



**U.S.D. 108**  
**Classified Employee**

Personnel Handbook

*Established 2001-2002*

**Updated July 2011**



**WASHINGTON COUNTY SCHOOLS  
USD 108  
CLASSIFIED HANDBOOK**

**TABLE OF CONTENTS**

Handbook

Job Descriptions – Appendix 1

Salary Schedule – Appendix 2

Evaluation Tool – Appendix 3

# HANDBOOK FOR CLASSIFIED EMPLOYEES OF USD NO. 108

## ARTICLE A GENERAL

**A-1. HANDBOOK ESTABLISHED.** The following handbook with guidelines and other provisions for classified employees of USD 108 is adopted to:

- (a) Promote and increase the efficiency and effectiveness of the operation of USD 108.
- (b) Develop a program of recruitment, advancement and tenure which will make employment with USD 108 attractive as a career.
- (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among USD 108 employees by providing good working relationships, uniform personnel guidelines, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin or ancestry.
- (e) Establish USD 108 employment guidelines. This handbook and guidelines do not create contractual employment rights. All employees are considered to be at-will employees for the purpose of employment with USD 108.

**A-2. APPLICATION OF HANDBOOK.** This handbook and guidelines shall apply to all classified employees employed by USD 108. Classified personnel are employees who are paid by the hour and are not teachers; including, but not limited to, secretaries, bus drivers, school nurses, custodians, paraprofessionals, library aides, recess and lunchroom supervisors, food service employees, maintenance, and transportation personnel.

**A-3. DEPARTMENTAL GUIDELINES.** The head of any department or the person in charge of any employee in any school building or otherwise may formulate in writing reasonable guidelines for the conduct of the operations of his/her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Board of Education.

**A-4. PERSONNEL RECORDS.** The Board Clerk shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An employee's personnel file shall be available during office hours for inspection by that employee. Each employee shall have the following records on file with the Clerk of the Board of Education before the first day of employment:

1. Employment application
2. KPERS enrollment form – if employee is eligible.
3. W-4 withholding certificate.
4. Social security card – copy.
5. Loyalty oath or affirmation.
6. Health certificate.
7. Driver's license – copy.
8. Workers compensation disability form.
9. Ethnicity / Race Form.

**A-5. AMENDMENT OF HANDBOOK.** This handbook and guidelines may be amended from time-to-time in the same manner as they were adopted by the Board of Education.

## **ARTICLE B POSITION CLASSIFICATIONS**

**B-1. OBJECTIVES AND PURPOSES.** Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each classified position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

**B-2. JOB DESCRIPTIONS.** Each position shall have a concise descriptive title, a description of the essential and marginal functions (tasks) of the position and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the Board of Education and shall be kept on file in the office of the Board Clerk and shall be open to inspection during regular office hours. See Appendix 1.

**B-3. PAY RANGE.** The Board of Education shall adopt an amount of payment for each classified position and may adopt a plan of pay with minimum and maximum amounts of pay for each class of positions which plan shall be periodically reviewed and revised by the Board of Education. See Appendix 2.

**B-4. MAINTENANCE OF THE CLASSIFICATION PLAN.** It shall be the duty of each department head, principal, or other designated supervisor to recommend to the Board of Education any and all organizational changes, which will significantly alter or affect changes in existing positions or proposed positions. The Board of Education shall approve all new or revised job descriptions and/or pay ranges for such positions.

## **ARTICLE C DEFINITIONS**

### **C-1. TYPE OF EMPLOYEES.**

- (a) A full-time employee is one employed to work a normal work week of at least forty (40) hours on a regular and continuing basis. The work week is any consecutive seven (7) day period.
- (b) A part-time employee is one employed to work less than a normal work week on a regular and continuing basis.
- (c) Seasonal employee is one employed to work on a regular and/or recurring basis during the specific season or portion of a year.
- (d) Volunteer is a non-paid individual in the position he/she holds. When acting as a volunteer an individual is not an employee regardless of other school district employment.

**C-2. RECRUITMENT.** It shall be the intent of USD 108 to provide fair and equal opportunity to all qualified persons to enter employment with USD 108 on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin or ancestry. When a vacancy exists, it shall be filled in the following manner:

1. Post the vacancy and advertise in the Washington County News for two (2) weeks;
2. screen applicants;
3. interview selected applicants;
4. notify candidate to be recommended to board;
5. acceptance of position by candidate;
6. recommendation of candidate to board for approval; and
7. the notification of other candidates.

The Board of Education may waive the above hiring procedure for any position or any part thereof at any time and from time to time.

Job vacancies involving promotion within the system will be announced to allow current employees to apply for the position. If a current employee is qualified, he/she will be given consideration.

All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the Superintendent.

**C-3. QUALIFICATIONS OF EMPLOYMENT.** All applicants for any position with classified personnel of USD 108 shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. The offer of employment is contingent upon applicant passing required tests. Any classified employee who comes into direct contact with students is required to complete a physical examination at the time of employment with the District at his/her own expense. Results of such examinations shall be filed with the USD 108 Clerk.

**C-4. PROMOTIONS.** All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of promotion is contingent upon applicant passing required tests.

**C-5. NEPOTISM.**

- a. In order to avoid favoritism or the appearance of favoritism based on family relationships and to avoid conflicts in employment regarding family relationships, it shall be the policy of USD 108 that no one shall be employed in a department of USD 108 where the supervisor or department head is a member of the immediate family of any person who is at that time an employee of USD 108. "Immediate family" is defined to include only an employee's parents, stepparents, spouse, children, sister or brother, grandparents, grandchildren, mother or father-in-law and brothers or sisters-in-law.
- b. If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees shall leave such employment within thirty (30) days of the date such relationship is established. The decision as to which employee leaves shall be made by the two employees; provided, if the two employees do not agree within said thirty (30) day period, the decision will be made by the department head or supervisor.
- c. Positions held in violation of this guideline at the time of this handbook's adoption shall not be effected thereby. This guideline shall be a condition of each employee's employment and any termination of employment as a result of this guideline shall be deemed to be a termination made with just cause.

**C-6. CITIZENSHIP VERIFICATION.** All employees initially hired after November 7, 1986, for any position with USD 108 shall complete an employment eligibility verification statement in compliance with the Federal Immigration Reform and Control Act of 1986.

## **ARTICLE D COMPENSATION**

**D-1. PAY PLAN.**

- a. The salary of each classified employee of USD 108 shall, at least annually, be set at an amount within the pay range of the position class the employee is assigned if such has been established by the Board of Education. Such determination shall be made by the Board of Education with the advice of the employee's immediate supervisor and the Superintendent.
- b. If the Board of Education does not adopt a pay plan with salary ranges for each position, compensation of each employee shall be set at such an amount as determined by the Board of Education. Salary increases, when granted, will normally be on a yearly basis.
- c. Salary increases, however adopted, shall be based on the results of the most recent evaluation of the employee and the employee's skills, growth, and performance of job. Salary increases will not be granted solely on the basis of longevity.

**D-2. EVALUATIONS.** USD 108 shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based upon individual job descriptions and shall be done by the employee's immediate supervisor.

An evaluation shall be completed after six (6) months of employment and all classified employees shall be evaluated at least annually thereafter. Upon the completion of an evaluation, the evaluation is to be signed by the evaluator and acknowledged by the employee, placed in the employee's personnel file with a copy given to the employee. Completion of evaluations is the responsibility of each employee's immediate supervisor. **See Appendix 3.**

**D-3. OVERTIME.**

- a. Compensation for authorized overtime work shall be at the rate of one and one-half (1 ½) times the employee's regular rate of pay. Overtime compensation shall be paid no later than the first pay day following the pay period in which it was earned.
- b. No person employed in an administrative, executive or professional position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime compensation.
- c. All overtime work must have prior authorization by the Superintendent of schools or in his absence, the employee's supervisor; provided, employees who have a contract to work more than forty (40) hours per week shall not need approval to work the number of hours provided for in their contract.

**D-4. TIME AND METHOD OF PAY.** Employees shall be paid on a monthly basis by the tenth day of the month following the month in which the work was performed and shall be paid by direct deposit to the employee's bank account as he/she designates.

**D-5. TIME SHEETS.** All employees employed on an hourly basis shall maintain time sheets showing the hours of work performed by the employee. The employee is encouraged to use the Microsoft Excel version of the time sheet. Time sheets shall be signed by the employee and the employee's supervisor and shall be timely submitted as indicated on the district calendar. Time sheets shall be submitted to the employee's supervisor and shall then be delivered to the Clerk of the Board of Education. The Clerk of the Board shall keep all time sheets submitted.

**D-5. Extra-Curricular Event Work.** Extra-curricular event work will only be available to classified employees if no certified teachers are able to fill the assignment. Classified employees may then volunteer to help at extra-curricular event. By volunteering you are agreeing to do so without any compensation. Extra duties for pay can only occur with prior permission from the employee's supervisor. The time worked must be recorded on the employee's timecard and the hours worked should not cause the employee to exceed 40 hours.

## **ARTICLE E ATTENDANCE AND LEAVE**

**E-1. HOURS OF WORK.** The normal work week for full-time classified employees shall be forty (40) hours except those employees who have contracts to work in excess of forty hours. The hours of work for each employee shall be assigned by the Superintendent of Schools or the employee's supervisor.

**E-2. REST BREAKS.** All classified employees are allowed a break if their regular daily schedule calls for four (4) hours or more of continuous work. Breaks are limited to fifteen (15) minutes in length and may not be accumulated or added to lunch or dinner hours.

**E-3. HOLIDAYS.**

- a. Full-time classified employees shall receive the following paid holidays: Labor Day, Thanksgiving Day, the afternoon of December 24<sup>th</sup>, Christmas Day, New Year's Day, Good Friday afternoon, Memorial Day and Independence Day; provided, classified employees responsible for maintaining heat in the school district building shall be responsible for seeing that heat is maintained during holidays. The amount of compensation for any holiday for full-time employees shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day.

- b. Regular part-time employees shall receive the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. The amount of compensation for any holiday for regular part-time employees shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day.
- c. When any holiday for which an employee is to be paid falls on Saturday or Sunday, the preceding Friday or the following Monday or such other day as is designated by the Superintendent shall be observed as the holiday by classified employees.
- d. To be eligible to receive pay for a holiday, an employee must not have been absent without leave either on the work day before or the work day after the holiday.

**E-4. VACATION.**

- a. Except as otherwise herein provided, only full-time classified employees shall be eligible for vacation. For the purpose of determining vacation eligibility, a full-time classified employee shall be an employee who regularly works at least (40) hours per week for fifty-two (52) weeks each year.
- b. Each full-time classified employee who is entitled to vacation shall receive twenty-five (25) days per year or 2.08 days for each full month of employment of paid vacation. An employee shall only be eligible to use vacation which has been earned as a result of his employment. Vacation days may not be accumulated from year to year and all vacation earned in any year of employment shall be used within three (3) months after the end of the year of employment and if not so used, shall be lost.
- c. The dates for taking vacation leave shall be scheduled in consultation with and approved by the employee's supervisor or the Superintendent of Schools.
- d. An employee entitled to a paid holiday, which occurs during the time of the employee's authorized vacation leave will not be counted as a day of vacation.
- e. Employee's may use vacation leave in units of not less than four (4) hours.
- f. Upon termination, an employee shall be compensated for all earned but unused vacation leave.
- g. Full-time employees for at least nine (9) months each year (employee's who do not work during the months of June, July and August) shall be entitled to the same vacation rights as full-time employees as above set forth except that such employees shall receive earned vacation for only the months in which they work each year or three-fourths (3/4) of twenty-five (25) days per year vacation accrued at the rate of 2.08 days per month of work and such vacation may only be taken when school is not in session.
- h. The amount of compensation an employee shall receive for vacation pay shall be equal to the wages he/she would have earned for the number of hours he/she would have been scheduled to work during his/her vacation time.
- i. All vacation earned by any classified employee by June 30<sup>th</sup> in any year shall be taken and used by the employee by September 30<sup>th</sup> of the same year and any vacation not so taken or used shall be lost and shall not accumulate.

**E-5. SICK LEAVE.** Except as hereinafter provided, full-time classified employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or physical incapacity occurring either on or off the job of the employee and for serious illness or death of the employee's spouse, child, parent, grandchild, grandparent, mother and father-in-law, sibling, or any other dependent person making his/her home with the employee.

- a. Amount of Sick Leave. Each full-time classified employee eligible for sick leave shall earn .83 days of sick leave for each full month of employment.
- b. Accumulation of Sick Leave. No employee may accrue more than sixty (60) days of sick leave.
- c. Pay for Sick Leave. Any employee taking a day of sick leave shall be paid for the normal amount of time the employee would have been scheduled to work during the time sick leave is taken.
- d. Doctor's Certificate. The Superintendent may require a signed statement from a health care provider verifying the employee's inability to perform his/her assigned duties because of illness.
- e. Notification. To be eligible for paid sick leave, an employee, or his/her representative, shall notify his/her immediate supervisor before the beginning of the work day or as soon as practical but no later than two (2) hours after the beginning of the first work day for which sick leave is taken.
- f. Sick Leave for Other Than Full-Time Employees. Employee's of USD 108 who are not employed full-time or who are employed full-time for only part of the year, shall earn sick leave in a pro-rata amount based upon the number of hours such employees work compared to an employee who works forty (40) hours per week.

- g. Sick Leave Bank. A sick leave bank will be established to aid classified employees in the event of an extraordinary lengthy illness. The bank shall operate as follows:
  - 1. At the beginning of each school year, a sick leave bank of thirty-five (35) days shall be established which is not assigned to any individual. The sick leave provided by this bank shall be exclusive of any other sick leave provision and shall be limited to emergency situations such as prolonged illness or serious injury.
  - 2. These days (35) will be the only days in the bank in any one year. At the beginning of each school year thereafter, the Board will fill the bank to the original level of thirty-five (35) days. Any days remaining in the pool at the end of the school year will not be cumulative.
  - 3. Any employee may apply in writing to draw upon the bank in the event that an employee has used all earned sick leave otherwise provided for in this agreement. Such application shall be made to the Superintendent along with an explanation of reasons for the request. In extreme situations, application can be made after the lost time for illness and the request can be considered retroactive.
- h. Family and Medical Leave. Classified employees shall be provided family and medical leave as provided by a family and medical leave plan adopted by USD 108 and employees will need to use any paid leave first.

**E-6. JURY DUTY.** Employees shall be excused for jury duty with no jeopardy to their employment. Employees being called will be reimbursed at their regular rate of pay for the first five (5) days of jury duty per year. Beyond the five (5) day limit, they will be reimbursed at their regular rate of pay minus payment received for serving on the jury with mileage and other expense money retained by the employee.

Notice of jury duty shall be given to the employee's supervisor immediately upon receipt of the jury duty notification by the employee.

**E-7. LEAVE OF ABSENCE.** An employee upon written request and with the recommendation of his/her supervisor may be granted a leave of absence without pay for up to one (1) year subject to the approval of the Board of Education.

## **ARTICLE F OTHER EMPLOYEE BENEFITS**

**F-1. ACTIVITY PASSES.** The Board shall provide each classified employee with a pass to district-sponsored/home activities with exception of specified fine arts programs and Kansas State High School Activities Association events. The pass will be valid for only the employee and his/her family.

**F-2. KPERS.** Each employee who works at least six hundred thirty (630) hours per year or an equivalent of three and one-half (3 ½) hours per day for one hundred eighty (180) days must become a member of KPERS. An employee contribution of four percent (4%) of the gross pay as determined by current statute will be made each payroll period and deducted from the employee's paycheck. Employees hired after July 1, 2009 will contribute 6%.

**F-3. SECTION 125 CAFETERIA PLAN.** Eligible classified employees shall be included in USD 108 Section 125 Cafeteria Plan under which the employee may choose from the following options:

- a. Group Term Life
- b. Disability Income Insurance
- c. Cancer Insurance
- d. Dependent Care Expense Reimbursement
- e. Medical Reimbursement
- f. Vision Insurance
- g. Dental Insurance
- h. Dependent Life Insurance
- i. Heart and Stroke Insurance

**F-4. 403(b) PLAN:** All USD 108 employees are eligible to participate in the 403(b) Plan administered by American Fidelity Assurance Company, d/b/a AFPlanServ.

**F-5. WORKER'S COMPENSATION BENEFITS.** All classified employees of the school district receive the benefits of the Kansas Workers Compensation Act in accordance with such law and guidelines. The cost of this benefit is paid entirely by USD 108.

**F-6. HEALTH CARE.** USD 108 will participate in the State of Kansas Employee Health Care Program. The Board will purchase for each classified full time employee who enrolls in the State of Kansas Employee Health Care Program a single plan of health insurance. Any part time classified employee who enrolls in the State of Kansas Employee Health Care Program will receive part time benefits as specified in the plan but, not less than a pro-rated share of the cost incurred by the Board for a single premium based upon the percentage of time the employee is employed by the District. The Board will contribute toward the dependent care plan amounts required by the State of Kansas Employee Health Care Program, pursuant to the five-year ramp up provisions. No cash in lieu of insurance is permitted.

## **ARTICLE G SEXUAL HARASSMENT**

**G-1. SEXUAL HARASSMENT.** Board Policy GAAC.

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. 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. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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 building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 11/12/01

## **ARTICLE H WORKER'S SAFETY AND ACCIDENTS**

**H-1. GENERAL SAFETY.** All classified employees are required to wear appropriate safety equipment according to school policy at all times. Failure to comply with safety policies may result in disciplinary action up to and including termination.

**H-2. ACCIDENTS – REPORTING.** If an employee is injured on the job, his/her supervisor must be contacted immediately. The supervisor will then be responsible for contacting the Clerk of the Board who shall supply the injured employee with appropriate forms to complete.

The employee must maintain copies of all doctor's orders and provide the same to the Clerk of the Board.

An employee, not at work but receiving workers compensation, shall be required to provide the Clerk of the Board with a written doctor's release before being allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall end and those benefits under worker's compensation shall be restricted as provided by current statute.

## **ARTICLE I MISCELLANEOUS CONDITIONS OF EMPLOYMENT**

**I-1. COMMUNICABLE DISEASE REGULATIONS.** All classified employees shall be subject to USD 108's communicable disease regulations as set forth in Section GAR of the District Policy Manual and each classified employee is directed to know the contents of said policy and to follow the terms and provisions thereof.

**I-2. TRANSFERS.** Any classified employee may be transferred at any time to a new location or to a new position for which he/she is qualified at the discretion of the Superintendent.

**I-3. CHILD ABUSE.** It shall be the responsibility of all USD 108 employees to report immediately any suspected incident of a student (enrolled in grades Pre-K through 12) having been abused and/or neglected. If abuse/neglect is suspected, employees should report as soon as possible to their building supervisor and/or principal. The principal shall, in turn, report to the Superintendent of Schools. It shall then be the responsibility of the district's chief administrative officer to report the suspected abuse and/or neglect to the local Social Rehabilitation Services (SRS) officer. In the event an SRS official must initiate immediate contact with the USD 108 school officials concerning

documented or suspected child abuse/neglect, and the chief administrative officer if not readily available, the secondary school's principal shall assume the role and responsibility normally performed by the Superintendent of Schools. He/she shall act in the capacity deemed necessary by the SRS (and/or law enforcement personnel) to efficiently and expeditiously investigate the problem. In the event both the Superintendent of Schools and the secondary school's principal are not readily available for consultation with SRS and/or law enforcement officials, the elementary principal shall assume the capacity of chief administrative officer.

**I-4. CONFIDENTIALITY.** All student information and records are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel. Repeated, documented violations of this procedure could result in disciplinary action being taken against the employee up to and including termination.

**I-5. CONFLICT OF INTEREST.** Classified employees are prohibited from engaging in any activity which conflicts with or detracts from the effective performance of their duties.

**I-6. DRESS CODE.** Appropriate dress and personal grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the employee and district. Employees are asked to use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair and clean. Any method of dress that may attract undue attention, disrupt or interfere with the mission of the district is not permitted.

**I-7. DRUG FREE SCHOOL'S POLICY.** As a condition of employment by USD 108, all classified employees shall abide by and be subject to the terms of the drug free school's policy set forth of the Washington County School's Policy Manual. Each classified employee is expected to read, be familiar with, and abide by all terms and provisions of said drug free school's policy.

**I-8. WORKSHOPS.** Classified employees may be permitted to attend workshop sessions relating to areas of their employment and the school district may pay for such workshops if attending the same are approved and payment of expenses are approved prior to attending the workshop.

**I-9. PERSONAL PROPERTY.** USD 108 does not provide insurance for employee's personal property and does not assume any liability therefore. Classified employees shall be responsible for any personal property which they have or leave on school premises.

## **ARTICLE J DISCIPLINE**

**J-1. AUTHORITY TO DISCIPLINE.** The Superintendent and supervisors are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the school's personnel guidelines and any departmental guidelines.

**J-2. GENERAL GUIDELINE.** The purpose of discipline is to ensure a high standard of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the school district with the highest possible level of courteous and professional service. Discipline in the school organization is for the most part "self" discipline. It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the school and the department in which they work. Each employee is expected to exercise self-discipline and work hard at being the best at what he/she does, helping the school provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for the Superintendent or his/her supervisor to consider disciplinary actions up to and including termination to correct the problem.

An employee is subject to disciplinary action if:

- a. The employee violates these personnel guidelines, or any other written guidelines or procedures applicable to the department in which the employee works;
- b. The employee's conduct reflects discredit to the school or hinders the effectiveness or efficiency of the school operations.
- c. The employee has performed an act of misconduct, or has failed to perform an act which results in misconduct.

**J-3. PROCEDURE OF DISCIPLINARY ACTION.** Whenever misconduct of an employee occurs that in the judgment of the Superintendent or supervisor justifies the application of disciplinary actions, other than a verbal warning, the Superintendent or supervisor shall:

- a. Document the misconduct in writing.
- b. Determine the appropriate disciplinary action to correct the problem.
- c. Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, Superintendent, supervisor, or other persons requested to be present by the Superintendent or supervisor.
- d. Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action.
- e. Make a final decision as to the disciplinary action.
- f. Notify the employee of the action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the Clerk for insertion in the employee's personal file.

**J-4. TERMINATION.** Classified employees are employees at will and may be terminated for any reason or no reason at all.

## **ARTICLE K POLITICAL ACTIVITY**

**K-1. POLITICAL ACTIVITY.** It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the restrictions of this article:

- a. As private citizens, employees may participate in all political activities, including holding district office. However, school employees can not be an employee and a board member at the same time.
- b. Any employee desiring to become a candidate for a school elective officer shall first take leave of absence without pay or resign. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, he/she shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.
- c. Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in school elections. They are not permitted to solicit or handle political contributions in school elections while on school time or at worksite. They are not permitted to wear or display political badges, buttons, or signs on their person or on school property to support a candidate for elective office or to engage in any political activity.
- d. No supervisor or other person in authority shall solicit any employee or contributions of money or labor for any candidate for elective office, or otherwise compel, any employee to support a candidate for elective office or to engage in any political activity.
- e. The purpose of this guideline is to prevent and avoid the appearance of impropriety on the part of any employee. Employees are neither appointed to, nor retained in, the school's service on the basis of their political affiliations or activities.

# Appendix 1

## JOB DESCRIPTIONS

Transportation Director

Bus Driver

Head Custodian

Custodian

Summer Maintenance

Elementary Secretary

Secondary School Secretary

Clerk of the Board of Education

Central Office Secretary

Head Cook

Assistant Cook

Classroom Aide

Non-Licensed Tradesman

Title I Para

School Nurse

Library Aide

Parents as Teacher (PAT) Parent Educator



# TRANSPORTATION DIRECTOR

## Job Description

**PURPOSE:** The Transportation Director coordinates and supervises district transportation services to ensure students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Transportation Director must work closely with the staff and administration of USD No. 108.

**Responsible To:** Superintendent

**Payment Rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Valid CDL license with required endorsements.
4. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. 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.
6. Successfully complete behind-the-wheel training.
7. Complete state-required physical examination for Bus Drivers (after employment offer is made).
8. Experience in school transportation.

### **Essential functions:**

1. Coordinate, supervise, evaluate and motivate district transportation employees to ensure students enjoy the full advantage of school district programs and activities.
2. Ensure all activities conform to State school transportation 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 No. 108.
8. Utilize school district computers to accomplish tasks.
9. Regular attendance and reports to work on time.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate vehicle at night.
6. May require lengthy and overnight travel.
7. Must work indoors and outdoors year-round.
8. Must work in noisy, crowded, stressful environments.
9. Must work in and around dust, fumes, and odors.
10. Provide polite, courteous and helpful service to employees and patrons.
11. Works cooperatively with others.

## **General Responsibilities:**

1. Supervise and coordinate safe and orderly transportation to and from school and school-related activities.
2. Ensure all services comply with Kansas school transportation regulations.
3. Project needs for student transportation services and assist in the preparation of the operational budget.
4. Establish district transportation routes, stops, and schedules, and assign regular and substitute drivers.
5. Hire, assign, train, and evaluate transportation employees.
6. Ensure that transportation facilities are properly maintained.
7. Accurately maintain and complete on timely basis record keeping requirements, which include:
  - Time cards of transportation employees.
  - Driver physicals, defensive driving courses, and first aid class attendance.
  - Cost of maintenance and fuel.
  - Lubrication, maintenance, and repair.
  - Roster of students transported.
  - Driver safety meetings.
  - Inspections.
8. Ensure all district vehicles are in optimum condition and meet all safety requirements.
9. Ensure all vehicles used for student transportation are inspected annually by the Kansas Highway Patrol according to Kansas school transportation regulations.
10. Organize monthly bus driver safety meetings according to Kansas school transportation regulations.
11. Ensure buses are inspected prior to each route or activity trip, and that inspection forms are properly filed.
12. Ensure buses are inspected prior to each route or activity trip, and inspection forms are properly filed.
13. Ensure safety regulations are observed at all times.
14. Report all accidents and file required accident reports with the Superintendent.
15. Immediately notify the Superintendent of any buses that are running behind schedule.
16. Check roads during inclement weather and recommend cancellation of routes due to weather or road conditions.
17. Act as liaison between the district and transportation contractors.
18. Ensure all activities adhere to district policies.
19. Keep abreast of new information, innovative ideas and techniques.
20. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Other duties as assigned by the Superintendent.

# BUS DRIVER

## Job Description

**PURPOSE:** The Bus Driver provides clean, safe, and reliable transportation to ensure students enjoy the full advantage of school district programs and activities. To accomplish these tasks the Bus Driver must work closely with the staff and administration of USD No. 108.

**Responsible To:** Transportation Director

**Payment Rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Valid CDL license with required endorsements.
4. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. 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.
6. Successfully complete behind-the-wheel training.
7. Complete state-required physical examination for Bus Drivers (after employment offer is made).
8. Desire to continue career improvement.

### **Essential functions:**

1. Provide clean, safe, and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities.
2. Ensure that all activities conform to State school transportation 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 vehicles and equipment as necessary.
6. Support the value of an education.
7. Support the philosophy and mission of USD No. 108.
8. Exercise safe driving skills and good judgment.
9. Work cooperatively with others.
10. Regular attendance and reports to work on time.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate vehicle at night.
6. Requires lengthy and overnight travel.
7. Must work indoors and outdoors year-round.
8. Must work in noisy, crowded, stressful environments.
9. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Abide by all Kansas school transportation regulations.
2. Provide safe and orderly transportation to and from school and school-related activities.
3. Maintain assigned schedule.
4. Transport only authorized students.
5. Discharge students only at authorized stops.
6. Maintain student discipline.
7. Abide by all traffic laws.
8. Inspect bus prior to each route or activity trip, and file inspection forms with the Transportation Director.
9. Maintain bus in clean condition, and inform the Transportation Director whenever a bus is received in unsatisfactory condition.
10. Immediately notify the Transportation Director of lateness or emergency mechanical failure.
11. Inform the Transportation Director of routine maintenance and repair required.
12. Report all accidents and file required accident reports with the Transportation Director.
13. Wash and clean bus on an established schedule.
14. Assist Mechanic with maintenance and repair as needed.
15. Adhere to district policies at all times.
16. Keep abreast of new information, innovative ideas and techniques.
17. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. All other duties as assigned by the Transportation Director or Administrative Staff.
19. Complete paper work timely and accurately.

**HEAD CUSTODIAN**  
Job Description

- QUALIFICATIONS:**
1. Experience as a custodian.
  2. Ability to clean thoroughly.
  3. Desire to work as a custodian.
  4. Such alternatives to the above as the Board of Education may find appropriate and acceptable.

**Responsible To:** Building Administrator

**Supervises:** Custodians

**Terms of Employment:** 12 months (shifts to be assigned)

**Job Goal:** To keep school building and grounds in the best possible condition to induce a good working and studying atmosphere for both teachers and students.

**Performance Responsibilities:**

1. Be responsible for maintenance and cleanliness of assigned buildings.
2. Comply with all health, safety, and fire directives of both the district and state regulations.
3. Possess a working knowledge of all electrical, heating and plumbing systems in the building.
4. Make all emergency repairs where possible.
5. Perform any additional duties that are requested by the principal.
6. Keep restrooms clean and supplied with all necessities.
7. Inform principal and superintendent of major repairs or necessary work needed during summer vacation.
8. Keep the school building and premises in good condition so there shall be a good environment for the education of children.
9. Be present at all school functions, which are attended by the public.
10. Attend a school for custodians approved by the State Department of Public Instruction for which the Board shall pay the actual expenses of the custodian while attending such meeting.
11. Maintain an inventory and recommend purchases of suitable supplies, tools, and equipment.
12. Perform such other duties consistent with his/her competence as the Board may from time to time assign.
13. Complete paperwork timely and accurate.
14. Helps interview, recommend, and evaluate the custodians.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# CUSTODIAN

## Job Description

- QUALIFICATIONS:**
1. Experience as a custodian.
  2. Ability to clean thoroughly.
  3. Desire to work as a custodian.
  4. Such alternatives to the above as the Board of Education may find appropriate and acceptable.

**Responsible To:** Head Custodian & Building Administrator

**Terms of Employment:** 12 months (shifts to be assigned)

**Job Goal:** To keep school building and grounds in the best possible condition to induce a good working and studying atmosphere for both teachers and students.

### Performance Responsibilities:

1. Be responsible for maintenance and cleanliness of assigned buildings.
2. Comply with all health, safety, and fire directives of both the district and state regulations.
3. Possess a working knowledge of all electrical, heating and plumbing systems in the building.
4. Make all emergency repairs where possible.
5. Perform any additional duties that are requested by the principal.
6. Keep restrooms clean and supplied with all necessities.
7. Inform principal and superintendent of major repairs or necessary work needed during summer vacation.
8. Keep the school building and premises in good condition so there shall be a good environment for the education of children.
9. Be present at all school functions, which are attended by the public.
10. Attend a school for custodians approved by the State Department of Public Instruction for which the Board shall pay the actual expenses of the custodian while attending such meeting.
11. Maintain an inventory and recommend purchases of suitable supplies, tools, and equipment.
12. Perform such other duties consistent with his/her competence as the Board may from time to time assign.
13. Complete paperwork timely and accurate.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(Incumbent)

# SUMMER MAINTENANCE

## Job Description

- QUALIFICATIONS:**
1. Desire to work.
  2. Ability to operate lawn care equipment.
  3. At least 16 years of age.
  4. Such alternatives to the above qualifications as the Board of Education may find appropriate.

**Reports To:** Superintendent of Schools/Administrative Assistant

**Terms of Employment:** Summer months. Hours and salary to be set by Board of Education.

**Job Goal:** To maintain the grounds of the schools in USD 108 so they are attractive and well kept.

**Performance Responsibilities:**

1. To set up a regular schedule of maintenance for all grounds in USD 108 during the summer months.
2. To cooperate and plan with the building custodians in maintenance of the grounds of their building.
3. To maintain the equipment in good safe repairs.
4. To do other work as assigned by supervisors.
5. Performs such other duties consistent with his/her competence as the Board may from time to time assign.
6. Be able to follow directions and operate equipment safely.
7. Regular attendance and reports to work on time.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# ELEMENTARY SECRETARY

## Job Description

**PURPOSE:** The Elementary Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Elementary Secretary works closely with the staff and administration of USD No. 108.

**Responsible To:** Head Secretary and Principal

**Payment Rate:** According to the Classified Salary Schedule

**Term of Employment:** 10-12 Months—School Holidays and Summer Hours shall be determined and approved by Building Principal

### Qualifications:

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.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement.
7. Cooperates and works well with others.

### Essential Functions:

1. Provide office and clerical support to assist with the efficient operation of the school district.
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 as required.
6. Support the value of an education.
7. Support the philosophy and mission of USD No. 108.
8. Regular attendance and reports to work on time.
9. Provides courteous, helpful service.

### Physical Requirement/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Must work in noisy and crowded environments.

### General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail.
3. Compose, type and copy correspondence, reports, bulletins, records, and other materials using school district equipment.
4. Obtain, gather, and organize pertinent data as needed.
5. Take and transcribe oral dictation.
6. Maintain an orderly filing system.
7. Schedule appointments, make travel arrangements, and assemble material for meetings.
8. Assist in planning meeting agendas, and assist in preparing meeting summaries.
9. Maintain accurate attendance records, and report attendance problems to the Principal.
10. Call parents and confirm absences.

11. Distribute office passes and notes as directed.
12. Maintain and submit a daily log of school hours completed.
13. Check and file lesson plans.
14. Assist with scoring and reporting achievement test results.
15. Prepare report cards to distribute each quarter.
16. Maintain an accurate inventory of student books and teacher materials.
17. Order, receive, and distribute supplies.
18. Administer first aid to ill/injured students in the absence of the school nurse according to school policy.
19. Supervise assistants and assist in training new employees.
20. Place orders for materials, verify quantities delivered, and distribute to staff.
21. Keep abreast of new information, innovative ideas and techniques.
22. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
23. Other duties as assigned by the Head Secretary or Principal.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# SECONDARY SCHOOL SECRETARY

## Job Description

**PURPOSE:** The Secondary Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secondary Secretary works closely with the staff and administration of USD No. 108.

**Responsible To:** Head Secretary and Principal  
**Payment Rate:** According to the Classified Salary Schedule  
**Term of Employment:** 10-12 Months—School Holidays and Summer Hours shall be determined and approved by Building Principal

### Qualifications:

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.
4. Demonstrated computer and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement.
7. Provides prompt response to service requests.
8. Courteous and works cooperatively with others.

### Essential Functions:

1. Provide office and clerical support to assist with the efficient operation of the school district.
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 as required.
6. Support the value of an education.
7. Support the philosophy and mission of USD No. 108.
8. Accurate and timely completion of work assignments.
9. Regular attendance and reports to work on time.

### Physical Requirement/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Must work in noisy and crowded environments.

### General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail.
3. Compose, type and copy correspondence, reports, bulletins, records, and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Take and transcribe oral dictation.
6. Maintain an orderly filing system.
7. Schedule appointments, make travel arrangements, and assemble material for meetings.
8. Assist in planning meeting agendas, and assist in preparing meeting summaries.
9. Maintain accurate attendance records, and report attendance problems to the Principal.
10. Call parents and confirm absences.

11. Distribute office passes and notes as directed.
12. Maintain and submit a daily log of school hours completed.
13. Check and file lesson plans.
14. Assist with scoring and reporting achievement test results.
15. Report the honor roll each quarter.
16. Prepare report cards to distribute each quarter.
17. Maintain an accurate inventory of student books and teacher materials.
18. Order, receive, and distribute supplies.
19. Administer first aid to ill/injured students in the absence of the school nurse according to school policy.
20. Supervise assistants and assist in training new employees.
21. Place orders for materials, verify quantities delivered, and distribute to staff.
22. Keep abreast of new information, innovative ideas and techniques.
23. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
24. Other duties as assigned by the Head Secretary or Principal.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(Incumbent)

**CLERK OF THE BOARD OF EDUCATION**  
Job Description

**QUALIFICATIONS:**

1. General office knowledge including bookkeeping.
2. Must be bondable.
3. Must be able to type with accuracy and reasonable speed.
4. Need to have general knowledge of computers, various business and duplicating machines.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Board of Education and Superintendent of Schools.

**JOB GOAL:** To efficiently and expeditiously handle all activities related to the Board of Education of USD 108 in a manner that creates a positive image for the Board of Education to the public and all employees of the district.

**TERMS OF EMPLOYMENT:** 12 Months. Salary and hours to be established by the Board of Education and Superintendent.

**PERFORMANCE RESPONSIBILITIES:**

1. Attend all board meetings and records official minutes.
2. Perform all duties as required by law (see attached requirements).
3. Give bond in the amount of \$25,000.00 before entering into the duties of the office, the premium on such bond to be paid by the Board of Education.
4. Assist the Treasurer and Superintendent in investing the school district monies to see that maximum return is earned.
5. Direct the operation of the Board of Education office.
6. Assist the Superintendent in operation of the school district.
7. Cooperate with administrations, teachers, and all other school staff in planning and coordinating the total school program of USD 108.
8. Performs such other duties as may be assigned from time to time.
9. Regular attendance and reports to work on time.
10. Works cooperatively with others.
11. Performs tasks in a timely manner.

**EVALUATION:** Performance of this job will be evaluated annually by the Board of Education and Superintendent.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(Incumbent)

## DUTIES OF CLERK OF SCHOOL BOARD

### A) Appointment and duties (72-8202C)

- 1) Keep accurate minutes of board meetings.
- 2) Care and custody of the records, books and documents of the board.
- 3) Prepare and submit to the board all reports required by the board and by law.

### B) Bonds

- 1) Attested by the clerk (10-105)
- 2) Furnish to county clerk a statement of the indebtedness of the school district, including: (10-1007a)
  - a) bonded indebtedness
  - b) temporary notes outstanding
  - c) amount of no-fund warrants outstanding and date of maturity, on or before July 5 of each year
- 3) The clerk shall file with the state treasurer a statement of bonds issued by the district (10-109).

### C) Budget

- 1) On or before August 25 of each year, the clerk (or superintendent) of the district shall certify to the state board a copy of the budget adopted by the district (72-7053).
- 2) Certify to the county clerk of the home county of the school district the annual budget and tax levy (72-8204a, 79-1801, 79-2930).
- 3) Budget forms delivered by director of accounts and reports to clerk of board (79-2926).
- 4) Certify copy of adopted budget and financial statements to the state director of accounts and reports (79-2930).
- 5) The clerk shall open and keep an account of the expenditures from each fund for which monies have been appropriated in the budget. The clerk shall charge the appropriate fund with the amount of any indebtedness created at the time the indebtedness incurred (79-2934).

### D) Cash-basis law

- 1) Unlawful for clerk to knowingly issue, attest, sign or countersign any order, warrant, check or other evidence of indebtedness in payment of any indebtedness of the district created by the board in excess of the amount of funds actually on hand in the treasury of the district (10-1114).

### E) Certification of enrollment (72-7053)

- 1) On or before October 1 of each year the clerk or superintendent shall certify under oath to the state board the total enrollment by grades in the schools of the district on September 15 of the current school year and such other reports as the state board may require.

The report shall include:

- a. vocational ed. enrollment
- b. special ed. enrollment

### F) Conveyances

- 1) Attested by the clerk (72-1623, 72-8212).

## DUTIES OF CLERK OF SCHOOL BOARD (continued)

### G) Elections

- 1) The clerk shall certify to the county election office of the home county of the school district 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 (KSA 25-2005), not later than January 1 of each odd-numbered year. A copy of the above shall be furnished to the county election officer of each county in which a part of the territory of the school district is located. (72-1623, 72-8212).
- 2) Where the membership of the board of education is reduced by death, removal or resignation to a number of less than four (4), the clerk of the board shall certify such vacancies to the governor, who will then appoint a sufficient number of members to restore the membership to four (4) (25-2022b).

### H) Funds in treasury (72-1018)

- 1) Countersign all orders of the district treasurer for school monies on deposit with the county treasurer.
- 2) Give notice to the county treasurer that the district treasurer has filed his/her bond.

### I) Revenues (10-1117)

- 1) The clerk shall keep a record of the amount of money in the treasury and each particular fund.
- 2) Keep a record of all indebtedness.

### J) Tax Levy (72-2930)

- 1) Certify to the county clerk of the home county of the school district the tax levy.

### K) Warrants

- 1) Prepared by the clerk (10-801).
- 2) Signed by official of district and by clerk (10-803).
- 3) Keep a record and amount thereof, on what fund drawn, and the name of the person or party to whom the same are made payable.

## JOB RESPONSIBILITIES

### Clerk of Board of Education

Responsible for all office supervision.

#### Budget

- Assist Superintendent and auditor in preparation of budget.
- Department budgets – purchase order control as to line items.
- Accounts payable – keep current all obligations for line items.
- Payment of bills.
- Clerk's report for board meeting.

#### Reports

- Organization report due October 1.
- Transportation report due October 1 – in correlation with Trans. Duties.
- 18E – due in summer.
- All reports due to State Department of Education as needed.
- Attendance reports.

#### Chapter I Program

- Application for program.
- All follow-up reports pertaining to budget approval.

#### Chapter II Program

- Application for program.
- All reports pertaining to budget approval.

#### Title VI-B

- Application and reports pertaining to budget approval.

#### Vocational Education Program

- All reports as needed and budget.
- Bidding for equipment for program.
- Forms as needed for Vo-Tech students and payment.
- Carl Perkins grant.

#### Mini-Grants

#### Field Testing Grants

#### State Laws

- Knowledge of laws pertaining to district operation.

Assist office personnel with reports and keep abreast of operations.

Open and sort mail.

#### Payroll

- Supervise payroll and send clearing account payments.

# CENTRAL OFFICE SECRETARY

## Job Description

**PURPOSE:** The Central Office Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Central Office Secretary works closely with the staff and administration of USD No. 108.

**Responsible To:** Superintendent and Clerk of Board of Education

**Payment Rate:** According to the Classified Salary Schedule

### **Qualifications:**

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.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. General office knowledge including bookkeeping.
7. Must be bondable.
8. Desire to continue career improvement.
9. Able to handle multiple assignments while meeting established deadlines.

### **Essential Functions:**

1. Provide office and clerical support to assist with the efficient operation of the school district.
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 as required.
6. Support the value of an education.
7. Support the philosophy and mission of USD No. 108.
8. Regular attendance and reports to work on time.
9. Completes work in a timely manner.

### **Physical Requirement/Environmental Conditions:**

1. Requires prolonged sitting or standing.

### **General Responsibilities:**

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming mail and deliver outgoing mail to post office by 4:30 p.m.
3. Compose, type and copy correspondence, reports, staff bulletins, records, and other materials.
4. Update all forms, board policies, and district handbooks.
5. Maintain district website.
6. Administer Student Management System.
7. Obtain, gather, and organize pertinent data as needed.
8. Take and transcribe oral dictation and use computer and other office equipment.
9. Maintain an orderly filing system.
10. Schedule appointments, make travel arrangements, and assemble material for meetings.

11. Assist in planning meeting agendas, and assist in preparing meeting summaries.
12. Performs secretarial duties required by the Superintendent of Schools.
13. Makes and files reports required by the Superintendent of Schools.
14. Assists in operation of transportation program such as maintenance costs, activity trip assignments, research for activity trips, list buses by ID number for insurance purposes, bus inspection forms ready for inspection and bus driver records.
15. Assists with the records and reports of the Food Service Program.
16. Cooperates with administrators, teachers, and all other school staff in planning and coordinating the total school program of USD No. 108.
17. Attends meetings of the Board of Education as requested.
18. Assist in training new employees.
19. Place orders of materials, verify quantities delivered, and distribute to staff.
20. Keep abreast of 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. Other duties as assigned by the Clerk or Superintendent.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# HEAD COOK

## Job Description

### **QUALIFICATIONS:**

1. A desire to work with children and knowledge of cooking for large groups.
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Principal

**SUPERVISES:** Assistant Cook(s)

**TERMS OF EMPLOYMENT:** 9 months – Salary and work year to be established by the Board of Education.

**JOB GOAL:** To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

### **PERFORMANCE RESPONSIBILITIES:**

1. Plans program to stay within budget.
2. Orders items that are needed to maintain program.
3. Sees that school lunch facility and operation meets standards of diet, cleanliness, health and safety.
4. Plans and supervises the preparation and serving of menus.
5. Prepares monthly reports and inventories.
6. Helps interview, recommend, and evaluate the assistant cook(s).
7. Attends professional school lunch meetings.
8. Performs such other duties consistent with his/her competence as the Board may from time to time assign.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(Incumbent)

# ASSISTANT COOK

## Job Description

### **QUALIFICATIONS:**

1. A desire to work with children and knowledge of cooking for large groups.
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
3. Ability to cooperate with others.

**REPORTS TO:** Head Cook

**TERMS OF EMPLOYMENT:** 9 months – Salary and work year to be established by the Board of Education.

**JOB GOAL:** To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist the head cook in preparing and serving the meals.
2. Be prepared to take over for the head cook when necessary.
3. Present a neat, attractive appearance.
4. Help provide a pleasant and attractive surrounding.
5. Cooperate with the staff in operation of the school.
6. Performs such other duties consistent with his/her competence as the Board may from time to time assign.
7. Regular attendance and reports to work on time.
8. Perform tasks in a courteous, helpful manner.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# CLASSROOM AIDE

## Job Description

**PURPOSE:** 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

**Payment Rate:** According to the Classified Salary Schedule

### **Qualifications:**

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

### **Essential Functions:**

1. Ability to assist in developing the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to operate all classroom equipment.
7. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Must work in noisy and crowded environments, with numerous interruptions.
2. Requires stooping, bending, kneeling, reaching, and turning.

### **General Responsibilities:**

1. Ability to assist in the instruction and supervision of students.
2. Ability to assist students with remedial work.
3. Ability to tutor students as directed.
4. Ability to assist with small group instruction.
5. Ability to monitor student progress.
6. Ability to grade papers and assist with record keeping.
7. Ability to prepare instructional materials and supplies for use.
8. Ability to attend staff meetings and general staff meetings.
9. Ability to assist in the maintenance and inventory of materials.
10. Ability to work effectively with students, teachers, parents, and community agencies, and other groups.
11. Ability to implement and follow all school district policies during all activities.
12. Ability to keep current on new information, innovative ideas and techniques.
13. Ability to keep student information and records confidential.
14. Ability to respond to information requests in a cooperative, courteous, and timely manner.

- 15. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 16. Ability to perform other duties and assume other responsibilities as assigned by the Instructor, Principal, or other Administrative Staff.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

**NON-LICENSED TRADESMAN**  
Job Description

**Qualifications:**

1. High school diploma or equivalent qualifications.
2. Health and Inoculation Certificate on file in the District Office (after employment offer is made).
3. Such alternatives to the above qualifications as the Board of Education may find appropriate.

**Reports To:** Transportation/Maintenance Director; Head Custodian

**Payment Rate:** According to the Classified Salary Schedule

**Performance Responsibilities:**

1. Report to and complete duties as assigned by maintenance director. Such duties could include: a. maintenance of grounds and transportation equipment. B. custodial assignments including nights and weekends as needed.
2. To set up a regular schedule of maintenance for all grounds in USD 108 during the summer months.
3. To cooperate and plan with the building custodians in maintenance of the grounds of their building.
4. To maintain the equipment in good safe repairs.
5. To do other work as assigned by supervisors.
6. Performs such other duties consistent with his/her competence as the Board may from time to time assign.
7. Be able to follow directions and operate equipment safely.
8. Regular attendance and reports to work on time.
9. While on custodial assignment, will be responsible to the head custodian.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate vehicle at night.
6. Must work indoors and outdoors year-round.
7. Must work in noisy, crowded, stressful environments.
8. Must work in and around dust, fumes, and odors.
9. Provide polite, courteous and helpful service to employees and patrons.
10. Works cooperatively with others.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(Incumbent)

## TITLE I PARA Job Description

**PURPOSE:** The Title I Para assists the Instructor in creating a positive learning environment to facilitate that personal, social, and intellectual development of students. To accomplish these tasks, the Title I Para works closely with the staff and administration of the District.

**Responsible To:** Building Principal

**Payment Rate:** According to the Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Knowledge of the operation of various office machines.
4. Must pass spelling and math tests.
5. Desire to continue career improvement by enhancing skills and job performance.
6. No Child Left Behind certification.

### **Essential Functions:**

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to district guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
6. Ability to operate all classroom equipment appropriately as required.
7. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Requires stooping, bending, kneeling, turning, and reaching.
2. Requires prolonged sitting or standing.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

### **General Responsibilities:**

1. Ability to prepare for classroom activities under the supervision of a licensed teacher.
2. Ability to work with small groups of students to reinforce material initially introduced by the teacher.
3. Ability to assist individual children in need to special attention.
4. Ability to perform clerical duties as required.
5. Ability to guide independent study, enrichment work, and remedial work set up by the teacher.
6. Ability to set up audiovisual equipment.
7. Ability to assist teacher with noninstructional classroom duties, such as snack, toilet, and clothing routines.
8. Ability to assist with reading and storytelling.

- 9. Ability to assist in drill work.
- 10. Ability to observe and follow all school district policies at all times.
- 11. Ability to respond to information requests in a cooperative, courteous, and timely manner.
- 12. Ability to keep student and personnel information and records confidential.
- 13. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 14. Ability to perform other tasks and assume other responsibilities as directed by the Principal or Teacher.

**EVALUATION:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# SCHOOL NURSE

## Job Description

**PURPOSE:** To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

**Responsible To:** Building Principals and Superintendent

**Payment Rate:** According to the Classified Salary Schedule

### **Qualifications:**

1. Certificate, license, or other legal credential required.
2. Degree(s) required and area of major study.
3. Kind and amount of prior job experience required.
4. Alternatives to the above qualifications as the board may find appropriate and acceptable.

### **Essential Functions:**

1. Conducts school health services, including physical examinations, immunizations, test for hearing and vision, and other functions as assigned.
2. Assumes responsibility for selecting and referring students in need of medical, dental care or other forms of health care.
3. Reports to parents, school personnel, physicians, clinics, the board and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. In the absence of a physician, provides emergency care for students or staff members who have suffered injury or illness.
7. Visits student homes when necessary.
8. Participates with school staff in developing and implementing total school health program.
9. Contacts homes of children referred by principals.
10. Advises on modification of the educational program to meet health needs of individual students.
11. Prepares and submits reports for the superintendent and the State Board of Health.
12. Following appropriate board policy assists with the exclusion and readmission of students in connection with infectious and contagious diseases.
13. Advises teachers on health matters, particularly regarding screening for student health problems.
14. Assists school personnel in establishing sanitary and healthful conditions in the schools.
15. Attends committee meetings and conferences regarding health service and health curriculum.
16. As assigned participates in inservice training programs.
17. Assists chief medical officers, school health committees, and administrators in developing school health programs.
18. Participates in the work of health curriculum committees.
19. As directed assists with school immunization, physical examinations, and sight and hearing testing programs.
20. Makes recommendations as appropriate on the health needs of individual students.
21. Other duties as assigned by the board or administration.

**EVALUATION:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# LIBRARY AIDE

## Job Description

**PURPOSE:** The Library Technician assists the Librarian in helping students and teachers make full use of the books, materials, and services of the school library program. To accomplish these tasks, the Library Technician works closely with the staff and administration of the District.

**Responsible To:** Building Principal

**Payment Rate:** According to the Classified Salary Schedule

### **Qualifications:**

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 use keyboarding skills
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist in helping students and teachers make full use of the books, materials, and services of the school library program.
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 handle other tasks as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; should be able to lift 40 pounds.
2. Requires stooping, bending, kneeling, reaching, and turning.
3. Must occasionally work in noisy and crowded environments with numerous interruptions.

### **General Responsibilities:**

1. Ability to assist in the supervision of students in the library.
2. Ability to assist in preparing and presenting library skills lessons.
3. Ability to assist in ordering books, non-book materials, equipment, and supplies for library.
4. Ability to assist with computerized and physical inventory processing.
5. Ability to supervise student checkout of books and materials.
6. Ability to supervise teacher check-out of equipment and materials.
7. Ability to monitor overdue books, and contact parents concerning return or payments.
8. Ability to supervise hallway traffic in the library area.
9. Ability to communicate and work effectively and cooperatively with students, teachers, parents, community agencies, and other groups.
10. Ability to observe and follow all school policies at all times.
11. Ability to keep current on new information, innovative ideas and techniques.

- 12. Ability to assist students and staff in using the library computers for word processing and Internet research.
- 13. Ability to respond to information requests in a cooperative, courteous, and timely manner.
- 14. Ability to keep student information and records confidential.
- 15. Ability to implement and observe all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 16. Ability to perform other duties and assume other responsibilities as assigned by the Librarian or Administrative Staff.

**EVALUATION:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

# PARENTS AS EDUCATORS (PAT) PARENT EDUCATOR

## Job Description

**PURPOSE:** To maximize the child's learning ability through parent education.

**Responsible To:** Superintendent

**Payment Rate:** According to the Classified Salary Schedule

### **Qualifications:**

1. Persons who have earned a minimum of 60 hours college credit in Early Childhood Education or a related human services field.
2. Is actively working toward meeting certification requirements set by the Kansas State Board of Education and Parents as Teachers National Center.
3. Able to work as a part of a professional team.
4. Able to work independently and complete assigned tasks.
5. The ability to work with a variety of families in a non-judgmental manner.
6. A demonstrated ability to work with young children and their parents.
7. Excellent oral and written communication skills.
8. Well organized and able to maintain accurate records.
9. Able to drive and have own car, and work a flexible schedule with some evenings and occasional weekends.

### **Essential Functions:**

1. Provide office and clerical support to assist with the efficient operation of the school district.
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 as required.
6. Support the value of an education.
7. Support the philosophy and mission of USD No. 108.
8. Accurate and timely completion of work assignments.
9. Regular attendance and reports to work on time.

### **General Responsibilities:**

1. To gain certification by meeting all requirements of Parents as Teachers National Center and the Kansas State Board of Education.
2. To gain certification in the Denver Developmental II Screening.
3. To implement the Parents as Teachers curriculum enhanced by other educational materials in a manner to meet individual needs of children and their families.
4. To provide personalized home visits to families for the purpose of offering timely information about stages of child development, to suggest practical ways for parents to foster their child's development and learning, to offer general guidance on home safety, constructive play activities, and child development topics.
5. To provide periodic monitoring and developmental vision and hearing screening to ensure those children with an undetected health problem handicap or developmental delay are identified and referred for appropriate services.
6. To become knowledgeable about additional community resources and to act as a referral network to help parents find needed services that are beyond the scope of this program.

7. To organize and meet regularly with an advisory committee of parents and/or community members in your area to assist in the planning and implementation of the program and to build support for the program in the community.
8. To network with other agencies in the area which also serve families with young children. Keep these agencies informed of what's happening in the program and present to groups who may request information about the program.
9. To recruit new families to become enrolled in the Parents as Teachers program.
10. Provide for own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at a university.

**Terms of Contract:** Hours as assigned by Coordinator of Parents as Teachers.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

**2011-2012**  
**WASHINGTON COUNTY, USD 108**

**CUSTODIAL SALARY SCHEDULE**

Step	Experience	FY12 Rate
1	0-3 years	\$10.37
2	4-6 years	\$10.52
3	7-9 years	\$10.67
4	10-12 years	\$10.82
5	13-15 years	\$10.97
6	16-18 years	\$11.12
7	19-21 years	\$11.27
8	22-24 years	\$11.42
9	25-27 years	\$11.57
10	28-30 years	\$11.72
11	31+ years	\$11.87

\*+\$400 for boiler & asbestos

\*\*+\$5,000 per year for Head Custodian

**SECRETARY SALARY SCHEDULE**

Step	Experience	FY12 Rate
1	0-3 years	\$10.42
2	4-6 years	\$10.57
3	7-9 years	\$10.72
4	10-12 years	\$10.87
5	13-15 years	\$11.02
6	16-18 years	\$11.17
7	19-21 years	\$11.32
8	22-24 years	\$11.47
9	25-27 years	\$11.62
10	28-30 years	\$11.77
11	31+ years	\$11.92

**CENTRAL OFFICE SECRETARY SALARY SCHEDULE**

Step	Experience	FY12 Rate
1	0-3 years	\$11.92
2	4-6 years	\$12.07
3	7-9 years	\$12.22
4	10-12 years	\$12.37
5	13-15 years	\$12.52
6	16-18 years	\$12.67
7	19-21 years	\$12.82
8	22-24 years	\$12.97
9	25-27 years	\$13.12
10	28-30 years	\$13.27
11	31+ years	\$13.42

## NON-LICENSED TRADESMAN SALARY SCHEDULE

Step	Experience	FY12 Rate
1	0-3 years	\$12.38
2	4-6 years	\$12.53
3	7-9 years	\$12.68
4	10-12 years	\$12.83
5	13-15 years	\$12.98
6	16-18 years	\$13.13
7	19-21 years	\$13.28
8	22-24 years	\$13.43
9	25-27 years	\$13.58
10	28-30 years	\$13.73
11	31+ years	\$13.88

## COOKS SALARY SCHEDULE

Step	Experience	FY12 Rate
1	0-3 yrs	\$9.26
2	4-6 years	\$9.41
3	7-9 years	\$9.56
4	10-12 years	\$9.71
5	13-15 years	\$9.86
6	16-18 years	\$10.01
7	19-21 years	\$10.16
8	22-24 years	\$10.31
9	25-27 years	\$10.46
10	28-30 years	\$10.61
11	31+ years	\$10.76

\*+\$1,000 for Head Cook

## LIBRARY AIDE/PARA SALARY SCHEDULE

Step	Experience	FY12 Rate
1	0-3 years	\$9.44
2	4-6 years	\$9.59
3	7-9 years	\$9.74
4	10-12 years	\$9.89
5	13-15 years	\$10.04
6	16-18 years	\$10.19
7	19-21 years	\$10.34
8	22-24 years	\$10.49
9	25-27 years	\$10.64
10	28-30 years	\$10.79
11	31+ years	\$10.94

## PAT Parent Educators

	FY12 Rate
Parent Educators/Coordinator	\$13.52

BUS DRIVERS

Route	FY12 Rate
	\$19.50
Activity	\$ 9.90

SCHOOL NURSE

	FY12 Rate
	\$17.15

# USD 108 Classified Personnel Evaluation Report

For:

## Outcome Number 1: WORK RELATED SKILL

As evidenced by:

Met \_\_\_\_\_ Not Met \_\_\_\_\_

**The following indicators are considered essential elements of the outcome:**

Indicator 1 Job Knowledge

Indicator 2 Quality of Work

Indicator 3 Quantity of Work

Indicator 4 Work Organization

Indicator 5 Care of Equipment

Indicator 6 Follows Direction

Indicator 7 Follows Procedure

## **Outcome Number 2: COMMITMENT TO DUTY**

As evidenced by:

Met \_\_\_\_\_ Not Met \_\_\_\_\_

**The following indicators are considered essential elements of the outcome:**

Indicator 1 Loyalty

Indicator 2 Morale

Indicator 3 Attitude Toward Job

Indicator 4 Judgment

Indicator 5 Initiative

Indicator 6 Attendance

Indicator 7 Job Assignment Responsibility

## **Outcome Number 3: PERSONAL JOB SKILLS**

As evidenced by:

Met \_\_\_\_\_ Not Met \_\_\_\_\_

**The following indicators are considered essential elements of the outcome:**

Indicator 1 Gets along with co-workers

Indicator 2 Dependability

Indicator 3 Cooperativeness

Indicator 4 Appearance

Indicator 5 Physical Health

Indicator 6 Attitude (General)

Indicator 7 Relations with Public

Indicator 8 Relations with Staff

Indicator 9 Relations with Students

Indicator 10 Punctuality

Indicator 11 Uses time wisely

