weather

Each district employee will have a set work schedule. The District has the right to change work schedules at any time to meet the needs of the District.

Although the safety of our employees is foremost, twelve (12) month employees are expected to work regular hours on days school is delayed, cancelled, or dismissed early. If a twelve (12) month employee cannot get to work due to road conditions, personal or vacation days must be used. After paid leave is exhausted, unpaid time may be used. If the Superintendent determines that roads are truly impassable and employees are not physically able to make it into work, then the option of paid leave would be considered. Full days missed due to inclement weather will normally be rescheduled for nine (9) month employees.

Timesheets

Pay periods run from the 14th of one month to the 15th of the next month. Bus drivers and substitute employees will record time on paper timesheets. All other employees are required to use the electronic timeclock system. Each employee is responsible for his or her own timesheet. Timesheets must be approved by employees and supervisors after the pay period ends.

Benefits/Leaves - Prorated

All benefits/leaves are prorated based upon full months of employment for eligible employees. For example vacation would be earned as follows: 0-10 years - .833 days per month; 10+ years 1.25 days per month. Personal leave would be earned as follows: 12 month employee (2 days per year) -.17 days per month; Nine-month employee (2 days per year) - .22 days per month.

High School Student Custodians

260 day high school student custodians will be paid holidays if the employee is scheduled to work and works the day before and if the employee is scheduled to work and works the day after the holiday. **(personal illness accompanied by a doctor's note is exempt from this policy)** No other benefits are available to this category of employee.

Paraprofessionals

Paraprofessionals are available for the special education program, and on a limited basis in other classrooms and programs. Assignment of paraprofessionals is at the discretion of the principal.

Insurance

A group health and accident insurance program for eligible school support personnel shall be made available by the school district. The board shall select the group insurance program and the insurance company that will provide the program. Eligible support services personnel shall include, but not limited to the following: Director of custodial/maintenance, director of transportation, full-time custodial/ maintenance personnel and full-time secretaries. The board shall have the authority and right to change or eliminate group insurance programs for its support service employees.

Long-Term Disability/Life Insurance

Long-term disability/life insurance is available for each employee eligible for participation in the district health insurance plan and is deducted (payroll) for such employees.

Personal Illness (Sick Leave)

Employees shall be entitled to fifteen (15) sick leave days as of the first (1st) official day of the school year whether or not they report for duty on that day.

Employees are required to notify and give a reason for their absence to their direct supervisor as soon as possible before their shift is to start. This is necessary in order to schedule a substitute. Unused portions of the above personal illness days shall be cumulative to a total of the equivalent of one hundred fifteen (115) days. All sick leave must be taken on an hourly basis and only for the time needed. Sick leave taken cannot exceed time scheduled. The District, in each instance, can require such reasonable evidence to confirm the necessity of each leave of absence. Appointments should try to be scheduled during off-duty hours whenever possible. The District may request medical documentation. A doctor's excuse is required for absences of three (3) days or more. A doctor's release may be required in order to return to work. Sick leave shall not be granted for employee elective surgery or for leaves for which reasonable evidence cannot be shown, reaffirming the necessity of sick leave absence.

If the employee collects worker's compensation for time lost due to work-connected injury, while still collecting full pay because of sick leave, only the difference between the regular pay and that collected from the workers compensation will be paid. A child-specific paraprofessional will provide a doctor's note if their student is absence.

Immediate Family Illness

Support services personnel shall be allowed to use leave from their annual allocation of fifteen (15) sick leave, as stated above, at full pay for illness requiring the presence of the teacher to provide care in the immediate family as certified by the attending physician if required by the Administration. Accumulated sick leave may NOT be used for family illness.

The leave may be taken on an hourly basis under the same guidelines as stated in Personal Illness. The administrator/supervisor may require verification from a doctor. The immediate family shall be defined as: wife, husband, sons, daughters, step-children, foster children, parents, exchange students residing with family and any of the following who reside with the employee: brothers, sisters or step-parents. Leave for immediate family illness shall not be deducted from sick leave.

Bereavement/Funerals

Employees shall be granted the following:

- a. Up to five (5) days of leave shall be granted at any one time in the event of the death of an employee's spouse, child, step-children, parent, step-parent and other member of the immediate household.
- b. Up to three (3) days in the event of the death of an employee's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

- c. Up to one (1) day in the event of the death of an aunt, uncle, niece or nephew.
- d. Up to one (1) day per year in the event of a death of a close friend and for any funeral in which they are an unpaid active participant in the funeral service.

Vacation, personal days, or unpaid leave can be used as additional funeral leave by approval of the supervisor and the Superintendent.

Maternity

Maternity leave shall be granted as per Iowa Code.

Vacations

Twelve-month employees who have served five years or less are entitled to ten (10) days vacation per year with pay. Employees who have served more than five (5) years are entitled to fifteen (15) days vacation per year with pay. Vacation must be used in the year that it is earned except that one week (5 days) may be carried over to the next year, but must be used by August 15 of that year. The supervisor shall establish a vacation schedule for all support personnel. The Superintendent will approve this schedule. Vacation time may not accrue from one year to the next or employees may not be employed for extra wages during vacation periods except in cases of emergency.

Paid Holidays

Twelve month employees will receive the following paid holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Secretaries will receive the following paid holidays: New Years Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. The superintendent MAY allow employees to be provided an additional half day of paid leave on Christmas Eve and New Year's Eve if those days fall during the regular work week. This decision is entirely at the discretion of the superintendent. Nine month employees will receive the following paid holidays if the employee is scheduled to work and works the day before the designated holiday and if the employee is scheduled to work and works the day after the designated holiday (i.e. - scheduled to work/works Wednesday before and Monday after Thanksgiving - Thanksgiving is paid holiday). This rule can be waived in the event an employee misses work due to illness and provides a doctor's note verifying the illness: New Years Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. **(personal illness accompanied by a doctor's note is exempt from this policy)** HS student custodians are treated the same as nine-month employees with the addition of Fourth of July as a holiday. Employees will be paid only for the hours that would have been scheduled for the day.

Unpaid Leave

Absence without pay may be authorized by the Superintendent for purposes that he/she considers urgent and necessary. Consideration will be given to special one-time events. For such absences, deduction from the employee's salary will be made in accordance with the school district's pay deduction regulations.

Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization. Paid leave must be used before unpaid leave will be granted except in those instances where personal leave is not allowed and there are extenuating special circumstances.

Absences other than those that are listed or failure to follow the foregoing regulations may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Personal Leave

At the beginning of the work year, each employee shall be credited with two (2) personal days, to be used for any purpose at the discretion of the employee. Personal days will not be granted for the purpose of extending a school vacation day/designated day off, holiday or first or last seven (7) working days during the school year, except in the case of an emergency or one-time special event. Any employee planning to use a personal leave day shall notify his/her supervisor at least three (3) working days in advance, in writing, except in the case of an emergency. The supervisor/Superintendent may deny such leave. Personal days can only be taken in one-half (1/2) or full-days. Personal days may be carried over, not to accumulate over four (4) days. Any unused days over four (4) will be reimbursed at the substitute rate in the job area to which the employee is assigned.

Lunch/Breaks

All support staff that work 6 hours or more per day will take an unpaid 1/2 hour lunch or dinner break. All support staff personnel must pay for their lunches/snacks except Food Service Personnel. All Food Service Personnel who work 3 or more hours will be provided breakfast and/or lunch (time unpaid). All scheduled breaks include any clean-up time, time required to get to the break area and the time required to return to the work area. Breaks can be scheduled by the supervisor. In the event of a field trip situation, a para-educator may not be required to take the mandatory unpaid ½ hour lunch if supervision duties are required.

Physical Examinations

All employees are required to provide evidence of physical fitness to perform duties assigned. Employees are required by the Code of Iowa and Board of Education Policy to have a physical examination upon initial employment. The District will pay up to \$100 of the cost that is not covered by insurance (must submit an insurance explanation of benefits/E.O.B. form) for all transportation personnel. A physical is required every two years unless a different time period is specified by the physician. The District will pay up to \$50 of the cost that is not covered by insurance (must submit an insurance explanation of benefits/E.O.B. form) for other support service personnel. All physicals are to be kept in the employee's file in the Superintendent's office. Employees whose physical or mental health, in the judgment of the administration, may be in doubt shall submit to additional examinations, when requested to do so, at the expense of the school district. Employees identified as having reasonably anticipated contact with blood or infectious materials shall receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

Safety and Health

All accidents are to be reported and an injury report is to be completed. Please see your supervisor to obtain an injury report form.

Accident prevention is important. Proper safety equipment is to be worn at all times including safety goggles and gloves.

Tobacco-Free Facilities & Grounds

All buildings, athletic complex areas, parking lots and exteriors of the buildings are tobacco-free environments and as such no use of tobacco product is allowed on school district property.

Substitutes – Long Term

Long term substitutes will be paid substitute pay for the first 10 days of an assignment and then Step 1 pay as long as they stay in that job assignment.

Professional Leave - Inservice Training/Certifications

It is the responsibility of the employee to maintain required certifications. All employees may be required to attend and successfully complete training programs associated with the position. The District will pay the associated dues and fees for training if approved by the supervisor and Superintendent of Schools in advance of the training and if submitted in a timely manner.

Evaluation/Probation/Performance

New employees are hired on a ninety- (90) day probationary period. At any time during those ninety- (90) days, the employee's services may be terminated.

All employees will be evaluated twice during the first year of employment, once a year for the second and third year and every two years thereafter.

The Superintendent shall be responsible for the continuous evaluation of the support personnel of the district. Supervisors of support employees shall submit such evaluations to the Superintendent in such manner and at such times as may be determined by the Board of Directors and the Superintendent.

Annuities

The premiums for payment for the above may be deducted from the salaries of support personnel provided that written application of such deduction shall be on file with the Board Secretary.

Resignation

Resignations shall be in writing signed by the employee, directed to the Superintendent and referred by the Superintendent to the Board of Directors with a recommendation. Each employee will give a minimum of two weeks (14 days) notice and forfeit all paid leave upon submitting their resignation.

The Board recognizes that there are some circumstances that force an employee to request a release from an employment agreement before the expiration date of the agreement; therefore, personnel will be released from the employment agreement at a time that a suitable replacement can be secured.

Suspension

The Superintendent or his delegated subordinate has the authority to suspend the services of any support staff employee. At the next following meeting of the Board of Directors, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board if he/she so desires.

Assignment and Transfer

In addition to assignments and transfers made by the administration, changes in assignment may be initiated by an employee submitting a request to his immediate superior. All reassignments shall be made only after discussions by those principally concerned and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent of Schools. All assignment changes will be reported to the Board.

Grievance/Complaint Procedure

The best place to resolve a concern is at the level that the concern exists. Any concern should be directed first to your supervisor and every effort should be made to resolve the concern at that level. If the concern cannot be resolved, the supervisor and employee can schedule a meeting with the Superintendent. Prior to that meeting the employee will state, in writing, the concern and the steps that have been taken to resolve the concern. Any concerns that cannot be resolved at that

level, the employee may request that the concern be taken to the Board Personnel Committee. The request must be in writing and be filed with the superintendent within five (5) days after the meeting with the supervisor/superintendent. The employee will be notified of the time and procedure for resolving the complaint. If the concern cannot be resolved with the Board Grievance Committee, at the employee request the grievance/complaint will be taken to the Board. The request must be filed with the superintendent within five (5) days of meeting with the Board Grievance Committee. The employee will be notified of the time and procedure for resolving the grievance/complaint.

Abuse of Students by School District Employees

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

Gifts to Employees

Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. Please see your direct supervisor if you have any questions.

Family and Medical Leave Act

Employees of the District are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993 and the regulations implementing the Act.

Harassment

Harassment of employees and students will not be tolerated in the school district. The school district includes school district facilities, school district premises, and nonschool property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action.

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

Substance Free Workplace

All employees are required to sign a substance free workplace form at the time of employment. The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The Superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

Child Abuse

All support services employees who have a concern about possible child abuse are asked to report that concern to that building principal.

Right To Know

All employees are required to have Right To Know Training at the time of employment and annually thereafter.

Bloodborne Pathogens

All employees are required to have Bloodborne Pathogen Training at the time of employment and annually thereafter.

Drug and Alcohol Testing Program

Employees who operate school vehicles are subject to drug and alcohol testing (Federal Law) if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs 26,001 pounds or more.

Jury Duty/Court Subpoena

Any employee called for jury duty or subpoena court appearance during work hours shall be permitted to be absent without loss of pay and without charge against leave provided the employee notifies his/her supervisor of the upcoming absence as soon as possible after the employee is informed of the date of said jury duty or court appearance. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. Any fees or remuneration the employee receives during such leave for serving on a jury shall be turned over to the school district. The employee may retain all mileage/expenses. Court cases involving personal matters that are not job related shall be excluded.

Military Service

If an opening is available, an employee who has resigned to serve in the military service may return to his/her position without loss of sick leave benefit and will be given credit on the salary schedule for the time that he/she has been away, but not to exceed the minimum enlistment or draft period. His/her return will also be predicated on the following conditions: that he/she is physically and mentally capable of performing the duties of the position, that he/she makes written application for reinstatement to the Superintendent within ninety (90) days after the termination of military service, and that he/she submits an honorable discharge from the military service.

An employee who has been granted a leave of absence due to active military service may return to his/her position according to Board Policy #409.7.

Telephone Use-Support Staff

Support staff is not to charge long distant personal telephone calls to the school. Please use your personal cell phone for these calls. Personal calls should be limited and not interfere with job performance.

Activity Pass

Each support staff employee (9 or 12 month) that has signed an employment agreement will be issued an Activity Pass that will allow the employee only to attend school events (home only).

Computers

All staff members are expected to completely shut down their computers and turn off monitors at the end of the day. When not in the classroom, computers are to be locked so unauthorized students or staff do not have access to the computer programs and confidential information. Computers are the property of the school district. User files may be subject to access by authorized employees of the Jesup Community School District during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

Internet Policy

Employees are expected to practice appropriate use of the Internet and follow Policy Code No. 605.6. Violations may result in discipline up to, and including, discharge. It is noted that any device that operates a @jesup.k12.ia.us account, the information associated with that account may be deleted or modified by the district.

JESUP COMMUNITY SCHOOL DISTRICT

CLASSIFIED EMPLOYEE EVALUATION REPORT

Employee's Name		Job Title	
Employee's Signature		Date	
		Evaluator's Signature	
		Date	

Signature by the employee indicates that the employee has read and understands the text of the evaluation summary but does not necessarily indicate agreement. The employee may file a statement regarding the evaluation summary.

DIRECTIONS: Place a check in the column that best describes the employee's performance on that criterion.

Performance Area I: Quality of Work

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Too many errors or rejections	Often unacceptable- frequent errors	Makes occasional errors	Professional, thorough, error free

Comments:

Performance Area II: Quantity of Work

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Incomplete Work	All necessary work completed with assistance	All necessary work completed independently	All necessary work completed, demonstrate leadership in refining procedures

Comments:

Performance Area III: Initiative

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
No drive or motivation to complete work	Inconsistent drive and motivation	Willing to do the work required	Seeks ways to improve position and duties

Comments:

Performance Area IV: Knowledge of Work

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Does not demonstrate basic understanding	Can demonstrate basic understanding with time and assistance	Demonstrates a strong understanding of the job	Ability to use knowledge to solve unknown and unexpected problems

Comments:

Performance Area V: Ability to Get Along With Staff

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Ineffective in communicating with colleagues and supervisors	Inconsistent in effective communication with colleagues and supervisors	Collaborates and communicates effectively with colleagues and supervisors	Demonstrates leadership characteristics when working with colleagues and supervisors

Comments:

Performance Area VI: Ability to Get Along With Public

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Negative interactions and conduct. Failure to maintain confidentiality	Inconsistent positive interactions	Positive interactions with public	Active and involved community member

Comments:

Performance Area VII: Personal Appearance

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Consistently inappropriate attire and/or cleanliness	Inconsistent use of appropriate attire	Dresses appropriately for the duties of the position	Always presents self in a manner that positively represents the school

Comments:

Performance Area VIII: Attendance/Punctuality

Does Not Meet (1)	Needs Improvement (2)	Meets (Standard) (3)	Exceeds (4)
Frequent absences and not following regular hours. Exceeds allocated leave time.	Inconsistent attendance and punctuality.	Regularly reports to work on time.	Rarely absent.

Comments:

Is the employee well suited for the type of work he/she is now doing? No ___ Yes

The following list of goals has been discussed and are realistic and attainable during the next appraisal period:

JESUP COMMUNITY SCHOOL DISTRICT

Evaluation of Bus Driver Performance

Driver

Route(s)

Period of this Evaluation Report

- S = Meets or exceeds district standards
NI = Performance acceptable; some improvements are expected
U = Unacceptable performance

Performance Areas:

	<u>S</u>	<u>NI</u>	<u>U</u>
I. Pre-Trip Procedures	_____	_____	_____
II. Operation of Bus	_____	_____	_____
III. Management of Students	_____	_____	_____
IV. Public Relations	_____	_____	_____
V. Safety Considerations	_____	_____	_____
VI. Post-Trip Procedures	_____	_____	_____

Summary Comments:

Driver's Signature

Date

Evaluator's Signature

Basic Criteria for Driver Evaluations

I. Pre-Trip Procedures

a. Walk-Around Inspection

_____ Tires
_____ Lights
_____ Mirrors
_____ Obstructions
_____ Other

b. Gauges

_____ Fuel
_____ Electrical
_____ Temperature
_____ Other

c. Safety Equipment

_____ Lights
_____ Kit
_____ Seat Belt
_____ Moving Parts (wipers, doors, etc.)
_____ Other

d. Engine Warm-Up

_____ Limited to Minimum
_____ Careful Use of
_____ Engine

II. Operation of Bus

- a. Speed and all other traffic/bus regulations
- b. Defensive driving; awareness of weather, road, and traffic conditions
- c. Turning lane changes
- d. Use of lights
- e. Careful use of engine
- f. Proper braking
- g. Proper procedures when loading and unloading students
- h. Students always seated when bus in motion
- i. Other

III. Management of Students

- a. Fair, firm, and consistent
- b. Handling and referrals
- c. Other

IV. Public Relations

- a. Positive contacts with
_____ Students
_____ Attendance Center
_____ Personnel
_____ Other Transportation
_____ Parents
_____ Staff

- b. Contribution to favorable impression of Jesup Schools in eyes of other motorists
- c. Daily use of students' names in greetings, etc.

V. Safety Considerations

VI. Post-Trip Procedures

- a. Interior of bus cleaned
- b. Reporting of problems (including violations observed)
- c. Completion of records
- d. Other

JOB SPECIFICATIONS

Head of Custodial/Maintenance/Grounds

REPORTS TO: Superintendent

SUPERVISES: Custodial/Maintenance Staff

SUMMARY DESCRIPTION: This position serves as primary liaison and initial level of supervision for custodial/maintenance staff. This position is also responsible for maintaining the physical school facilities in clean and safe condition of operating excellence.

GENERAL DESCRIPTION:

This position serves as the primary liaison and first level supervisor for the custodial/maintenance staff. This position is responsible for maintaining all buildings and grounds in the district in a condition of safety, cleanliness, and aesthetic attractiveness so that full educational use of them may be made at all times. This position is also responsible for the quality and efficiency of the work performed by custodial/maintenance staff. This position also is responsible for the day to day upkeep and operation of the grounds and outside sporting facilities. By keeping the grounds equipment, grounds and sporting facilities in a state of operating excellence, they present no problems or interruptions to the educational program.

CONTRACT PERIOD: 260 days

EDUCATION: Minimum of a high school diploma with appropriate knowledge and training in facility and grounds maintenance.

EXPERIENCE: The person holding this position should have a demonstrated aptitude and five years of experience in the maintenance of buildings and grounds. A background in security, plumbing, carpentry, electrical, landscape, grounds keeping, heating and cooling systems, and other related areas is preferred. This person should also have communication and supervisory skills necessary for successful interactions with maintenance staff.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates, supervises, and participates in the maintenance and grounds work of the district's schools and related facilities.
2. Assigns duties to groundskeepers and inspects completed work.

3. Confers with school principals in making plans for landscaping, planning, and maintenance of various school grounds.

4. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
5. Strives constantly to promote the safety, health, and comfort of the students and employees.
6. Examines school buildings on a regular basis for needed repairs and maintenance.
7. Establishes and recommends priorities on repair projects.
8. Estimates costs of repair projects in terms of labor, material, and overhead.
9. Helps the superintendent in the selection, assignment, scheduling, and training of members of the maintenance and grounds staff.
10. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
11. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned or operated by the district.
12. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning and refrigeration units, and similar electric elements in the facilities owned or operated by the district.
13. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned or operated by the district.
14. Determines which repair jobs may be performed by custodians and maintenance workers on the staff and which must be performed by outside contractors and advises the superintendent accordingly.
15. Advises the superintendent on all security matters.
16. Evaluates the district's security program on a continuing basis and recommends changes as necessary to the superintendent.
17. Consults with building principals and head custodians on methods of increasing security in and about the premises of each school.
18. Establishes appropriate procedures and routines for locking and regularly checking each district facility during hours when it is not in use.
19. Works closely with the chief of police and sheriff regarding the setting up of regular building checks, routine security procedures, and special security problems that may occur from time to time.
20. Demonstrates a positive attitude and team focus in all aspects of the position.
21. In cooperation with Director of Transportation maintains district-owned equipment and plans for preventive maintenance.
22. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
23. Cooperates with Athletic Director, School Principals and others responsible for planning school activities.
24. Coordinates, supervises and participates in the maintenance and grounds work of the district's schools and related facilities.

25. Coordinates, supervises and participates in the snow and ice removal of the district's schools and related facilities.
26. Confers with Athletic Director and Administrators in making plans for landscaping, planning and maintenance of the district's school grounds and related facilities.
27. Plans and oversees all grounds and related facilities maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
28. Examines grounds and related facilities on a regular basis for needed repairs and maintenance.
29. Estimates costs of grounds and related facilities repair projects in terms of labor, material and overhead.
30. Completes and dispatches insurance reports.
31. Helps the Superintendent in the selection, assignment, scheduling and training of grounds staff.
32. Attends appropriate committee and staff meetings.
33. Responsible for the diagnosis and repair of school equipment.
34. Maintains a current inventory of supplies and equipment.
35. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
36. Verifies time cards of grounds workers.
37. Demonstrates a positive attitude and team focus in all aspects of the position.
38. Performs other duties as assigned by the Superintendent.

JOB SPECIFICATIONS

Custodian

REPORTS TO: Director of Custodial/Maintenance

GENERAL DESCRIPTION:

This position is under the general supervision of the Superintendent and the immediate supervision of the Director of Custodial/Maintenance. The custodian performs custodial work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and immediate grounds.

CONTRACT PERIOD: 260 days

EDUCATION: Minimum of a high school diploma with appropriate knowledge and training in facility and grounds maintenance.

EXPERIENCE: The person holding this position should be in reasonably good health, energetic, courteous, and have the ability to cooperate and work with others. The ability to follow oral and written instructions about cleaning is a must. This person must have sufficient physical strength and agility to work continuous hours while standing, to walk up and down steps and ladders, and to lift and carry a minimum of 80 pounds and occasionally more. A basic knowledge of materials, methods, and equipment employed in building cleaning operations is also required.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
4. Checks to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms, dusts furniture, and cleans corridors.
6. Disinfects and cleans all toilets, sanitary fixtures, and drinking fountains.
7. Washes all windows on both the inside and outside.
8. Keeps the grounds free from rubbish.
9. Keeps all floors in a clean and attractive condition and in a good state of preservation.

10. Makes minor building repairs.
11. Reports the need for major repairs promptly to the supervisor.

12. Reports immediately to the supervisor any damage to school property.
13. Remains on the school premises during working hours. Visitation by family members and friends is discouraged during on duty hours.
14. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
15. Moves materials, furniture, or equipment within buildings as required for various activities.
16. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
17. Assists in enforcing school rules and administrative regulations.
18. Attends and participates in meetings.
19. Cooperates with other members of the staff in planning goals, objectives, and methods.
20. Establishes and maintains cooperative professional relations with others.
21. Performs related duties as assigned by the administration in accordance with district policies and practices.

JOB SPECIFICATIONS

Director of Food Service

REPORTS TO: Superintendent

SUPERVISES: School Kitchen and Food Service Staff

SUMMARY DESCRIPTION: This position serves as primary liaison and initial level of supervision for food service staff. This position is also responsible for the smooth and efficient operation of the district's food service kitchen.

GENERAL DESCRIPTION:

This position serves as the primary liaison and first level supervisor for food service staff members. This position is responsible for the day to day operation of the kitchen in preparing meals for the food service program. This program provides each child with food of high nutritious quality in an atmosphere of efficiency, cleanliness, cheerfulness, and personal caring.

CONTRACT PERIOD: Approximately 215 days

EDUCATION: Minimum of a high school diploma with appropriate knowledge of food preparation and service.

EXPERIENCE: The person holding this position should have a demonstrated aptitude and five years of experience in commercial food preparation and service. This person should also have communication and supervisory skills necessary for successful interactions with food service staff members.

PERFORMANCE RESPONSIBILITIES:

1. Recommends, purchases, and maintains an inventory of all foods, supplies, and equipment.
2. Plans and supervises the preparation and serving of menus.
3. Provides for the ordering, preparation, and serving of government surplus foods.
4. Makes requests and recommendations for purchase of new and replacement equipment.
5. Checks all bills and purchase orders for accuracy before presenting them to the Superintendent.
6. Assists in the application for government surplus food for school cafeteria use and

- directs its distribution and transfer.
7. Plans for government commodities as part of the ongoing food service program.
 8. Checks all government reimbursements.

9. Plans and directs the preparation and serving of all food in the cafeteria.
10. Assumes responsibility for the security of food and supplies.
11. Supervises the storage and care of foods and supplies.
12. Supervises and participates in the preparation and serving of food.
13. Oversees and participates in the cleaning of kitchen, serving, storage, and dining areas.
14. Assigns, directs, plans, and supervises the work of cafeteria employees.
15. Keeps employee time records.
16. Plans work schedules and arranges for substitutes when required.
17. Instructs new cafeteria employees in performing their assigned tasks.
18. Assists in evaluating the performance of all cafeteria employees.
19. Directs sanitation procedures.
20. Determines household eligibility for Free & Reduced meals.
21. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
22. Assumes responsibility for checking that all equipment in the cafeteria area is in safe, working condition and notifies the Superintendent when repairs or replacements are needed.
23. Maintains records on food and supplies received and used.
24. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
25. Checks food shipments into the school by signing invoices only after each order has been verified.
26. Determines the quantities of each food to be prepared daily.
27. Reports immediately to the Superintendent any problem or accident occurring in the kitchen or the cafeteria premises.
28. Confers with the Superintendent regarding any personnel problems.
29. Reports to the Superintendent any faulty or inferior quality food which is received.
30. Supervises the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
31. Performs other duties as assigned by the Superintendent.

JOB SPECIFICATIONS

Food Service

REPORTS TO: Director of Food Service

GENERAL DESCRIPTION:

This position is responsible for performing the day to day operations of the kitchen in preparing meals for the food service program. This program provides each child with food of high nutritious quality in an atmosphere of efficiency, cleanliness, cheerfulness, and personal caring.

CONTRACT PERIOD: Normally 179 days as school is in session.

EDUCATION: Minimum of a high school diploma with appropriate knowledge of food preparation and service.

EXPERIENCE: At least 3 years of home meal preparation and serving experience required. One year of commercial experience preferred. The person holding this position should energetic, courteous and have the ability to cooperate with others. The ability to follow oral and written instructions about food preparation, cleaning, sanitizing and food storage is a must. This person must have sufficient physical strength and agility to work continuous hours while standing and to lift and carry institutional size cans of foods and cases at times.

PERFORMANCE RESPONSIBILITIES:

1. Assists in preparing and serving food in a quick and pleasant manner.
2. Assumes responsibility for ensuring that during meal service periods the supply of foods is replenished regularly.
3. Assists in the daily clean-up of the kitchen and service area.
4. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the Head Cook or Superintendent.
5. Assumes responsibility for storage and disposal of unused foods.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintains records as required by law, district policy, and administrative regulations.
8. Assists in enforcing school rules and administrative regulations.
9. Attends and participates in meetings.
10. Cooperates with other members of the staff in planning goals, objectives, and methods.
11. Assists in the selection of equipment and other materials.
12. Establishes and maintains cooperative professional relations with others.

13. Performs related duties as assigned by the administration in accordance with district policies and practices.

JOB SPECIFICATIONS

Nurse

REPORTS TO: K-12 Administrators

SUPERVISES: Certified Medication Personnel

SUMMARY DESCRIPTION: The nurse is responsible for performing duties necessary to assist in the efficient operation of the school environment so that maximum benefit will be realized by the educational program.

GENERAL DESCRIPTION:

This position serves as the first level medical response person, day-to-day student medical issues, preventative school health services including tests for hearing and vision and ongoing educational issues.

CONTRACT PERIOD: 191 days

EDUCATION: Degree - Registered Nurse

EXPERIENCE: The person holding this position should have a demonstrated aptitude and appropriate experience in nursing, preferably in a school setting.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs students at designated locations and times.
2. Prepares for assigned classes and shows written evidence of preparation and implementation on requests of the immediate supervisor.
3. Maintains acceptable standards of student behavior.
4. Provides an effective program of instruction based on the needs and capabilities of the individuals or student groups involved. This could include but not be limited to:
 - a. Review of previously taught material as needed.
 - b. Presentation of new material
 - c. Use of a variety of teaching materials and techniques.
 - d. Evaluation of student progress on a regular basis.

5. Correlates instructional objectives with the philosophy, goal and objectives stated for the district.

6. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
7. Maintains records as required by law, district policy and administrative regulations.
8. Assists in upholding and enforcing school rules and administrative regulations.
9. Makes provisions for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.
10. Attends and participates in meetings
11. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
12. Assists in the selection of books, equipment and other instructional materials.
13. Works to establish and maintain open lines of communication with students, parents and colleagues concerning both academic and behavioral progress of all students.
14. Establishes and maintains cooperative professional relations with others.
15. Performs related duties as assigned by the administration in accordance with district policies and practices.
16. Conducts school health service, including physical examinations, immunizations and tests for hearing and vision.
17. Assumes responsibility for selection and referral of students in need of medical and dental care.
18. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters.
19. Exerts leadership in the development of health curriculum.
20. Maintains up-to-date cumulative health records curriculum.
21. Observes students on a regular basis.
22. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
23. Advises teachers on individual student health matters.
24. Assists school personnel in establishing sanitary conditions in schools.
25. Performs other duties as assigned by the administrative staff.

JOB SPECIFICATIONS

Paraprofessional

REPORTS TO: Building Level Principal

GENERAL DESCRIPTION:

The paraprofessional is responsible for performing duties necessary to assist in the efficient operation of the classroom and related service so that maximum benefit will be realized by the educational program.

CONTRACT PERIOD: Approximately 180 days

EDUCATION: Minimum of a high school diploma is required. The ability to read proficiently and write legibly is required.

EXPERIENCE: Previous experience in an educational setting or child related experience would be beneficial.

PERFORMANCE RESPONSIBILITIES:

1. Assist teachers with classroom activities
2. Supervise students in designated areas.
3. Assist in preparing instructional materials.
4. Processes materials, supplies and equipment.
5. Maintains and operates equipment.
6. Helps students locate instructional materials.
7. Helps to maintain displays and oversees the general neatness and attractiveness of the designated area.
8. Types a variety of materials.
9. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
10. Maintains records as required by law, district policy and administrative regulations.
11. Assists in enforcing school rules and administrative regulations.
12. Attends and participates in meetings.
13. Cooperates with other members of the staff in planning goals, objectives and methods.
14. Assists in selection of equipment and other materials.
15. Establishes and maintains cooperative professional relations with others.
16. Performs related duties as assigned by the administration in accordance with district practices and policies.

JOB SPECIFICATIONS

Director of Transportation

REPORTS TO: Superintendent

SUPERVISES: Bus Drivers and Transportation Fleet

SUMMARY DESCRIPTION: This position serves as primary liaison and initial level of supervision for bus drivers. This position is also responsible for the smooth, safe, and efficient operation of the district's transportation program.

GENERAL DESCRIPTION:

This position serves as the primary liaison and first level supervisor for bus drivers. This position is responsible for the day to day upkeep and operation of the transportation fleet. By keeping the vehicles and buses in a state of operating excellence, they present no problems or interruptions to the educational program. This person is also responsible for quality and effective bus operation by transportation personnel.

CONTRACT PERIOD: 260 days

EDUCATION: At least a high school diploma with appropriate knowledge and certification in vehicle maintenance.

EXPERIENCE: The person holding this position should have a demonstrated aptitude and five years of experience in vehicle repair and maintenance. This person should also have communication and supervisory skills necessary for successful interactions with bus drivers.

PERFORMANCE RESPONSIBILITIES:

1. Prepares bus routes for all public and non-public schools in the district.
2. Prepares and updates bus schedules for all public and non-public schools in the district.
3. Maintains all district-owned equipment and develops plans for preventive maintenance.
4. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
5. Cooperates with Athletic Director, School Principals, Coaches and others responsible for planning special school trips.
6. Assists with the snow and ice removal of the district's schools and related facilities.
7. Acts as liaison with parents for complaints and special requests regarding transportation.

8. Conforms with all state laws and regulations regarding school transportation.
9. Completes and dispatches insurance reports.
10. Submits all reports required by state authorities.

11. Advises Superintendent on road hazards for decision on school closing during inclement weather.
12. Attends appropriate committee and staff meetings.
13. Responsible for the diagnosis and repair of school equipment.
14. Maintains a current inventory of supplies and equipment.
15. Sets up and supervises a system for the receipt and usage of parts and supplies and the keeping of records and inventories.
16. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
17. Verifies time cards of bus drivers.
18. Helps the Superintendent in the selection, assignment, scheduling and training of transportation personnel.
19. Demonstrates a positive attitude and team focus in all aspects of the position.
20. Performs other duties as assigned by the Superintendent.

JOB SPECIFICATIONS

Bus Driver

REPORTS TO: Transportation Director

GENERAL DESCRIPTION:

The bus driver has prime responsibility for the safe and efficient transportation of the students of the Jesup Community School District. In addition, bus drivers are expected to maintain a clean bus and report any defects in equipment to the Head Bus Driver/Mechanic.

CONTRACT PERIOD: 180 days

EDUCATION: Minimum of a high school diploma or equivalency with current applicable licensing for CDL and Bus Driver Permit. The ability to read proficiently and write legibly is required.

EXPERIENCE: Previous bus or truck driving experience is preferred.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline and reports undisciplined students to the proper authority.
4. Keeps assigned bus clean.
5. Keeps assigned schedule.
6. Checks bus before each operation for mechanical defects.
7. Notifies the proper authority in case of mechanical failure or lateness.
8. Discharges students only at authorized stops.
9. Exercises responsible leadership when on out-of-district school trips.
10. Transports only authorized students.
11. Reports all accidents and completes required reports.
12. Enforces regulations against smoking and eating on the bus.
13. Maintains a positive working relationship with parents.
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Maintains records as required by law, district policy, and administrative regulations.
16. Assists in enforcing school rules and administrative regulations.
17. Attends and participates in meetings.
18. Cooperates with other members of the staff in planning goals, objectives, and methods.
19. Establishes and maintains cooperative, professional relations with others.
20. Performs related duties as assigned by the administration in accordance with district

policies and practices.

JOB SPECIFICATIONS

Secretary - Principal

REPORTS TO: Principal

GENERAL DESCRIPTION:

The secretary is responsible for performing duties necessary to assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

CONTRACT PERIOD: 220 days

EDUCATION: A high school diploma and preferably additional post high school training and/or college courses.

EXPERIENCE: Previous secretarial/clerical experience is preferred.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions associated with the office.
2. Sells supplies, tickets, materials, etc. associated with the office.
3. Maintains a regular filing system for correspondence, invoices, cards or other records.
4. Places, receives and routes telephone calls and records messages.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping tasks associated with a specific position.
7. Utilizing current technology prepares a variety of materials including confidential correspondence, reports, notices and recommendations.
8. Maintains a log of visitors, schedules, appointments and makes arrangement for conferences and interviews.
9. Welcomes visitors and arranges for their comfort.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Maintains records as required by law, district policy and administrative regulations.
12. Assists in enforcing school rules and administrative regulations.
13. Attends and participates in meetings.
14. Assists in the selections of equipment and materials.
15. Establishes and maintains cooperative professional relations with others.

16. Performs related duties as assigned by the administration in accordance with district policies and practices.

JOB SPECIFICATIONS

Secretary - Superintendent

REPORTS TO: Superintendent

GENERAL DESCRIPTION:

The secretary is responsible to assist and relieve the administrative supervisor of paper and impediments so that he/she may devote maximum attention to the central problems of education and educational administration.

CONTRACT PERIOD: 260 days

EDUCATION: A high school diploma and preferably additional post high school training and/or college courses.

EXPERIENCE: Previous secretarial/clerical experience is preferred.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions associated with the office.
2. Sells supplies, tickets, materials, etc. associated with the office.
3. Maintains a regular filing system for correspondence, invoices, cards or other records.
4. Places, receives and routes telephone calls and records messages.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping tasks associated with a specific position.
7. Utilizing current technology prepares a variety of materials including confidential correspondence, reports, notices and recommendations.
8. Maintains a log of visitors, schedules, appointments and makes arrangement for conferences and interviews.
9. Welcomes visitors and arranges for their comfort.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Maintains records as required by law, district policy and administrative regulations.
12. Assists in enforcing school rules and administrative regulations.
13. Attends and participates in meetings.
14. Assists in the selections of equipment and materials.
15. Establishes and maintains cooperative professional relations with others.

16. Performs related duties as assigned by the administration in accordance with district policies and practices.

JOB SPECIFICATIONS

At-Risk Coordinator

REPORTS TO: Building Principals

GENERAL DESCRIPTION:

The At-Risk Coordinator provides guidance to identified at-risk students in their academics and behaviors and tracks data to improve student performance. The Coordinator works closely with parents, teachers, administrators, counselors, social workers, and other outside agency personnel to enhance students' school performance and promote social skills with peers and adults. The At-Risk Coordinator reports to the District Superintendent.

[281--Iowa Administrative Code 12.2\(256\)](#) Definition of At-Risk

"At-risk student" means any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts.

EMPLOYMENT TERMS:

1. 200 day (beginning of school year through June 30th)
2. Salary

PERFORMANCE RESPONSIBILITIES:

1. Identifies at-risk students based on the Iowa Administrative Code 12.2(256).
2. Identified at-risk students based on their attendance report.
3. To organize and implement the mentor program associate with Juvenile Court Services.
4. Consult with building principal and teachers to develop resolution at the site.
5. Serve as a resource to departmental or grade level meetings.
6. Encourages identified at-risk students to set and maintain standards of classroom behavior.
7. Guides the learning process of the identified at-risk students toward the achievement of curriculum goals.
8. Monitors the identified at-risk student academic growth and keeps appropriate records.
9. Is available to identified at-risk students and parents for education-related purposes outside the instructional day when necessary.
10. Enhance academic performance in school by assessing students' needs.
11. Help students with organization skills, including but not limited to: remediation of concepts, completion of current assignments; make-up missed assignments; test preparation.
12. Consult with teachers to determine strategies for academic assistance.
13. Maintain updated list of students receiving services.

14. Remove barriers to students' full access to opportunities in school environment, including co-curricular and extra-curricular activities.
15. Promote life/social skills with peers and adults.
16. Listen, support and model effective communication and problem-solving skills.
17. Serve as navigator of community systems providing referrals to appropriate resources to assist the at-risk students and their family.
18. Attend trainings and meetings as needed for the purpose of gathering and disseminating information, as well provide parents information of students identified as being at-risk.
19. Participate in monthly staff meetings.
20. Performs other related duties as assigned by the supervisor for the purpose of ensuring the efficient and effective functioning of the student(s).

EDUCATION, KNOWLEDGE, SKILLS:

1. Minimum of three years' experience working with At-Risk youth.
2. Bachelor's degree required
3. Evidence of adaptability and problem solving.
4. Effective oral and written communication skills.
5. Demonstrate success in area of application
6. Evidence of good interpersonal skills with colleagues and parents.