



# HOPE PUBLIC SCHOOLS

117 East Second St.  
Hope, Arkansas 71801

## SECTION 8 – CLASSIFIED PERSONNEL POLICY

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### 2020-2021 CPPC DRAFT PROPOSALS

#### Classified Personnel Policy Committee

Alvin Hunter, Transportation  
Freddie Morrison III, Technical Support  
Kiffinea Talley, Secretarial/Clerical  
Vernita Shephard, Secretarial/Clerical  
Greg Cooper, Maintenance  
Linda Dunn, Paraprofessionals  
Inell Thornton, Paraprofessionals  
Misti Flowers, Administration  
Maurice Henry, Administration

**Alvin Hunter, Chairman**

**Freddie Morrison III, Secretary**

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# HPS CLASSIFIED PERSONNEL POLICY LAW REQUIREMENTS

## [A.C.A. § 6-17-2301](#) (see also [A.C.A. § 6-17-2305](#))

Current through all legislation of the 2019 Regular Session (including corrections and edits by the Arkansas Code Revision Commission)

### **6-17-2301. Requirement.**

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- (a) Each school district in the State of Arkansas shall have a set of written personnel policies, including the salary schedule for classified employees.
- (b) For the purposes of this subchapter, there shall be five (5) classifications of classified employees as provided in § 6-17-2303.
- (c) Personnel policies of concern to the classified personnel policies committee shall include, but are not limited to, the following terms and conditions of employment:
  - (1) Salary schedule, fringe benefits, and other compensation issues;
  - (2) Annual school calendar, including work days and holidays;
  - (3) Evaluation procedures;
  - (4) Leave;
  - (5) Grievance procedures;
  - (6) Termination, nonrenewal, or suspension;
  - (7) Reduction in force; and
  - (8) Assignments.
- (d)
  - (1)
    - (A) A school district shall not receive in any year any additional state funding from the Public School Fund until the school district has posted on the school district's website, in accordance with § 6-11-129, its current personnel policies for classified employees, including any salary schedules as required by this subchapter.
    - (B) The school district shall maintain in a central records location a written copy of the policies signed by the president of the school district's board of directors.
  - (2) By September 15 of each year, a school district shall provide the Division of Elementary and Secondary Education with the website address at which its current personnel policies for classified employees, including the salary schedule, may be found.
- (e) The division shall notify any school district that has not posted its policies on the school district website or provided the division with the website address in accordance with this section.

## History

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### History.

Acts 2003, No. 1780, § 1; 2005, No. 951, § 1; 2011, No. 989, § 58; 2013, No. 1073, § 28; 2019, No. 910, §§ 1483, 1484.

**SEE ALSO A.C.A. § 6-17-2305. ORGANIZATION AND DUTIES OF COMMITTEE.**

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## **8—CLASSIFIED PERSONNEL POLICY COMMITTEE**

Each school district in the State of Arkansas shall have a set of written personnel policies, including the salary schedule of each classification of classified personnel in the schools. For the purposes of Act 1780 of 2003 there shall be five classifications of classified personnel as listed below.

It shall be the policy of the Hope School District to have a committee on personnel policies for classified personnel. This committee will consist of nine (9) non-management representatives, with at least one (1) representative from each of the following six (6) classifications:

1. Maintenance and Operation (Custodians)
2. Transportation
3. Food Services
4. Paraprofessionals
5. Secretarial and Clerical
6. Technical Support this group is al-large and includes employment training, tech, nurses, social workers, speech therapist and assistant.

The Superintendent shall appoint three (3) supervisors, administrators or classified lead personnel to the committee, one of which may be the Superintendent.

The classified personnel members of the committee on personnel shall be elected by a majority. of the classified personnel voting by secret ballot.

The election shall be solely and exclusively conducted by the classified personnel including distribution of ballots to all classified personnel.

The length of terms for the first election under Act 1780 of 2003 will be determined by drawing for positions, two for a three-year term, three for a two-year term and three for a one-year term. Thereafter, each position will serve for a period of three years. Officers will be elected yearly. Any committee member may run for election again at the end of each term.

### Legal Reference

Act 1780 of 2003 [A.C.A 6-17-2302](#)

Historical Policy Code: GC

Dated Adopted: 7/17/95

Date Amended: 6/19/00

Date Amended: 4/19/04

Date Amended: 3/21 /05

Date Amended: 4/22/2013

Date Amended: 5/19/2014

Last Revised: 6/20/2016

## 8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE

The Hope School District's salary schedules for this policy includes the following categories of classified personnel:

1. Indexed Personnel
  - a. Supervisors
  - b. Secretarial and Clerical
  - c. Technical Support (this group is at-large and includes technology workers, employment training, nurses, social workers, speech therapist and assistant).
  - d. ABC Classified Lead Teacher
2. Non-Indexed Personnel
  - a. Paraprofessionals
  - b. Transportation
    - i. Bus Drivers
    - ii. Bus Mechanics
  - c. Maintenance
3. Extra Duty and/or Professional Development Rates

Legal Reference: A.C.A. § 6-17-2301

Date Adopted: 6/15/2015

Last Revised: 6/20/2016

Date Amended: June 20, 2019

Date Amended: June 15, 2020

### **8.1.1—CLASSIFIED PERSONNEL COMPENSATION GUIDES AND CONTRACTS**

The school district shall adopt written [salary schedules for classified personnel](#) annually and shall provide the Department of Education with the web address at which the current year's schedules may be found.

Such schedules shall reflect the actual pay practices of the district for classified personnel; reflecting increments for years of experience in public school education and/or private sector work, license, certification and/or degree.

The term of employment of such employees shall be continuous as long as their services are satisfactory or until their particular type of service is discontinued. Written contracts shall be issued by the board.

Applications for classified personnel positions will be submitted through the Superintendent's office.

Legal Reference: [A.C.A. 6-17-2301](#)

Historical Policy Code: GCA

Date Adopted: 7/17/95

Date Amended: 5/19/2014

Last Revised: 6/20/2016



## 8.1.2—CLASSIFIED PERSONNEL COMPENSATION

It shall be the policy of the school board that salary and compensation will be according to the following:

1. **Determination of Rates:** For all employees, appropriate compensation rates shall be determined on the basis of prevailing rates paid for work of similar nature and responsibility in the community.
2. **Salary Ranges:** A salary range shall be assigned to each classification of position and the rate of compensation for each employee shall be within the minimum and maximum rates established for the classification to which his or her position has been allocated.
  - a. When school minimum wage increases, it reflects a cost of living which shall apply across the entire salary schedule.
  - b. Documented paid work experience outside the school system that has been job-related will be credited to personnel entering the school system on the basis of full credit for the first five years and one-half credit in excess of five years. Fractions of years will not be considered in determining amount of experience. Allowable experience will be determined by the Superintendent.
  - c. Personnel who change a classification position will be credited for years of experience on the basis of one-half credit for each year worked in the prior classification. No credit will be given for fractional years.
  - d. For the purposes of the salary schedule, 84% of contracted days as listed on job descriptions will constitute a full year upon initial hire.
3. **Educational Pay:** If a classified employee moves horizontally on the salary schedule due to credits earned by the end of the first semester, the classified employee will receive a stipend upon fulfilling the current year's contract and providing proper documentation (see below). The stipend will be based on 1/2 the difference between the two horizontal steps of the current year's salary schedule.

Annual adjustments will be made at the beginning of the next contract year. To receive the annual adjustment, the classified employee shall bring a letter requesting the educational pay and stating the requirements that have been completed along with an official copy of the transcript of such credit to the office of the Superintendent by September 1. To meet the requirements of the 1<sup>st</sup> semester stipend, the letter and transcript must be received by March 1<sup>st</sup>.

A classified employee who intends to graduate by the end of the first semester shall bring a letter to the Superintendent by September 1<sup>st</sup>.
4. **Fringe Benefits:** Each classified employee required to operate a privately owned motor vehicle for the benefit of the district, shall receive compensation (travel pay—see policy [8.14](#)).
5. **Compensation Plan:** The Superintendent shall recommend to the school board revisions of this plan from time to time to reflect changes in responsibility, economic conditions or other valid influencing factors.
6. **Extra Help:** When extra laborers or helpers are hired, they may be paid by the hour rather than on a monthly basis. This shall be done at the discretion of the Superintendent based upon the proposed length of employment.
7. This policy does not permit retroactive or back pay adjustments.

Date Amended: 6/20/2016

Date Amended: 6/19/2017

Date Amended: 5/21/2018

Date Amended: June 15, 2020

### 8.1.3A—FORMULA FOR SALARIED/SUPERVISOR/INDEXED PERSONNEL

Daily Rate for Classroom Teacher	_____
Times Number of Contract Days	_____
Equal Teachers Pay	_____
Times Responsibility Factor	_____
Equals Total Salary	_____

POSITION::	INDEX FACTOR	NUMBER DAYS CONTRACT	FRINGE BENEFITS TRAVEL
District Nurse (RN)	1.0	186	\$360
Nurse (Registered)	1.0	186	
Nurse (Licensed)	.60	186	
Social Worker	1.0	205	\$600
Communication/Public Relations Director	1.0	245	\$720
Director of Food Services	.88	245	\$720
Asst. Director of Food Services	.75	245	\$600
Save the Children Coordinator	.71	245	
Security Coordinator	.80	208	\$600
Director of Facilities and Transportation	1.15	260	
Custodial Supervisor	.85	260	
Maintenance Supervisor	.87	260	
Speech Therapist	1.15	227	
Speech Therapist Assistant	1.00	190	\$360
Technology Director	1.00	241	\$720
Technology Specialist I	.88	260	\$720
Tech Specialist II	.80	260	\$720
District Systems Administrator	.88	260	
District Treasurer	.85	245	
Insurance/Payroll Clerk	.70	245	
Accounts Payable Clerk	.70	245	
Administrative Secretary to Superintendent	.55	245	
Administrative Secretary to Trans & Facilities	.54	245	
Administrative Secretary to Federal Programs	.54	245	\$360
Administrative Secretary to Special Services	.54	245	\$360
Administrative Secretary to Food Service	.54	245	
Administrative Secretary for Dist. Curriculum	.54	245	
Secretaries: Principals (F7-F9), Collegiate Academy (F10)	.52	245	Travel (see <a href="#">8.1.2-4</a> )
Secretaries: (Asst. Principals, Counselor, Office, Social Worker – F11-F16)	.47	205	
Parent Center Coordinator K-4	.48	186	
District (ELL) Interpreter/Translator	.48	186	\$360
ABC Classified Lead Teacher	.54	190	

Historical Policy Code: GCAB  
 Date Adopted: 10/22/2001  
 Date Amended: 5/19/2014  
 Date Amended: 6/20/2016  
 Date Amended: 6/19/2017

Date Amended: 5/21/2018  
 Date Amended: June 20, 2019  
 Date Amended: June 15, 2020

## 8.1.3B—NON-INDEXED COMPENSATION

### SALARY SCHEDULES AND EXTRA DUTY PAY

#### PARAPROFESSIONALS SALARY SCHEDULE

Adopted: April 16, 2018

Amended: June 20, 2019

Date Amended: June 15, 2020

	\$ 11.00		<u>60+</u>	ASSOCIATE	BACHELOR
<u>YRS EXP</u>	<u>0-29</u>	<u>30-59</u>	<u>(or) *PPA 457</u>	<u>DEGREE</u>	<u>DEGREE</u>
0	\$ 14,091	\$ 14,751	\$ 15,411	\$ 16,071	\$ 17,571
1	\$ 14,341	\$ 15,001	\$ 15,661	\$ 16,321	\$ 17,821
2	\$ 14,591	\$ 15,251	\$ 15,911	\$ 16,571	\$ 18,071
3	\$ 14,841	\$ 15,501	\$ 16,161	\$ 16,821	\$ 18,321
4	\$ 15,091	\$ 15,751	\$ 16,411	\$ 17,071	\$ 18,571
5	\$ 15,341	\$ 16,001	\$ 16,661	\$ 17,321	\$ 18,821
6	\$ 15,591	\$ 16,251	\$ 16,911	\$ 17,571	\$ 19,071
7	\$ 15,841	\$ 16,501	\$ 17,161	\$ 17,821	\$ 19,321
8	\$ 16,091	\$ 16,751	\$ 17,411	\$ 18,071	\$ 19,571
9	\$ 16,341	\$ 17,001	\$ 17,661	\$ 18,321	\$ 19,821
10	\$ 16,591	\$ 17,251	\$ 17,911	\$ 18,571	\$ 20,071
11	\$ 16,841	\$ 17,501	\$ 18,161	\$ 18,821	\$ 20,321
12	\$ 17,091	\$ 17,751	\$ 18,411	\$ 19,071	\$ 20,571
13	\$ 17,341	\$ 18,001	\$ 18,661	\$ 19,321	\$ 20,821
14	\$ 17,591	\$ 18,251	\$ 18,911	\$ 19,571	\$ 21,071
15	\$ 17,841	\$ 18,501	\$ 19,161	\$ 19,821	\$ 21,321
16	\$ 18,091	\$ 18,751	\$ 19,411	\$ 20,071	\$ 21,571
17	\$ 18,341	\$ 19,001	\$ 19,661	\$ 20,321	\$ 21,821
18	\$ 18,591	\$ 19,251	\$ 19,911	\$ 20,571	\$ 22,071
19	\$ 18,841	\$ 19,501	\$ 20,161	\$ 20,821	\$ 22,321
20	\$ 19,091	\$ 19,751	\$ 20,411	\$ 21,071	\$ 22,571
21	\$ 19,341	\$ 20,001	\$ 20,661	\$ 21,321	\$ 22,821
22	\$ 19,591	\$ 20,251	\$ 20,911	\$ 21,571	\$ 23,071

**NOTE:** Sixty accredited college hours or having passed the \*ParaPro Assessment as determined by state requirements are equivalent for this salary schedule purpose.

\*[PPA = ParaPro Assessment](#)

**ABC CLASSIFIED LEAD TEACHER**

INDEXED TO TEACHER SALARY At 54%

**Adopted 05/21/2018**

Amended: June 20, 2019

# **BUS DRIVERS SALARY SCHEDULE**

Adopted: Date Amended: 6/19/2017

Date Amended: 5/21/2018

<b>YRS EXP</b>	<b>AMOUNT</b>
0	\$7,800.00
1	\$7,950.00
2	\$8,100.00
3	\$8,250.00
4	\$8,400.00
5	\$8,550.00
6	\$8,700.00
7	\$8,850.00
8	\$9,000.00
9	\$9,150.00
10	\$9,300.00
11	\$9,450.00
12	\$9,600.00
13	\$9,750.00
14	\$9,900.00
15	\$10,050.00
16	\$10,200.00
17	\$10,350.00
18	\$10,500.00
19	\$10,650.00
20	\$10,800.00

Signing Bonus: \$1,000.00 – To be paid after completing first full year as defined in policy 8.1.2 2d. Should the hire date fall below stated percentage, the bonus will be paid in two increments; the first in May at the end of the first year and the second in December of the second year.

### **Pay for Additional Duties**

Handicapped Route	Per Year	\$ 1,353.00
Substitute Pay	Per Run	\$ 18.50
Out of town Trips	Minimum	
Over two Hours	Per Hour	\$ 18.50
Aviation Bus Route	Per Hour	\$ 18.50
Parapro	Per Hour	\$ 15.00

### **Bus Trip Pay Scale for Coaches**

<b>*DISTANCE</b>	<b>PAY</b>	<b>*DISTANCE</b>	<b>PAY</b>
0-10	\$ 15.00	101-125	\$ 60.00
11-20	\$ 30.00	126-150	\$ 65.00
21-40	\$ 35.00	151-175	\$ 70.00
41-65	\$ 40.00	176-200	\$ 80.00
66-85	\$ 45.00	201 + Miles	\$105.00
86-100	\$ 50.00		

Drivers who stay overnight on trips would document the total number of hours they were gone on the trip. Eight hours would be deducted for each night spent away from home. Drivers that don't qualify for blended pay would receive an additional \$15.00 for weekend driving. In town field trips will pay a rate of \$18.50 per hour.

Coaches and band directors will continue to be paid from the current "Bus Trip Pay Scale. \*Distance is determined by the distance between most cities, not actual miles driven.

**HOURLY PAY – THREE SCHEDULES**

**CUSTODIAL/FOOD SERVICE SALARY SCHEDULE**

Adopted: June 20, 2016

Date Amended: Outsourced for 2018-2019

Repealed

## MAINTENANCE SALARY SCHEDULE

Adopted: June 20, 2016  
Date Amended: 4/16/2018  
Amended: June 20, 2019  
Date Amended: June 15, 2020

<b>Years of Experience</b>	<b>Amount</b>
0	\$11.00
1	\$11.40
2	\$11.80
3	\$12.20
4	\$12.60
5	\$13.00
6	\$13.40
7	\$13.80
8	\$14.20
9	\$14.60
10	\$15.00
11	\$15.40
12	\$15.80
13	\$16.20
14	\$16.60
15	\$17.00
16	\$17.40
17	\$17.80
18	\$18.20
19	\$18.60
20	\$19.00

\*License Acquired \$1.00 Per Hour

\*License acquired by employee that is applicable to district maintenance and is licensed by the local and state government will be awarded an additional \$1.00 per hour

## BUS MECHANICS SALARY SCHEDULE

Adopted: June 20, 2016  
Date Amended: 4/16/2018  
Date Amended: June 15, 2020

	<u>SALARY</u>	
YRS EXP	Mechanics	
0	\$11.00	
1	\$11.60	
2	\$12.20	
3	\$12.80	
4	\$13.40	
5	\$14.00	
6	\$14.60	
7	\$15.20	
8	\$15.80	
9	\$16.40	
10	\$17.00	
11	\$17.60	
12	\$18.20	
13	\$18.80	
14	\$19.40	
15	\$20.00	
16	\$20.60	
17	\$21.20	
18	\$21.80	
19	\$22.40	
20	\$23.00	

Hourly Position Pay

**Head Mechanic** \$ 0.50

**Trained Mechanic** \$ 1.00

**Lead Transportation Worker** \$ 0.50



## CLASSIFIED STAFF EXTRA DUTY/PROFESSIONAL DEVELOPMENT RATE/PAY

1. Workshop/PD - \$15.00 per hour for hours above required and only those that the district requests staff member to attend.
2. Summer School and after school programs RN - \$25 per hour
3. Summer School and after school programs LPN - \$15.00 per hour
4. Summer School \$15.00 per hour
5. Summer School Translator \$15 per hour
6. After school tutoring - \$15.00 per hour
7. After school parental engagement - \$15 per hour
8. Bus Drivers Substitute - \$18.50 per trip
9. After school bus drivers \$25 per trip for After School tutoring
10. Bus driver training \$15.00 per hour. Training will coincide with early out days (1 day per month).
11. After school bus duty - \$15.00 per hour
12. Summer School Bus Driver - Daily Rate
13. Bus drivers annual required state and mandatory local workshops - \$35.00 each.
14. Annual mandatory "Safety Workshop" - \$40.00 per day.
15. ~~Nurse for After School Programs RN - \$25 per hour~~
16. ~~Nurse for After School Programs LPN - \$15.00 per hour~~
17. Interpreter - for Parent/Teacher conference, open house, out of school day functions - \$25 per hour.
18. ~~Save the Children Tutors - \$12.50 per hour for after school tutoring.~~
19. Yearbook Stipend - \$1,000.00.
20. Kindergarten Registration \$15.00 per hour.

Date Adopted: 6/15/2015

Last Revised: 6/20/2016

Date Amended: 6/19/2017

Date Amended: 5/21/2018

Date Amended:

### Game Worker Compensation Staff Extra Duty

#### Football

Football officials	\$100.00
Varsity Game-Junior Varsity-Junior High	
Reserved Section	\$65.00
Ticket Seller	\$80.00
Gate Keeper	\$65.00
Clock Operator	\$80.00
Chain Crew	\$35.00 (Varsity Only)
Maintenance Oversight	\$50.00

Basketball (Pay by game Varsity, JV, Junior High)

Basketball officials	
JV and Junior High	\$35.00 per Game
Varsity	\$50.00
Ticket Sellers	\$17.50 per Game
Clock Operator	\$15.00 per Game
Gate Keeper	\$15.00 per Game
Security (Coaches)	\$15.00 per Game

Softball and Baseball (usually varsity and JV but occasionally 2 varsity games)

Ticket Seller	\$30.00 per varsity game
Announcer/Clock	\$25.00 per varsity game
Softball Umpire	\$60.00 Varsity \$30.00 JV per game
Baseball Umpire	\$85.00 Varsity \$40.00 JV per game
Baseball Pitch Counter	\$25.00 per varsity game

Soccer (can have 2 or 3 game nights;3rd is JV)

Soccer officials	\$
Clock	\$30.00 Varsity \$20.00 JV per game
Ticket Seller	\$35.00 Varsity \$25.00 JV per game
Gate Keeper	\$30.00 Varsity \$25.00 JV per game
Security	\$30.00 Varsity \$25.00 JV per game

Date Adopted: 6/15/2015  
Last Revised: 6/20/2016  
Date Amended: 6/19/2017  
Date Amended: 5/21/2018  
Date Amended: 6/20/2019  
Date Amended: June 15, 2020

## **8.2—CLASSIFIED PERSONNEL EVALUATIONS**

Classified personnel may be periodically evaluated.

Any forms, procedures or other methods of evaluation, including criteria, are to be developed by the Superintendent and or his designee(s), but shall not be part of the personnel policies of the District.

*Individuals employed under the District's waiver as unlicensed teachers and administrators shall be evaluated under Policy 3.2—LICENSED PERSONNEL EVALUATIONS.*

Cross Reference: 3.2—LICENSED PERSONNEL EVALUATIONS

Legal Reference: A.C.A. § 6-17-2301

Historical Policy Code: GCI

Date Adopted: 05/17/93

Date Amended: 05/16/05

Last Revised: 6/15/2015

Last Revised: 6/19/2017

Date Amended: June 20, 2019

## **8.3—EVALUATION OF CLASSIFIED PERSONNEL BY RELATIVES**

### **DECLINED (Optional)**

Date Adopted: 6/15/2015

Last Revised:

## **8.4—CLASSIFIED EMPLOYEES DRUG TESTING**

### **Scope of Policy**

Each person hired for a position which allows or requires that the employee operate any type of motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District, and is operated for the transportation of children to or from school or school sponsored activity shall undergo a physical examination, including a drug test. Each person's initial employment for a job entailing a safety sensitive function is conditioned upon the district receiving a negative drug test result for that employee. The offer of employment is also conditioned upon the employee's signing an authorization for the request for information by the district from the Commercial Driver Alcohol and Drug Testing Database.

### **Methods of Testing**

The collection, testing methods and standards shall be determined by the agency or other medical organizations chosen by the School Board to conduct the collection and testing of samples. The drug and alcohol testing is to be conducted by a laboratory certified pursuant to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities. ("Mandatory Guidelines for Federal Workplace Drug Testing Programs").

### **Definition**

Safety sensitive function includes:

- a) All time spent inspecting, servicing, and/or preparing the vehicle;
- b) All time spent driving the vehicle;
- c) All time spent loading or unloading the vehicle or supervising the loading or unloading of the vehicle; and
- d) All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### **Requirements**

Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing work and/or any time they are performing a safety-sensitive function. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to:

1. Random tests;
2. Testing in conjunction with an accident;
3. Receiving a citation for a moving traffic violation; and
4. Reasonable suspicion.

### **Prohibitions**

- A. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;
- B. No driver shall use alcohol while performing safety-sensitive functions;
- C. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;

- D. No driver required to take a post-accident alcohol test under # 2 above shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first;
- E. No driver shall refuse to submit to an alcohol or drug test in conjunction with # 1, 2, and/or 4 above;
- F. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when using any controlled substance, except when used pursuant to the instructions of a licensed medical practitioner, knowledgeable of the driver's job responsibilities, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate his/her vehicle. It is the employee's responsibility to inform his/her supervisor of the employee's use of such medication;
- G. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Violation of any of these prohibitions may lead to disciplinary action being taken against the employee, which could include termination or non-renewal.

### **Testing for Cause**

Drivers involved in an accident in which there is a loss of another person's life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved: 1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or 2) one or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

### **Refusal to Submit**

Refusal to submit to an alcohol or controlled substance test means that the driver

- Failed to appear for any test within a reasonable period of time as determined by the employer consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a urine specimen for any required drug test;
- Failed to provide a sufficient amount of urine without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

### **Consequences for Violations**

Drivers who engage in any conduct prohibited by this policy, who refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety sensitive functions. Actions

regarding their continued employment shall be taken in relation to their inability to perform these functions and could include termination or non-renewal of their contract of employment.

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol or controlled substances shall not be allowed to perform or continue to perform safety-sensitive functions if they exhibit those signs during, just preceding, or just after the period of the work day that the driver is required to be in compliance with the provisions of this policy. This action shall be based on specific, contemporaneous, articulable observations concerning the behavior, speech, or body odors of the driver. The Superintendent or his/her designee shall require the driver to submit to “reasonable suspicion” tests for alcohol and controlled substances. The direction to submit to such tests must be made just before, just after, or during the time the driver is performing safety-sensitive functions. If circumstances prohibit the testing of the driver the Superintendent or his/her designee shall remove the driver from reporting for, or remaining on, duty for a minimum of 24 hours from the time the observation was made triggering the driver’s removal from duty.

If the result for an alcohol test administered to a driver is equal to or greater than 0.02, but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for a period not less than 24 hours from the time the test was administered. Unless the loss of duty time triggers other employment consequence policies, no further other action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

Legal References:     A.C.A. § 6-19-108  
                           A.C.A. § 27-23-201 et seq.  
                           49 C.F.R. § 382-101 – 605  
                           49 C.F.R. § part 40  
                           Arkansas Division of Academic Facilities and Transportation Rules Governing  
                           Maintenance and Operations of Arkansas Public School Buses and Physical  
                           Examinations of School Bus Drivers

Date Adopted: 6/15/2015

Last Revised:

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## 8.4.1—DRUG & ALCOHOL TESTING FOR BUS DRIVERS

- I. Purpose: To establish guidelines for a mandatory drug and alcohol testing program for bus drivers or any employee required to transport students by school bus.
- II. Personnel Affected: Bus drivers or any employee who transports students by school bus.

### PROGRAM OVERVIEW

1. The safety and security of the Hope School District employees and students will be maintained as a high priority. The influence or use of drugs, including alcohol, is capable of threatening the safety of students and cannot be tolerated. The Hope School District is committed to providing a drug-free work environment for the safety of students and employees.
2. The possession, use, transfer or sale of alcohol and/or any illegal drug during the workday is strictly prohibited and will result in termination. Being under the influence of alcohol and/or any illegal drug during the workday is also strictly prohibited and will result in termination.

### DEFINITIONS

1. Abuse and/or untimely use of alcohol  
Having an alcohol concentration in the blood or breath of 0.04 percent or greater or having an alcohol concentration in the blood or breath in any amount or degree when coupled with impairment of the employee's ability to safely, properly and effectively perform his assigned duties.
2. Drug  
Any substance (other than alcohol) that has known mind or function altering effects on a human subject, specifically including any psychoactive substance and including but not limited to, controlled substances.
3. Controlled substance  
Has the meaning assigned by the federal government and includes all substances listed in federal regulations pertaining to school bus drivers and as they may be revised from time to time.
4. Abuse and/or untimely use of controlled substances and/or drugs
  - a. Testing positive for the presence of any controlled substances in the body in any amount or degree, when coupled with impairment of the employee's ability to safely, properly, and effectively perform his assigned duties, or
  - b. Testing positive for the presence of any drugs in the body at or above the lowest cutoff level as established by the analytical methods used by the testing laboratory as approved by the district.
5. Drug Screener/Collector  
The person responsible for collection of specimens under this program

All employees who are subject to drug and/or alcohol testing will be tested during the work day at a time designated by the drug program facilitator or a district administrator, except in such cases as this policy requires employees to be tested for cause or as a result of an accident, where upon the drug program facilitator or a district administrator may conduct testing at any time. Job applicants will receive no compensation for testing.



## USE OF AUTHORIZED DRUGS

Prior to the start of their work, employees must report their use of any prescription and/or over-the-counter drugs which may impair job performance or safety of others to their department head or drug program facilitator. It is the employee's responsibility to determine from his physician whether or not the prescribed drug would impair his job performance. When reporting such use, the employee must present the drug container with prescription and/or the full label on it. All prescriptions are subject to verification by the district. Each employee must provide medical authorization when requested. Failure to do so may be grounds for discharge. Employees reporting their use of authorized drugs may be temporarily reassigned to an existing vacant position or be required to take leave with or without pay until the use is discontinued. Each instance will be evaluated on its individual merits. Paid leave may be charged to sick leave and/or current vacation time if either is available.

## EMPLOYEE ASSISTANCE

Employees who have an alcohol, drug or controlled substance problem are encouraged to seek assistance. However, The Hope School District will not be responsible for the payment for treatment.

## CONFIDENTIALITY

1. The district realizes the legal need for strict confidentiality as it relates to test results. Confidentiality applies to all information relating to the employee drug testing, result and treatment, and no person other than necessary management will have access to drug testing results.
2. An employee may waive the confidentiality of the drug test. To waive confidentiality of the drug-screening test he/she must give a written letter of authorization to the district.

## RECORD MAINTENANCE

It will be the responsibility of the Superintendent or his/her designee to see that all drug and/or alcohol test records resulting from the testing of district employees for drug and/or alcohol abuse are properly stored.

All such records will be maintained for a period of not less than five (5) years.

Legal Reference: Regulations issued by the U.S. Department of Transportation

An employee desiring to terminate his/her employment is requested to submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning.

All non-certified personnel are covered by the Social Security, Arkansas Public Employees Retirement System, or Arkansas Teacher Retirement System.

Historical Policy Code: GCNA

Date Adopted: 05/17/93

Last Revised: 6/15/2015

## 8.5—CLASSIFIED EMPLOYEES SICK LEAVE

### Definitions

1. “Employee” is an employee of the District working 20 or more hours per week who is not required to have a teaching license as a condition of his employment.
2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per month.
4. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of (120) days accrued from previous contract, but not used. Accumulated sick leave also includes the sick leave transferred from an employee’s previous public school employment.
5. Immediate family member shall include spouse, child, grandchild, parent, sibling, grandparent, or in-laws, and/or any relative living in the same household.
6. One day of sick leave may be used as unspecified bereavement (see [8.5.2](#))

### Sick Leave

Employees who are adopting or seeking to adopt a minor child or minor children may use up to fifteen (15) sick leave days in any school year for absences relating to the adoption, including time needed for travel, time needed for home visits, time needed for document translation, submission or preparation, time spent with legal or adoption agency representatives, time spent in court and bonding time. See also, [8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE](#), which may also apply. Except for bonding time, documentation shall be provided by the employee upon request.

Pay for sick leave shall be at the employee’s daily rate of pay, which is that employee’s hourly rate of pay times the number of hours normally worked per day. Absences for illness in excess of the employee’s accumulated and current sick leave shall result in a deduction from the employee’s pay at the daily rate as defined above.

Any employee, whose spouse is a classified employee of the school district, may use sick leave accumulated by that spouse, provided that the employee requiring the sick leave has no accumulated days of leave and the spouse consents in writing to the use of his/her accumulated days. The daily pay rate of the classified employee shall apply and no adjustments in pay will be made for certified employees.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy [8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE](#) the District may require a written statement from the employee’s physician documenting the employee’s illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

If the employee's absences are not subject to the FMLA or are in excess of what is protected under the FMLA, excessive absenteeism, to the extent that the employee is not carrying out his assigned duties to the degree that the education of students or the efficient operation of a school or the district is substantially adversely affected (at the determination of the principal or Superintendent) may result in termination.

## **Sick Leave and Family Medical Leave Act (FMLA) Leave**

When an employee takes sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability<sup>3</sup> determination. If the employee is eligible for FMLA leave and if the leave qualifies under the FMLA, the District will notify the employee in writing, of the decision within two workdays. If the circumstances for the leave as defined in policy [8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE](#) don't change, the District is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave within any applicable twelve (12) month period. To the extent the employee has accumulated sick leave, any sick leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accumulated leave including vacation or personal leave, once an employee exhausts his/her accrued sick leave. See [8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE](#).

Cross Reference: [8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE](#)

Legal References: [A.C.A. § 6-17-1301](#) et seq.  
29 USC §§ 2601 et seq.  
29 CFR 825.100 et seq.

Historical Policy Code: GCQ

Date Adopted: 9/08/1996

Date Amended: 5/16/2005

Last Revised: 6/20/2016

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## 8.5.1—BUS DRIVER'S SICK LEAVE

### FULL TIME SCHOOL BUS DRIVER'S SICK LEAVE

Definition: For the purpose of this policy the following definitions shall apply:

- A. The term - "Full Time School Bus Driver" shall include any bus driver of the district who is contracted for the school year to drive the A.M. and the P.M. runs on an assigned route(s). The school year is equal to the number of days the students shall attend in regular session.
- B. Sick Leave - shall mean absence with full pay from one's duties in the district for the reason of personal illness or the death or illness in his/her immediate family.
- C. Immediate family member shall include spouse, child, grandchild, parent, sibling, grandparent, or in-laws, and/or any relative living in the same household.
- D. Accumulated Sick Leave - shall mean the total number of days of unused sick leave that the school employee has to their credit.

Full time school bus drivers shall be granted sick leave at the rate of one (1) day per month for the contracted term. One run on any route(s) will constitute one-half (1/2) day service or absence. Days may be accumulated to a total of 20 days. Full time school bus drivers shall be entitled to take sick leave for personal illness, or illness in the immediate family.

A full-time school bus driver taking sick leave may use any amount up to his total accumulated days. Accumulated days of sick leave that are used up may be restored up to 20 days in the same manner that they were first accumulated. District sick leave and Family Medical Leave Act shall run concurrently.

Medical verification may be required for any sick leave claimed if requested by the Superintendent or his designee for all sick leaves of five (5) or more consecutive days; the employee must provide medical verification upon returning to work.

Historical Policy Code: GCRGE

Date Adopted: 5/16/05

Last Revised: 6/20/2016

Date Amended: 6/20/2019

## **8.5.2—BEREAVEMENT**

Each classified employee will be granted five (5) days of bereavement leave per school year. Bereavement leave days are not accumulative. Sick leave days will be used for additional days needed.

Historical Policy Code: GCRGF

Date Adopted: 5/17/93

Date Amended: 4/22/13

Last Revised: 6/20/2016

Date Amended: 6/20/2019

### **8.5.3—MATERNITY LEAVE**

Maternity leave will be treated as any other sick leave or Family Medical Leave Act. Employee may apply for Family Medical Leave.

Historical Policy Code: GCRGC

Date Adopted: 05/17/93

Date Amended: 06/19/2000

Last Revised: 6/15/2015

#### **8.5.4—CLASSIFIED PERSONNEL MILITARY LEAVE**

The school district will follow requirements of Arkansas state law in regard to granting leave of absence for military and civil defense duty.

See Ark. Code Ann. 6-17-306 in appendix.

Historical Policy Code: GCRGD

Date Adopted: 05/17/1993

Date Amended: 06/19/00

Last Revised: 6/15/2015

## **8.6—SICK LEAVE BANK —CLASSIFIED EMPLOYEES**

The Sick Leave Bank is set up to help members in extreme emergencies due to recurring, chronic or catastrophic illnesses or disabilities occurring to the member or the member's immediate family as defined in Policy [8.5](#). Routine parental leave does not qualify.

A member shall not be granted any days from the Sick Leave Bank until he/she has exhausted all other sources of leave. The member must use all personal days before requesting days from the Sick Leave Bank. All twelve (12) month employees must also use all their vacation days as allowed in Policy [8.38](#) before making a request. A member may not request more than a maximum of twenty (20) days per contract year, but could be extended to forty-five (45) days upon approval of the Sick Leave Bank committee.

### **A. ELIGIBILITY**

1. The Sick Leave Bank is to be set up for classified employees of the Hope School District.
2. To participate, the employee must contribute one (1) day of sick leave to the Sick Leave Bank when he /she become a member. However, an employee may choose to contribute more than one (1) day at his/her discretion for the administration of the sick leave bank.
3. An employee may become a member by enrolling starting July 1 through September 30 of each year. At such time, he/she will be assessed one (1) day. New employees hired during the year may become a member at the time of employment. He/She will be assessed one (1) day at that time. New employees may choose to donate more days as they are accrued.

### **B. MAINTENANCE**

1. Members will be assessed for days when the Sick Leave Bank has reached a point of near depletion (100 days). Failure to donate will result in termination of sick leave bank membership.
2. Membership requires the donation of only one (1) day at a time by submitting a signed release. However, an employee may choose to contribute more than one (1) day at his/her discretion for the expansion and/or days needed for the administration of the sick leave bank. The chairperson of the Sick Leave Bank will notify the members of such a need.
3. Members which serve in two different classified positions are required to donate at least one (1) day per position to be eligible for paid leave from both positions.
4. Days assessed cannot be returned to employees and will be carried forward in the Sick Leave Bank.
5. A member utilizing sick leave days from the bank will not have to replace those days except as a regular contributing member. However, should the employee become deceased the unused sick bank days will revert back to the sick bank.

### **C. ADMINISTRATION**

1. A six (6) member committee shall oversee the administration of the Sick Leave Bank with the assistance of the Superintendent. The committee shall be comprised of six (6) classified bank members (one from each job classification-Maintenance, Transportation, Food Services, Paraprofessionals, Secretarial/Clerical and Technical Support). Additionally, one member from the CPPC will work with this committee to observe and advise.
2. Each job classification will elect a representative to serve on the Sick Leave Bank Committee. Each representative will serve a term of two (2) years from the time he/she is elected. (These terms will be rotated every other year so the committee will always have a member with experience serving). The first term will consist of 2 and 3 year terms. The Sick Leave Bank Committee will elect a chairperson and a secretary who will keep a record of all meetings.
3. The District Payroll Clerk will keep the records of the Sick Leave Bank



4. The Sick Leave Bank Committee will determine the need for activation of the Sick Leave Bank, upon receipt of a Sick Leave request form. This form is to be submitted to the Sick Leave Bank Chairperson by the employee or his/her representative, if the employee is unable to do so. The application must be accompanied by a physician's statement. Form 8.6F should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made. A new request form ([Form 8.6F](#)) must be submitted for a request of additional days over the original twenty (20) days.
5. Upon receipt of application, the committee will call a meeting as soon as possible.
6. If the Sick Leave Bank Committee has questions concerning an application, the person or his/her representative submitting the application may be asked to meet with the committee before a decision is made.

Historical Policy Code: GCIJ  
Date Adopted: 4/22/2013  
Last Revised: 6/20/2016  
Date Amended: June 20, 2019

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**8.6F—CLASSIFIED SICK LEAVE BANK REQUEST FORM**

Please complete and return to the Sick Leave Bank Committee chairperson. Request forms should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City • Zip

Employment Location \_\_\_\_\_ Building Phone \_\_\_\_\_

Have you contributed time to the Sick Leave Bank? \_\_\_\_\_

Briefly describe the nature of your disability or illness and the circumstances that caused you to make this request. *Attach required doctor notes to this form.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date last accumulated day will be used: \_\_\_\_\_

Number of sick leave bank days requested: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Are you currently being treated by a physician? \_\_\_\_\_

Have you been or will you be hospitalized? \_\_\_\_\_

If you answered yes, state when, how long and reason.

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Committee Use Only***

<b>Date Considered</b> _____		<b>Number of Days Approved</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Approved</b>	<b>Not Approved</b>	<b>Committee Chairperson</b>

## 8.7—CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time employee shall receive two (2) days of personal leave per contract year. The leave may be taken in increments of no less than a 1/2 day.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions which are related to their job duties and do not qualify for other types of leave (for sick leave see Policy [8.5](#) and [8.5.2](#) bereavement, for professional leave see below).

School functions, for the purposes of this policy, means:

1. Athletic or academic events related to a public school district; and
2. Meetings and conferences related to education.

The determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Any employee desiring to take personal leave may do so by making a written request to his supervisor at least three (3) days prior to the time of the requested leave. The three days requirement may be waived by the supervisor when the supervisor deems it appropriate.

Employees who fail to report to work when their request for a personal day has been denied or who have exhausted their allotted personal days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in medical emergencies and/or as permitted by policy [8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE](#)) from their immediate supervisor. Failure to report to work without having received permission to be absent is grounds for discipline, up to and including termination.

Personal leave may not be taken the day before or the day after a holiday.

### **Professional Leave**

“Professional Leave” is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., workshops or serving on professional committees) which can serve to improve the school District's instructional program or enhances the employee's ability to perform his duties. Professional leave will also be granted when a school District's employee is subpoenaed for a matter arising out of the employee's employment with the school District. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the District's students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.

If the employee does not receive or does not accept remuneration for his/her participation in the professional leave activity and a substitute is needed for the employee, the District shall pay the full cost of the substitute. If the employee receives and accepts remuneration for his/her participation in the professional leave activity, the employee shall forfeit his/her daily rate of pay from the District for the time the employee misses. The cost of a substitute, if one is needed, shall be paid by the employee/District.

Legal Reference: A.C.A. § 6-17-211

Date Adopted: 6/15/2015

Last Revised: 6/20/2016

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## 8.7.1—CLASSIFIED ATTENDANCE INCENTIVE PROGRAM

The Board and the District recognize that work attendance by classified personnel is important to the continuity of instruction. Also, the board and the association agree that good work attendance is a responsibility accepted by each classified personnel who executes a contract with the district. In an effort to reduce absenteeism by classified personnel, the board and the association agree to adopt an Attendance Incentive Program.

1. Up to \$300 (at the rate of \$25 per contract month) per classified personnel will be allocated as an incentive award for those who use no sick leave during the school year.
2. Fifty dollars (\$50) per classified personnel allocated as an incentive award for those who use no business leave days during the school year.
3. An individual who has accumulated ninety (90) days leave will be allowed three days combination business or sick leave before \$25 will be subtracted from the individual allocation for each day of sick leave used by the individual classified personnel and \$25 will be subtracted from \$50 allocated for each day of business leave used by the individual classified personnel.
4. The attendance incentive will be applicable to all classified personnel, including extended contract personnel for the 190 teacher contract days.
5. Attendance incentive payment will be distributed to all classified personnel ~~on~~ in a June payment.
6. Personnel retiring under Arkansas Teacher Retirement System with ten (10) or more years of service with Hope School District shall be rewarded at a rate reflected in policy code [8.13.2C — Retirement Benefits](#), for accumulated sick leave. Retiring is defined as having attained age 60 or having 25 years of credited service and beginning to receive retirement benefits from the Arkansas Teacher Retirement System. If a person is rehired, he/she must accumulate then (10) years from the date of rehiring to receive this benefit again.

Date Adopted: 6/19/2017

Date Amended: 5/21/2018

## **8.8—CLASSIFIED PERSONNEL RESPONSIBILITIES IN DEALING WITH SEX OFFENDERS ON CAMPUS**

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime), and Level 4 sex offenders having the most restrictions (highest likelihood of committing another sex crime).

While Levels 1 and 2 place no restrictions prohibiting the individual's presence on a school campus, Levels 3 and 4 have specific prohibitions. These are specified in Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) and it is the responsibility of district staff to know and understand the policy and, to the extent requested, aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

It is the intention of the board of directors that district staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. The District shall establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.

Cross Reference: **6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)**

Legal References:     A.C.A. § 12-12-913 (g) (2)  
                              Arkansas Department of Education Guidelines for "Megan's Law"  
                              A.C.A. § 5-14-132

Date Adopted: 6/15/2015

Last Revised:

## **8.9—PUBLIC OFFICE –CLASSIFIED PERSONNEL**

An employee of the District who is elected to the Arkansas General Assembly or any elective or appointive public office (not legally constitutionally inconsistent with employment by a public school district) shall not be discharged or demoted as a result of such service.

No sick leave will be granted for the employee's participation in such public office. The employee may take personal leave or vacation (if applicable), if approved in advance by the Superintendent, during his absence.

Prior to taking leave, and as soon as possible after the need for such leave is discerned by the employee, he must make written request for leave to the Superintendent, setting out, to the degree possible, the dates such leave is needed.

An employee who fraudulently requests sick leave for the purpose of taking leave to serve in public office may be subject to nonrenewal or termination of his employment contract.

Cross Reference: Policy # 8.17—Classified Personnel Political Activity

Legal Reference: A.C.A. § 6-17-115

Date Adopted: 6/15/2015

Last Revised:

## **8.10—JURY DUTY –CLASSIFIED PERSONNEL**

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor.

The employee must present the original (not a copy) of the summons to jury duty to his supervisor in order to confirm the reason for the requested absence.

Employees shall receive their regular pay from the district while serving jury duty.

Legal Reference: A.C.A. § 16-31-106

Date Adopted: 6/15/2015

Last Revised:



## **8.11—OVERTIME, COMPTIME, AND COMPLYING WITH FLSA**

The Hope Public School District shall comply with those portions of the Fair Labor Standards Act that relate to the operation of public schools. The act requires that covered employees be compensated for all hours worked at greater than or equal to the applicable minimum wage for workweeks of less than or equal to 40 hours. It also requires that employees be compensated for workweeks of greater than 40 hours at 1 1/2 times their regular rate of pay.

### **Definitions**

“Covered Employees” (also defined as non-exempt employees) are those employees who are not exempt, generally termed classified, and include bus drivers, clerical workers, maintenance personnel, custodians, transportation workers, receptionists, paraprofessionals, food service workers, secretaries, and bookkeepers.

“Exempt Employees” are those employees who are not covered under the FLSA because the employee’s:

- A. Primary job duties are considered to be exempt eligible due to being administrative or professional in nature. Examples include teachers, counselors, registered nurses, and supervisors; and
- B. Salary meets or exceeds a minimum weekly/annual amount.

Any employee who is unsure of their coverage status should consult with the District’s Administration.

“Overtime” is hours worked in excess of forty (40) per workweek. Compensation given for hours **not** worked such as for holidays or sick days do **not** count in determining hours worked per workweek.

“Regular Rate of Pay” includes all forms of remuneration for employment and shall be expressed as an hourly rate. For those employees previously paid on a salary basis, the salary shall be converted to an hourly equivalent. Employees shall be paid for each and every hour worked.

“Straight time pay” is the amount of hourly compensation an employee receives for each hour worked during that week.

“Workweek” is the seven day consecutive period of time from 12:00 AM on Sunday to midnight on the following Saturday. Each workweek is independent of every other workweek for the purpose of determining the number of hours worked and the remuneration entitled to by the employee for that week.

### **Employment Relationships**

The District does not have an employment relationship in the following instances:

1. Between the District and student teachers;
2. Between the District and its students; and
3. Between the District and individuals who as a public service volunteer or donate their time to the District without expectation or promise of compensation.

The District does not have a joint employment relationship in the following instances:

- a. Between the District and off-duty policemen or deputies who are hired on a part-time basis for security purposes or crowd control. The District is separate from and acts independently of other governmental entities.
- b. Between the District and any agency contracted with to provide transportation services, security services, substitute teachers or other temporary employees, or other services.

### **Hours Worked**

Employees shall be compensated for all the time they are required to be on duty and shall be paid for all hours worked each workweek. Employees shall accurately record the hours they work each week.

The District shall determine the manner to be used by employees to accurately record the hours they work. Each employee shall record the exact time they commence and cease work including meal breaks. Employees arriving early may socialize with fellow workers who are off the clock, but shall not commence working without first recording their starting time.

Employees shall sign in/clock in where they start work and sign out/clock out at the site where they cease working. Employees who do not start and end their workday at the same site shall carry a time card or sheet with them to accurately record their times. They shall turn in their time sheets or cards to their immediate supervisor no later than the following Monday morning after reviewing them to be sure that they accurately reflect their hours worked for that week.

Each employee is to personally record his or her own times. Any employee who signs in or out (or who punches a time clock) for another employee or who asks another employee to do so for him or her will be dismissed.

Employees whose normal workweek is less than forty (40) hours and who work more than their normal number of hours in a given workweek may, at the District's option, be given compensatory time for the hours they worked in excess of their normal workweek in lieu of their regular rate pay. Compensatory time given in this manner shall be subject to the same conditions regarding accumulation and use as compensatory time given in lieu of overtime pay.

#### **Breaks and Meals**

Each employee working more than twenty (20) hours per week shall be provided two (2), paid, fifteen (15) minute duty free breaks per workday.

Meal periods that are less than thirty (30) minutes in length or in which the employee is not relieved of duty are compensable. Employees with a bona fide meal period shall be completely relieved of their duty to allow them to eat their meal, which they may do away from their work site, in the school cafeteria, or in a break area.

The employee shall not engage in any work for the District during meal breaks except in rare and infrequent emergencies.

#### **Overtime**

Covered employees shall be compensated at not less than one and a half (1.5) times his or her regular rate of pay for all hours worked over forty (40) in a workweek. Overtime compensation shall be computed on the basis of the hours worked in each week and may not be waived by either the employee or the District. Overtime compensation shall be paid on the next regular payday for the period in which the overtime was earned.

The rate of overtime pay for employees who work two (2) or more jobs for the District at different rates of pay shall be determined by creating a weighted average of the different rates (a.k.a. blended rate). The weighted average will be calculated by multiplying the number of hours worked during that week for each position by the position's rate of pay, combining the resulting amounts for each position (straight time pay), and dividing the straight time pay by the total number of hours the employee worked in that week. The weighted average will then be multiplied by one half (0.5), which will then be multiplied by the number of hours the employee worked that week over forty (40).

Provided the employee and the District have a written agreement or understanding before the work is performed, compensatory time off may be awarded in lieu of overtime pay for hours worked over forty (40) in a workweek and shall be awarded on a one-and-one-half (1 1/2) time basis for each hour of overtime worked.

The District reserves the right to determine if it will award compensatory time in lieu of monetary pay for the overtime worked. The maximum number of compensatory hours an employee may accumulate at a time is twenty (20). The employee must be able to take the compensatory time off within a reasonable period of time that is not unduly disruptive to the District.

An employee whose employment is terminated with the District, whether by the District or the employee, shall receive monetary compensation for unused compensatory time. Of the following methods, the one that yields the greatest money for the employee shall be used.

1. The average regular rate received by the employee during the last 3 years of employment. Or
2. The final regular rate received by the employee.

### **Overtime Authorization**

There will be instances where the district's needs necessitate an employee work overtime. It is the Board's desire to keep overtime worked to a minimum. To facilitate this, employees shall receive authorization from their supervisor in advance of working overtime except in the rare instance when it is unforeseen and unavoidable.

All overtime worked will be paid in accordance with the provisions of the FLSA, but unless the overtime was pre-approved or fit into the exceptions noted previously, disciplinary action shall be taken for failure to follow District policy. In extreme and repeated cases, disciplinary action could include the termination of the employee.

### **Leave Requests**

All covered employees shall submit a leave request form prior to taking the leave if possible. If a request for leave was not possible in advance due to unforeseen or emergency circumstances, the leave form shall be turned in the day the employee returns to work. Unless specifically granted by the Board for special circumstances, the reason necessitating the leave must fall within District policy.

Payment for leave could be delayed or not occur if an employee fails to turn in the required leave form. Leave may be taken in a minimum of four (4) hour increments.

### **Record Keeping and Postings**

The District shall keep and maintain records as required by the FLSA for the period of time required by the act.

The District shall display minimum wage posters where employees can readily observe them.

### **Cooperation with Enforcement Officials**

All records relating to the FLSA shall be available for inspection by, and District employees shall cooperate fully with, officials from the Department of Labor (DOL) and/or its authorized representatives in the performance of their jobs relating to:

- a. Investigating and gathering data regarding the wages, hours, and other conditions and practices of employment;
- b. Entering, inspecting, and/or transcribing the premises and its records;
- c. Questioning employees and investigating such facts as the inspectors deem necessary to determine whether any person has violated any provision of the FLSA.

- Legal References:
- A: 29 USC § 206(a), ACA § 6-17-2203
  - B: 29 USC § 207(a)(1), 29 CFR § 778.100
  - C: 29 USC § 207(o), 29 CFR § 553.50
  - D: 29 USC § 213(a), 29 CFR §§ 541 et seq.
  - E: 29 CFR § 778.218(a)
  - F: 29 USC § 207(e), 29 CFR § 778.108
  - G: 29 CFR § 778.105
  - H: 29 CFR §§ 785.9, 785.16
  - I: 29 CFR § 516.2(7)
  - J: 29 CFR §§ 785.1 et seq.
  - K: A.C.A. § 6-17-2205
  - L: 29 CFR §§ 785.19
  - M: 29 USC § 207(a), 29 CFR § 778.100, 29 USC § 207(o), 29 CFR §§ 553.20 – 553.32
  - N: 29 CFR § 778.106
  - O: 29 USC § 207(g)(2), 29 CFR § 778.115
  - P: 29 USC § 207(o)(2)(A), 29 CFR § 553.23
  - Q: 29 CFR § 553.20
  - R: 29 USC § 207(o)(4), 29 CFR § 553.27
  - S: 29 USC § 211(c), 29 CFR §§ 516.2, 516.3, 553.50
  - T: 29 CFR § 516.4
  - U: 29 CFR §§ 516.5, 516.6
  - V: 29 USC § 211(a)(b)

Date Adopted: 6/15/2015

Last Revised: 6/20/2016

Date Amended: 6/19/2017

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## **8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT**

An employee of the District may not be employed in any other capacity during regular working hours.

An employee may not accept employment outside of his district employment which will interfere, or otherwise be incompatible with the District employment, including normal duties outside the regular work day; nor shall an employee accept other employment which is inappropriate for an employee of a public school.

The Superintendent, or his designee(s), shall be responsible for determining whether outside employment is incompatible, conflicting, or inappropriate.

Legal References: A.C.A. § 6-24-106, 107, 111

Date Adopted: 6/15/2015

Last Revised:

## 8.13—CLASSIFIED PERSONNEL EMPLOYMENT

All prospective employees must fill out an application form provided by the District, in addition to any resume provided, all of which information is to be placed in the personnel file of those employed.

If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal. In particular, it will be considered a material misrepresentation and grounds for termination of contract of employment if an employee's application information is discovered to be other than as was represented by the employee, either in writing on application materials or in the form of representations made to the school district.

It is grounds for termination of contract of employment if an employee fails a criminal background check or receives a true report on the Child Maltreatment Central Registry check.

An employee who receives notification of a failure to pass a criminal background check or a true result on the Child Maltreatment Central Registry check shall have thirty (30) days following the notification to submit to the superintendent, or designee, a written request for a hearing before the Board to request a waiver. The written request should include any documentation, such as police reports, or other materials that are related to the event giving rise to the failed background check or true result on the Child Maltreatment Registry as well as information supporting your request for the waiver. Employees requesting a board hearing to request a waiver should be aware that this hearing is subject to the Arkansas Freedom of Information Act and it must be fully open to the public as a result.

For unlicensed individuals employed as teachers or administrators under a waiver, all teachers who begin employment in the 2021-2022 school year and each school year thereafter shall demonstrate proficiency or awareness in knowledge and practices in scientific reading instruction as is applicable to their teaching position by completing the prescribed proficiency or awareness in knowledge and practices of the scientific reading instruction credential either as a condition of licensure or within one (1) year for teachers who are already licensed or employed as a teacher under a waiver from licensure.

An individual with a currently suspended license or whose license has been revoked by the State Board of Education is not eligible to be employed by the District; this prohibition includes employment as a substitute teacher, whether directly employed by the District or providing substitute teaching services under contract with an outside entity.

The Hope Public School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information.

Inquiries on non-discrimination may be directed to Assistant Superintendent of Federal Programs, who may be reached at (870) 722-2700 ext 11.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

In accordance with Arkansas law, the District provides a veteran preference to applicants who qualify for one of the following categories:

1. a veteran without a service-connected disability;
2. a veteran with a service-connected disability; and
3. a deceased veteran's spouse who is unmarried throughout the hiring process.

For purposes of this policy, "veteran" is defined as:

- a. A person honorably discharged from a tour of active duty, other than active duty for training only, with the armed forces of the United States; or
- b. Any person who has served honorably in the National Guard or reserve forces of the United States for a period of at least six (6) years, whether or not the person has retired or been discharged.

In order for an applicant to receive the veteran's preference, the applicant must be a citizen and resident of Arkansas, be substantially equally qualified as other applicants and do all of the following:

1. Indicate on the employment application the category the applicant qualifies for;
2. Attach the following documentation, **as applicable**, to the employment application:
  - Form DD-214 indicating honorable discharge;
  - A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
  - Marriage license;
  - Death certificate;
  - Disability letter from the Veteran's Administration (in the case of an applicant with a service-related disability).

Failure of the applicant to comply with the above requirements shall result in the applicant not receiving the veteran preference; in addition, meeting the qualifications of a veteran or spousal category does not guarantee either an interview or being hired.

Notes: This policy is similar to Policy 3.19. If you change this policy, review 3.19 at the same time to ensure applicable consistency between the two.

An expunged, sealed, or pardoned conviction shall not disqualify a person from employment if the conviction is ten (10) or more years old and does not involve the physical or sexual injury, mistreatment, or abuse of another.

If you do not have a waiver to employ individuals as teachers or administrators without a license, remove this paragraph.

A copy of the non-discrimination statement should be included in all district publications unless the publication is intended only for students and parents. Publications intended only for students and parents should include the nondiscrimination clause in Policy 4.11—EQUAL EDUCATIONAL OPPORTUNITY.

Insert the position(s) designated to be contacted on discrimination inquiries. If you have different positions designated to answer questions on disability discrimination (504 coordinator) and sex discrimination (Title IX coordinator), then you will need to include the position responsible for each area. Do not include the name(s) of the person(s) to be contacted in the policy; changing the name of the person (due to a staffing change) would necessitate amending the policy, which would require it to go through the entire adoption process.

Insert the address and phone number to be used to contact the designated position. If you have more than one position designated as set forth in footnote, you will need to include a contact number and address for each position. The contact number and address may be the school/district address and phone number.

A.C.A. § 21-3-301 et seq. includes public schools in the list of employers required to provide a preference to applicants who qualify for a veteran or a deceased veteran's spouse category when selecting interview candidates, during the interview process, and in selecting a new employee.

A.C.A. § 21-3-302 covers the requirements for giving a veteran preference during the application, interview, and hiring processes. The statute does not require districts to use a particular scoring method to demonstrate giving a preference and districts can continue using the system they have previously been using. However, A.C.A. § 21-3-302 and A.C.A. § 21-3-303 require districts be able to demonstrate that any qualifying applicant was given a preference during the entire application, interview, and hiring processes.

If a veteran who is not hired requests, the district must provide the veteran with his/her base score, adjusted score, and the successful candidate's score. While there is no statutorily required method, ASBA suggests districts use a numerical scoring rubric for the entire hiring process. The use of such a rubric makes it easy to demonstrate a preference was given as you can point to where qualifying applicants received additional points. Districts that don't use a numerical scoring method are required, upon a veteran's request, to provide all documentation allowed to be released under FOIA to the veteran to demonstrate how the preference was used to develop the list of qualified candidates to be interviewed and to select the person actually hired.

Legal References:     [A.C.A. § 6-17-414](#)  
                              A.C.A. § 6-17-429  
                              A.C.A. § 21-3-302  
                              A.C.A. § 21-3-303  
                              A.C.A. § 25-19-101 et seq.  
                              28 C.F.R. § 35.106  
                              29 C.F.R. part 1635  
                              34 C.F.R. § 100.6  
                              34 C.F.R. § 104.8  
                              34 C.F.R. § 106.9  
                              34 C.F.R. § 108.9  
                              34 C.F.R. § 110.25

Legal References:  
Arkansas Annotated 6-17-1700-1705  
Date Adopted: 6/15/2015  
Date Amended: June 15, 2020



### **8.13.1—CLASSIFIED PERSONNEL RECRUITMENT**

It shall be the policy of the school board that:

Persons desiring employment shall file written application at the Superintendent's office, setting forth in their application experience and other information as may be required. It shall be the policy of the board to post notices in public places, District website, and/or in the local newspaper of all vacancies.

Applications shall then be received, and selection shall be made by the board of education based upon the recommendation of the Superintendent at the next regular board meeting.

Historical Policy Code: GCC

Date Adopted: 5/17/1993

Last Revised: 6/20/2016

### **8.13.2—CLASSIFIED PERSONNEL – HIRING**

It shall be the policy of the school board that all classified personnel will be recommended for employment and reemployment by the Superintendent. The following guidelines will be followed:

- A. The qualifications of the applicants shall be appraised by an examination consisting of one or more of the following:
  - 1. A rating of experience or training
  - 2. A personal interview
  - 3. An oral or written test
  - 4. A performance; or demonstration
- B. Appointments: Each appointee shall receive a letter of appointment showing his salary, job description and other pertinent information as well as a copy of this personnel policy.
- C. Hiring shall be done on the basis of education, training, experience, special skills, and ability to perform the job.
- D. Time Schedules. Hours of work of all employees shall be determined by the Superintendent of Schools. Beginning and ending hours for maintenance and custodial employees may vary during different seasons.

Historical Policy Code: GCD

Historical Policy Code: GCRB

Date Adopted: 5/17/1993

Date Amended: 5/16/2005

Last Revised: 6/20/2016

### **8.13.2A—CLASSIFIED PERSONNEL QUALIFICATIONS AND DUTIES**

The Superintendent, with the approval of the board, is authorized to employ such persons as necessary for the successful operation of the schools. He shall insure that all school employees are qualified for the position for which they are employed. These persons may be employed on an hourly, daily, weekly, monthly, or yearly basis. This shall include personnel necessary to maintain records, to operate lunchrooms and transportation programs, to provide other necessary school services, and to provide for the efficient operation of the school district. Such positions may include clerks, paraprofessional, custodians, bus drivers, maintenance personnel, cooks, supervisors, substitute teachers, or any other position deemed necessary by the Superintendent.

#### Legal References:

Ark. Stat. Ann. §§6-19-106, 6-19-108, 6-19-106.

Amended 7-17-95

Act 1387 of 2003

Act 1720 of 2003

Historical Policy Code: GCB

Date Adopted: 6/18/1990

Date Amended: 5/16/2005

Last Revised: 6/20/2016

Historical Policy Code: GCBA

Date Adopted: 5/17/1993

Date Amended: 3/21/2005

## **8.13.2B—CLASSIFIED PERSONNEL PROMOTION – TRANSFER - DEMOTION**

It shall be the policy of the school board that the Superintendent may apply the following in employment status:

1. Promotions  
Vacated or newly established positions shall be filled, to the fullest extent consistent with efficient operations, by the promotion of qualified employees.
2. Transfers
  - a. When transfers of personnel are necessitated by organizational changes, there shall be no reduction in pay.
  - b. In making transfers within the organization, due consideration shall be given to the desires of the employee involved
3. Demotions  
An employee shall be subject to demotion under the following conditions:
  - a. If he has been found unsuited for his present position but may be expected to give satisfactory service in a lower paying position.
  - b. If his position has been either abolished or reallocated to a lower pay scale and he cannot be transferred to a position of equal pay. Under such circumstances it shall be clearly indicated on all papers prepared in connection with the demotion that the transaction in no way reflects on the employee's performance or ability, except as indicated in paragraph one.
4. When positions become vacant, persons presently employed by the school district will, if qualified, receive due consideration. As positions become officially open, the vacancies will be posted on the hall bulletin board in the central office building of each school. The classified staff as well as the general public is welcome to inspect bulletin boards at any time during office hours.

Historical Policy Code: GCJ  
Date Adopted: 5/17/93  
Date Amended: 5/16/05  
Last Revised: 6/20/2016

Historical Policy Code: GCM  
Date Adopted: 5/17/2003

### 8.13.2C—RETIREMENT BENEFITS

Classified employees retiring under the Arkansas Teacher Retirement System or Public Employees Retirement System with ten (10) or more years of service with Hope School District shall be rewarded at a rate of \$40 per day, up to 120 days, for accumulated sick leave and current daily rate of pay for accumulated vacation, up to 20 days.

1. **Voluntary Retirement** - A member may retire at age 60 with 5 or more years of credited and/or combined reciprocal service or after 28 years of credited and/or combined reciprocal service regardless of age. Members at age 65 or older with 5 or more years of credited and/or combined reciprocal service may apply for and receive benefits without a termination/separation period.
2. **Early Retirement** - A member, who has 25 but less than 28 years of credited and/or combined reciprocal service and has not attained age 60, may retire and receive a reduced early retirement annuity. The reduction factor is 5% per year, and is prorated according to service credit or age.

It shall be the policy of the school board to allow an employee that retires from any retirement plan of the Hope Public School District to continue to work in his/her position and be able to advance on the salary schedule.

No further payments shall be made on behalf of the retired employee for health insurance or other insurance benefits nor to any substitute retirement or annuity plans.

Retired employee will continue to receive regular yearly sick leave benefits with no accumulation.

Historical Policy Code: GCQ

Date Adopted: 9/8/1986

Date Amended: 5/16/05

Date Amended: 6/19/2017

Date Amended: 5/21/2018

### **8.13.2D—SEVERANCE BENEFITS**

At the time that employment with the District is terminated, any classified employee who has been employed for five (5) or more consecutive years, with the Hope School District shall be eligible to receive payment for unused sick leave that was accumulated while employed by the Hope School District. The rate of pay is based on \$40 per day, up to 120 days, for accumulated sick leave. This policy is not intended to supplant or supersede the Retirement Benefits policy outlined in [8.13.2C](#).

Date Adopted: 5/21/2018

See related Policy [8.38- Classified Personnel Vacations](#)

### **8.13.2E—DEATH BENEFITS**

The District shall pay \$40 per day, up to 120 days, for accumulated sick leave and/or the current daily rate of pay for accumulated vacation, up to 20 days, on the final paycheck of a classified employee who dies while he/she is employed with the Hope School District. If the final paycheck is processed in a new year, the named beneficiary will receive the benefits. The Arkansas Teacher Retirement Beneficiary Designation Form shall serve as the official record for the beneficiary designation.

Date Adopted: 5/21/2018

### **8.13.2F—Excessive Absences**

Excessive absenteeism or a pattern of absence, whatever the cause, that interferes with the employee's ability to fulfill his/her assigned duties, particularly if the education of children is substantially affected may result in the employee receiving disciplinary action up to and including a recommendation for non-renewal or termination of employment. The totality of circumstances surrounding the absences shall be considered by the supervisor, principal, and/or superintendent. "Excessive Absenteeism" is absence from work, whether paid or unpaid, that exceeds 10% of the employee's contract length in a fiscal year.

Date Adopted: 6/20/2016

Date Amended: 5/21/2018



### 8.13.3—NONDISCRIMINATION

The board is committed to a policy of nondiscrimination in relation to race, color, sex, religion, age, handicap, or national origin. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

Discrimination is any behavior that prevents individuals from achieving their full human potential. Discrimination involves treating persons as members of groups, rather than on the basis of individual capacities or merits.

In keeping with the board's commitment and the requirements of law, the board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion and personnel; in educational services and opportunities offered students; in location and use of facilities; and in educational materials.

The staff will establish and maintain an atmosphere in which students can develop attitudes for effective, cooperative living, including:

- respect for the individual
- respect for socio-cultural differences
- respect for the economic and political rights of others
- understanding basic human bonds.

The board and staff will, as appropriate, work with other institutions and agencies to improve human relations within the schools and in the community.

#### Legal References:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

Historical Policy Code: GCSB

Date Adopted: 6/15/2015

Last Revised:

## **8.14—CLASSIFIED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES**

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervision with the authority to make school approvals), or the appropriate designee of the Superintendent and that the employee's attendance/travel was at the request of the district.

It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval.

Reimbursement claims must be made on forms provided by the District and must be supported by appropriate, original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances. Mileage reimbursements will be based on the current standard rate per mile. (See policy [8.1.2.4](#))

The provisions of policy 7.12—EXPENSE REIMBURSEMENT are incorporated by reference into this policy.

Date Adopted: 6/15/2015

Date Amended: 5/21/2018

## **8.15—CLASSIFIED PERSONNEL TOBACCO USE\***

Smoking or the use of tobacco, or products containing tobacco in any form, in or on any property owned or leased by the district, including buses or other school vehicles, is prohibited.

Violation of this policy by employees shall be grounds for disciplinary action up to, and including, dismissal.

Legal Reference: A.C.A. § 6-21-609

Date Adopted: 6/15/2015

Last Revised:

## **8.16—DRESS AND CONDUCT OF CLASSIFIED EMPLOYEES**

Employees shall ensure that their dress and appearance are professional and appropriate to their positions. Additional the employee shall:

1. All employees of the Hope Public Schools will conduct themselves in a manner that shall bring credit to the schools and to the community.
2. Personal appearance shall be clean, neat and acceptable.
3. Objectionable language shall not be used around school buildings.
4. The use of intoxicating drinks or drugs is prohibited during working hours.
5. The smoking or use of tobacco in any form is prohibited within any enclosed area, building, facility, or on the campus of any school in this school district.
6. Punctuality is a must.
7. The employee must be dependable in all assigned tasks.
8. The employee will notify immediate supervisor when it is necessary to be tardy or absent.

Historical Policy Code: GCBAA  
Date Adopted: 05/17/93  
Last Revised: 6/15/ 2015

## **8.17—CLASSIFIED PERSONNEL POLITICAL ACTIVITY**

Employees are free to engage in political activity outside of work hours and to the extent that it does not affect the performance of their duties or adversely affect important working relationships.

It is specifically forbidden for employees to engage in political activities on the school grounds or during work hours. The following activities are forbidden on school property:

1. Using students for preparation or dissemination of campaign materials;
2. Distributing political materials;
3. Distributing or otherwise seeking signatures on petitions of any kind;
4. Posting political materials; and
5. Discussing political matters with students, in or out of the classroom, in other than circumstances appropriate to the employee's responsibilities to the students and where a legitimate pedagogical reason exists.

Date Adopted: 6/15/2015

Last Revised:

## **8.18—CLASSIFIED PERSONNEL DEBTS**

All employees are expected to meet their financial obligations. If an employee writes “hot” checks or has his income garnished excessively, dismissal may result. Employees are encouraged to remedy financial obligations so that payroll garnishments are avoided.

Date Adopted: 6/15/2015

Last Revised:

## 8.19—CLASSIFIED PERSONNEL GRIEVANCES

The purpose of this policy is to provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this district.

### Definitions

Grievance: a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this school district. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision. A group of employees who have the same grievance may file a group grievance.

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

1. More than one individual has interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

Employee: any person employed under a written contract by this school district.

Immediate Supervisor: the person immediately superior to an employee who directs and supervises the work of that employee.

Working day: Any weekday other than a holiday whether or not the employee under the provisions of their contract is scheduled to work or whether they are currently under contract.

### Process

Level One: Any employee shall promptly present to the employee’s immediate supervisor the grievance in writing. Such notice shall be presented not later than ten (10) working days after the date on which the alleged grievance occurred. The employee and his immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have any further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom

half of the Level Two Grievance Form which he/she will submit to the building principal or, in the event that the employee’s immediate supervisor is the building principal, the superintendent.

Level Two (when appeal is to the building principal): Upon receipt of a Level Two Grievance Form, the building principal will have ten working days to schedule a conference with the employee filing the grievance. The principal shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the principal will have ten working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three within five working days the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

Level Two (when appeal is to the superintendent): Upon receipt of a Level Two Grievance Form, the superintendent will have ten working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the superintendent by submitting a copy of the Level Two Grievance Form and the principal's reply to the superintendent within five working days of his/her receipt of the principal's reply. The superintendent will have ten working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Education within five working days of his/her receipt of the Superintendent's written response by submitting a written request for a board hearing to the superintendent<sup>2</sup>. If the grievance is not appealed to the Board of Directors within five working days of his/her receipt of the superintendent's response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. After reviewing the Level Two Grievance Form and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the grievance is presented as a "group grievance," the Board shall first determine if the composition of the group meets the definition of a "group grievance." If the Board determines that it is a group grievance, the Board shall then determine whether the matter raised is grievable. If the Board rules the composition of the group does not meet the definition of a group grievance, or the grievance, whether group or individual, is not grievable, the matter shall be considered closed. (Individuals within the disallowed group may choose to subsequently refile their grievance as an individual grievance beginning with Level One of the process.) If the Board rules the grievance to be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing who is not a member of the employee's immediate family at the appeal hearing before the Board of Directors. The employee shall have no less than 90 minutes to present his/her grievance, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of eighteen years who



gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing. At the conclusion of an open hearing, board deliberations shall also be in open session unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

### **Records**

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

### **Reprisals**

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

This policy is similar to Policy 3.25. If you change this policy, review 3.25 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 6-17-208, 210  
Date Adopted: 6/15/2015  
Last Revised:

**8.19F—LEVEL TWO GRIEVANCE FORM - CLASSIFIED**

Name: \_\_\_\_\_

Date submitted to supervisor: \_\_\_\_\_

Classified Personnel Policy grievance is based upon:

\_\_\_\_\_

Grievance (be specific):

\_\_\_\_\_

What would resolve your grievance?

\_\_\_\_\_

Supervisor's Response

Date submitted to recipient: \_\_\_\_\_

Date Adopted: 6/15/2015

Last Revised:

## **8.20—CLASSIFIED PERSONNEL SEXUAL HARASSMENT**

The Hope School District is committed to having an academic and work environment in which all students and employees are treated with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences.

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment.

Within the educational or work environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; employees and non-employees.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator who will assist them in the complaint process. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.  
Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq.  
A.C.A. § 6-15-1005 (b) (1)

Date Adopted: 6/15/2015

Last Revised:

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## **8.21—CLASSIFIED PERSONNEL SUPERVISION OF STUDENTS**

All District personnel are expected to conscientiously execute their responsibilities to promote the health, safety, and welfare of the District's students under their care. The Superintendent shall direct all principals to establish regulations ensuring adequate supervision of students throughout the school day and at extracurricular activities.

Date Adopted: 6/15/2015

Last Revised:

## 8.22—CLASSIFIED PERSONNEL COMPUTER USE POLICY

The Hope Public School District provides computers and/or computer Internet access for many employees to assist employees in performing work related tasks. Employees are advised that they enjoy **no expectation of privacy** in any aspect of their computer use, including email, and that under Arkansas law both email and computer use records maintained by the district are subject to disclosure under the Freedom of Information Act. Consequently, no employee or student-related reprimands or other disciplinary communications should be made through email.

Passwords or security procedures are to be used as assigned, and confidentiality of student records is to be maintained at all times. Employees must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security, alter data without authorization, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Employees who misuse district-owned computers in any way, including excessive personal use, using computers for personal use during instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract.

Legal References: Children's Internet Protection Act; PL 106-554  
20 USC 6777  
47 USC 254(h)  
A.C.A. § 6-21-107  
A.C.A. § 6-21-111

Date Adopted: 6/15/2015

Last Revised:

**8.22F—CLASSIFIED PERSONNEL INTERNET USE AGREEMENT  
DECLINED**

## **8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE**

FMLA leave offers job protection for what might otherwise be considered excessive absences. Employees need to carefully comply with this policy to ensure they do not lose FMLA protection due to inaction or failure to provide the District with needed information. The Family and Medical Leave Act provides up to 12 work weeks (or in some cases 26 weeks) of job-protected leave to eligible employees with absences that qualify under the FMLA. While an employee can request FMLA leave and has a duty to inform the District as provided in this policy of foreseeable absences that may qualify for FMLA leave, it is the District's ultimate responsibility to identify qualifying absences as FMLA or non-FMLA. FMLA leave is unpaid, except to the extent that paid leave applies to any given absence as governed by the FMLA and this policy.

Year: the twelve (12) month period of eligibility shall begin on July first of each school-year.

### **Policy**

The provisions of this policy are intended to be in line with the provisions of the Family and Medical Leave Act of 1993, as amended, shall govern. District sick leave and FMLA shall run concurrently.

### **Concurrent Leave Under the FMLA**

All FMLA leave is unpaid unless substituted by applicable accrued leave. The District requires employees to substitute any applicable accrued leave (in the order of sick , personal, or vacation leave as may be applicable) for any period of FMLA leave.

### **Reporting Requirements During Leave**

Unless circumstances exist beyond the employee's control, the employee shall inform the district every two weeks during FMLA leave of their current status and intent to return to work.

### **Failure to Return to Work:**

In the event that an employee is unable or fails to return to work within FMLA's leave timelines, the superintendent will make a determination at that time regarding the documented need for a severance of the employee's contract due to the inability of the employee to fulfill the responsibilities and requirements of their contract.

### **Special Provisions relating to Instructional Employees (as defined in this policy)**

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and whose FMLA leave falls under Act's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

Cross Reference: [8.5—CLASSIFIED EMPLOYEES SICK LEAVE](#)

Legal References: 29 USC §§ 2601 et seq.  
29 CFR part 825

Date Adopted: 6/15/2015

Last Revised:



## **8.24—SCHOOL BUS DRIVER’S USE OF CELL PHONES**

Any driver of a motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District, and is operated for the transportation of children to or from school or school sponsored activity shall not operate a school bus while using a cell phone unless the vehicle is safely off the road with the parking brake engaged, to call for assistance due to a mechanical problem with the bus, or to communicate with any of the following emergency situations.

- An emergency system response operator or 911 public safety communications dispatcher;
- A hospital or emergency room;
- A physician's office or health clinic;
- An ambulance or fire department rescue service;
- A fire department, fire protection district, or volunteer fire department; or
- A police department.

Legal References: A.C.A. § 6 –19 -120

Date Adopted: 6/15/2015

Last Revised:

## 8.25—CLASSIFIED PERSONNEL CELL PHONE USE

Use of cell phones or other electronic communication devices by employees during instructional time other than emergencies is strictly forbidden. This does not include administration use or other pre-approved use of cell phones when conducting school business.

**Note:** The IRS has changed its position regarding the use of district issued cell phones for personal use for those employees who have a genuine need for a cell phone due to their job's duties. Cell phones cannot be issued as a fringe benefit, but only as a "legitimate" need related to their job's responsibilities. There is no longer a need to keep track of personal calls and claim their value as income. The district has the option of supplying the phone directly to the employee or of reimbursing the employee for the cost of his/her personal phone that is used for both District and personal purposes. Any such reimbursement can only be for the specific employee and not any other individuals associated with that employee's cell phone plan. There has been no change to the use of school computers for personal purposes.

Cross References: 4.47— POSSESSION AND USE OF CELL PHONES, AND OTHER  
ELECTRONIC DEVICES

7.14—USE OF DISTRICT CELL PHONES AND COMPUTERS

Legal Reference: IRS Publication 15 B

Date Adopted: 6/15/2015

Last Revised:

## 8.26—CLASSIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING

School employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District staff is required to help enforce implementation of the district's anti-bullying policy. The district's definition of bullying is included below. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

### **Definitions:**

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and

maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 8.20, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Legal Reference: A.C.A. § 6-18-514

Date Adopted: 6/15/2015

Last Revised:

## **8.27—CLASSIFIED PERSONNEL LEAVE — INJURY FROM ASSAULT**

Any staff member who, while in the course of their employment, is injured by an assault or other violent act; while intervening in a student fight; while restraining a student; or while protecting a student from harm, shall be granted a leave of absence for up to one (1) year from the date of the injury, with full pay.

A leave of absence granted under this policy shall not be charged to the staff member's sick leave.

In order to obtain leave under this policy, the staff member must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the staff member to return to work, and written statements from witnesses (or other documentation as appropriate to a given incident) to prove that the incident occurred in the course of the staff member's employment.

Legal Reference: A.C.A. § 6-17-1308

Date Adopted: 6/15/2015

Last Revised:

## **8.28—DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL**

The conduct of district staff plays a vital role in the social and behavioral development of our students. It is equally important that the staff have a safe, healthful, and professional environment in which to work. To help promote both interests, the district shall have a drug free workplace. It is, therefore, the district's policy that district employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate or illegal use of prescription drugs. Such actions are prohibited both while at work or in the performance of official duties while off district property; violations of this policy will subject the employee to discipline, up to and including termination.

To help promote a drug free workplace, the district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Should any employee be found to have been under the influence of, or in illegal possession of, any illegal drug or controlled substance, whether or not engaged in any school or school-related activity, and the behavior of the employee, if under the influence, is such that it is inappropriate for a school employee in the opinion of the superintendent, the employee may be subject to discipline, up to and including termination. This policy also applies to those employees who are under the influence of alcohol while on campus or at school-sponsored functions, including athletic events.

An employee living on campus or on school owned property is permitted to possess alcohol in his/her residence. The employee is bound by the restrictions stated in this policy while at work or performing his/her official duties.

Possession, use or distribution of drug paraphernalia by any employee, whether or not engaged in school or school-related activities, may subject the employee to discipline, up to and including termination. Possession in one's vehicle or in an area subject to the employee's control will be considered to be possession as though the substance were on the employee's person.

It shall not be necessary for an employee to test at a level demonstrating intoxication by any substance in order to be subject to the terms of this policy. Any physical manifestation of being under the influence of a substance may subject an employee to the terms of this policy. Those physical manifestations include, but are not limited to: unsteadiness; slurred speech; dilated or constricted pupils; incoherent and/or irrational speech; or the presence of an odor associated with a prohibited substance on one's breath or clothing.

Should an employee desire a blood, breath or urine analysis, The District shall bare the expense for such testing, so as to eliminate inaccurate accusations.

Any employee who is charged with a violation of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, must notify his immediate supervisor within five (5) week days (i.e., Monday through Friday, inclusive, excluding holidays) of being so charged. The supervisor who is notified of such a charge shall notify the Superintendent immediately.

If the supervisor is not available to the employee, the employee shall notify the Superintendent within the five (5) day period.

Any employee so charged is subject to discipline, up to and including termination. However, the failure of an employee to notify his supervisor or the Superintendent of having been so charged shall result in that employee being recommended for termination by the Superintendent.

Any employee convicted of any criminal drug statute violation for an offense that occurred while at work or in the performance of official duties while off district property shall report the conviction within 5 calendar days to the superintendent. Within 10 days of receiving such notification, whether from the employee or any other source, the district shall notify federal granting agencies from which it receives funds of the conviction. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Any employee convicted of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances, or of drug paraphernalia, shall be recommended for termination.

Any employee who must take prescription medication at the direction of the employee's physician, and who is impaired by the prescription medication such that he cannot properly perform his duties shall not report for duty. Any employee who reports for duty and is so impaired, as determined by his supervisor, will be sent home. The employee shall be given sick leave, if owed any. The District or employee will provide transportation for the employee, and the employee may not leave campus while operating any vehicle. It is the responsibility of the employee to contact his physician in order to adjust the medication, if possible, so that the employee may return to his job unimpaired. Should the employee attempt to return to work while impaired by prescription medications, for which the employee has a prescription, he will, again, be sent home and given sick leave, if owed any. Should the employee attempt to return to work while impaired by prescription medication a third time the employee may be subject to discipline, up to and including a recommendation of termination.

Any employee who possesses, uses, distributes or is under the influence of a prescription medication obtained by a means other than his own current prescription shall be treated as though he was in possession, possession with intent to deliver, or under the influence, etc. of an illegal substance. An illegal drug or other substance is one which is (a) not legally obtainable; or (b) one which is legally obtainable, but which has been obtained illegally. The District may require an employee to provide proof from his physician and/or pharmacist that the employee is lawfully able to receive such medication. Failure to provide such proof, to the satisfaction of the Superintendent, may result in discipline, up to and including a recommendation of termination.

A report to the appropriate licensing agency shall be filed within seven (7) days of:

- 1) A final disciplinary action taken against an employee resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances; or
- 2) The voluntary resignation of an employee who is facing a pending disciplinary action resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances.

The report filed with the licensing authority shall include, but not be limited to:

- The name, address, and telephone number of the person who is the subject of the report; and
- A description of the facts giving rise to the issuance of the report.

When the employee is not a healthcare professional, law enforcement will be contacted regarding any final disciplinary action taken against an employee for the diversion of controlled substances to one (1) or more third parties.

This policy is similar to Policy 3.31. If you change this policy, review 3.31 at the same time to ensure consistency between the two.

Legal References: 41 USC § 702, 703, and 706, A.C.A. § 17-80-117

Date Adopted: 6/15/2015

Last Revised:

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## **8.28F—DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT**

### CERTIFICATION

I, hereby certify that I have been presented with a copy of the Hope Public School District’s drug-free workplace policy, that I have read the statement, and that I will abide by its terms as a condition of my employment with District.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **8.29—CLASSIFIED PERSONNEL VIDEO SURVEILLANCE AND OTHER MONITORING**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms, staff lounges or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on district property and in or on district vehicles to notify students, staff, and visitors that video cameras may be in use. Violations of school personnel policies or laws caught by the cameras and other technologies authorized in this policy may result in disciplinary action.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos, automatic identification, or data compilations containing evidence of a violation of district personnel policies and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or staff handbook; any release or viewing of such records shall be in accordance with current law.

Staff who vandalize, damage, defeat, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings and automatic identification or data compilation records may become a part of a staff member's personnel record.

Date Adopted: 6/15/2015

Last Revised:

## **8.30—CLASSIFIED PERSONNEL REDUCTION IN FORCE**

### **SECTION ONE**

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent.

In effecting a reduction in force, the primary goals of the school district shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools and/or the North Central Association; and the needs of the district. A reduction in force will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the school district in relation to the staffing of the district.

If a reduction in force becomes necessary, the RIF shall be conducted separately for each occupational category of classified personnel identified within the district on the basis of each employee's years of service. The employee within each occupational category with the least years of experience will be laid off first. The employee with the most years of employment in the district as compared to other employees in the same category shall be laid off last. In the event that employees within a given occupational category have the same length of service to the district the one with the earlier hire date, based on date of board action, will prevail.

When the District is conducting a RIF, all potentially affected classified employees shall receive a listing of the personnel within their category with corresponding totals of years of service. Upon receipt of the list, each employee has ten (10) working days within which to appeal his or her total years of service to the superintendent whose decision shall be final. Except for changes made pursuant to the appeals process, no changes will be made to the list that would affect an employee's total after the list is released.

Total years of service to the district shall include non-continuous years of service; in other words, an employee who left the district and returned later will have the total years of service counted, from all periods of employment. Working fewer than 160 days in a school year shall not constitute a year. Length of service in a licensed position shall not count for the purpose of length of service for a classified position. There is no right or implied right for any employee to "bump" or displace any other employee. This specifically does not allow a licensed employee who might wish to assume a classified position to displace a classified employee.

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all employees will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule. Further adjustments will be made if length of contract or job assignments change. A Partial RIF may also be conducted in conjunction with any job reassignment whether or not it is conducted in relation to an annexation or consolidation.

If a classified employee is non-renewed under this policy, he or she shall be offered an opportunity to fill a classified vacancy comparable as to pay, responsibility and contract length to the position from which the employee was non-renewed, and for which he or she is qualified for a period of up to two (2) years, with the starting date of the two (2) year period being the date of board action on the non-renewal recommendation. The non-renewed employee shall be eligible to be recalled for a period of two (2) years in reverse order of the layoff to any position for which he or she is qualified. No right of recall shall exist for non-renewal from a stipend, or non-renewal or reduction of a stipend, or non-renewal to reduce contract length. Notice of vacancies to non-renewed employees shall be by first class mail to all employees reasonably believed to be both qualified for and subject to rehire for a particular position and they shall have 10 working days from the

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date that the notification is mailed in which to conditionally accept or reject the offer of a position with the actual offer going to the qualified employee with the most years of service who responds within the 10 day time period. A lack of response or a non-renewed employee's refusal of an offer of a position or an employee's acceptance of a position but failure to sign an employment contract within two business days of the contract being presented to the employee shall end the district's obligation to rehire the non-renewed employee and no further rights to be rehired shall exist.

## **SECTION TWO**

The employees of any school district which annexes to, or consolidates with, the Hope School District will be subject to dismissal or retention at the discretion of the school board, on the recommendation of the superintendent, solely on the basis of need for such employees on the part of the Hope School District, if any, at the time of the annexation or consolidation, or within ninety (90) days after the effective date of the annexation or consolidation. The need for any employee of the annexed or consolidated school district shall be determined solely by the superintendent and school board of the Hope School District.

Such employees will not be considered as having any seniority within the Hope School District and may not claim an entitlement under a reduction in force to any position held by a Hope School District employee prior to, or at the time of, or prior to the expiration of ninety (90) days after the consolidation or annexation, if the notification provision below is undertaken by the superintendent.

The superintendent shall mail or have hand-delivered the notification to such employee of his intention to recommend non-renewal or termination pursuant to a reduction in force within ninety (90) days of the effective date of the annexation or consolidation in order to effect the provisions of this section of the Hope School District's reduction-in-force policy. Any such employees who are non-renewed or terminated pursuant to Section Two are not subject to recall. Any such employees shall be paid at the rate for each person on the appropriate level on the salary schedule of the annexed or consolidated district during those ninety (90) days and/or through the completion of the reduction-in-force process.

This subsection of the reduction-in-force policy shall not be interpreted to provide that the superintendent must wait ninety (90) days from the effective date of the annexation or consolidation in order to issue notification of his intention to recommend dismissal through reduction-in-force, but merely that the superintendent has that period of time in which to issue notification so as to be able to invoke the provisions of this section.

The intention of this section is to ensure that those Hope School District employees who are employed prior to the annexation or consolidation shall not be displaced by employees of the annexed or consolidated district by application of the reduction-in-force policy.

Legal Reference: A.C.A. § 6-17-2407

Historical Policy Code: GCUC

Date Adopted: 5/15/06

Last Revised: 6/15/2015

### **8.31—CLASSIFIED PERSONNEL TERMINATION AND NON-RENEWAL**

For procedures relating to the termination and non-renewal of classified employees, please refer to the Public School Employee Fair Hearing Act A.C.A. § 6-17-1701 through 1705. The Act specifically is not made a part of this policy by this reference.

A copy of the code is available in the office of the principal of each school building.

Legal reference: A.C.A. § 6-17-2301

Date Adopted: 6/15/2015

Date Amended: June 20, 2019

### **8.31.1—SUSPENSION OF CLASSIFIED EMPLOYEES**

The Superintendent may suspend an employee from duty with pay pending a hearing before the board:

- A. For disciplinary reasons.
- B. For pending investigation of charges which, if substantiated, will result in dismissal, provided that, if such investigation does not substantiate the charges preferred and employee is retained, he/she shall be compensated for the period of suspension at his/her regular rate of pay.
- C. Procedures of the Public School Employee Fair Hearing Act shall be applicable.

Historical Policy Code: GCK

Date Adopted: 05/17/93

Date Amended: 06/19/2000

Last Revised: 6/15/2015

### **8.31.2—STAFF JOB ACTIONS**

It is the intent of the board to ensure that district education programs function without interruption. For this reason it will seek to ensure that contracts which are in force with the district are fulfilled. As much or as little legal recourse will be entered into as is necessary for the board to fulfill its obligations and responsibilities to district citizens.

Any employee who conducts himself in a manner which is disruptive to district educational programs and/or violates the provisions of his contract with the district subjects himself willfully to the possibility of legal action by the board.

An employee who breaches his individual contract has, in essence, terminated his employment with the district. It is the responsibility of every administrator to ensure that the obligations and responsibilities of the board are fulfilled as the board directs.

In the event of any disruptive actions by staff groups, emergency personnel regulations will go into effect.

Historical Policy Code: GCUA

Date Adopted: 06/19/2000

Last Revised: 6/15/2015

### **8.31.3—REEMPLOYMENT**

Classified employees will normally be acted upon at the last meeting in April. All offers to renew contracts will expire if not signed and returned to the Superintendent's office within thirty (30) days of issue.

If an occasion arises whereby the non-renewal of a classified employee appears necessary, the Superintendent shall conduct an investigation for the purpose of determining the relevant facts.

If the recommendation is found to be warranted, the employee shall be informed in writing that a recommendation of non-renewal or termination of his/her contract has been made, reasons for the recommendation, and notification of his/her rights to hearing if such request is made within 25 days of receipt of such notice to the Superintendent.

#### Legal References:

Arkansas Annotated 6-17-1700-1705

Historical Policy Code: GCP

Date Adopted: 05/17/1993

Date Amended: 05/16/2005

Last Revised: 6/15/ 2016



### **8.31.4—RESIGNATION**

An employee desiring to terminate his/her employment is requested to submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning.

All non-certified personnel are covered by the Social Security, Arkansas Public Employees Retirement System, or Arkansas Teacher Retirement System.

Historical Policy Code: GCO

Date Adopted: 05/17/1993

Last Revised: 6/15/2015

### **8.32—CLASSIFIED PERSONNEL ASSIGNMENTS**

The Superintendent or his designee shall consider as far as possible the wishes of employees in making building assignments of all classified personnel.

Employees may be assigned, or transferred by decision of the Superintendent or his designee.

Legal References: Act 654 of 1991.

Historical Policy Code: GCE

Date Adopted: 5/17/1993

Date Amended: 5/16/2005

Last Revised: 6/15/2015

### 8.32.1—JOB DESCRIPTIONS

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## **8.32.1A1.0—DIRECTOR OF FACILITIES AND TRANSPORTATION**

QUALIFICATIONS: High School Diploma/GED  
1-3 years' supervisory experience

REPORTS TO: Superintendent

JOB GOAL: Provide the planning and coordination of district facilities and transportation.

### **PERFORMANCE AND RESPONSIBILITIES:**

1. Supervise and coordinate all District Transportation.
2. Supervise and coordinate all district facility programs.
3. Assist with the evaluation of school facility needs, upgrades and operations.
4. Coordinate with central administration, building level principals and teacher LEA building needs and long range planning, grounds improvement, summer repairs and student safety.
5. Coordinate the hiring of maintenance and custodial personnel. Cross reference [8.32.1A1—MAINTENANCE SUPERVISOR](#)
6. Make recommend to the superintendent and school board concerning all transportation and facility needs.
7. Develop, maintain, and update facility Master plan schedules and upgrades with Principals.
8. Directly oversee the custodial services department including but not limited to; supply management, direction of staff, placement of staff, and providing and supervising a continuous training staff for custodial personnel. Cross reference [8.32.1B1—CUSTODIAL SUPERVISOR](#)
9. To perform other job related duties as assigned.

### **TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index 1.15.  
Length of Contract: 260 Days

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/19/2017

## 8.32.1A1—MAINTENANCE SUPERVISOR

QUALIFICATIONS: High School Diploma/GED

1 -3 Years Supervisory experience

1 -3 Years Maintenance Supervisory Experience

REPORTS TO: Superintendent

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use may be made at all times.

### PERFORMANCE RESPONSIBILITIES:

1. To maintain proper distribution of school furniture and moveable fixtures.
2. To place buildings and grounds in condition for safe, sanitary, and efficient operation, and continuously inspect, appraise, and maintain such condition throughout the term of their operation.
3. To supervise the maintenance of an inventory of all property utilized by the buildings and grounds personnel.
4. To recommend for requisition the equipment and supplies needed for the efficient operation and maintenance of all school property.
5. To recommend to the Superintendent the personnel needed to maintain grounds and other school property.
6. To report to the Superintendent on conditions in the school buildings and to recommend changes and improvements which need to be made.
7. To perform other job related duties as assigned by the Superintendent.

### TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index .87.

Length of Contract: 260

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHA

Date Amended: 06/19/00

Last Revised: 6/20/2016

## 8.32.1A2—MAINTENANCE WORKER

QUALIFICATIONS: High School Diploma/GED

REPORTS TO: Maintenance Supervisor

JOB GOAL: Under general direction perform a variety of skilled and semi-skilled maintenance, repair and construction tasks of school facilities, machines and equipment. Receive limited supervision from the Supervisor, Maintenance and Operations within a broad framework of standard policies and procedures; perform custodial duties on an emergency basis; perform skilled or semi-skilled functions in one or more of the basic building and maintenance trades including glazing, welding, flooring, ventilation, masonry, locksmith, plumbing, carpentry, electrical and painting.

### PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of routine, skilled work in the maintenance and repair of district buildings, grounds and equipment.
2. Check buildings and equipment identifying needed repairs and maintenance.
3. Perform and/or assist in the performance of skilled maintenance tasks including installing, repairing and maintaining a variety of electrical systems and low voltage wiring systems and apparatus.
4. Service, maintain and make adjustments and repairs to district equipment.
5. Perform routine carpentry work in the alteration, repair, maintenance and construction of buildings, partitions, cabinets, floors, roofs, doors, windows, wood fixtures and furniture including new construction.
6. Assist ground maintenance personnel in the functions and activities to athletic fields and indoor and outdoor athletic activity areas; repair sprinkler systems.
7. Perform minor electrical work including conduit, wiring and fixture installation, replacing fuses, fixtures, switches and plugs.
8. Install window glass; scrape, sand, fill and paint repaired surfaces; mix, pour and finish concrete work.
9. Install and make emergency repairs and adjustments to plumbing fixtures and equipment including pipe replacement, washers and gaskets, faucets, floats and valves; water and sewer systems.
10. Make minor repairs of heaters, console heaters, forced air heating, ovens and gas ranges.
11. Report to Maintenance Supervisor problems with fire alarm system, heat detectors, intercom systems and other alarm systems.
12. Repair or install plumbing and associated fixtures.
13. Prepare interior and exterior areas for painting.
14. Clean and perform routine adjustments to heating/air conditioning units; change filters, service fans, compressors and pumps.
15. Replace door hinges, locks and thresholds, putty windows, repair holes in walls; install chalkboards, shelves and partitions.
16. Move and haul furniture, school equipment and supplies.
17. Repair floors and ceiling tile; install and maintain door locks; repair surfaces and other areas of school facilities.
18. Weld metal parts together using arc and acetylene welding processes.
19. Purchase on the job tools and equipment; estimate costs; order materials.
20. Respond to call backs in an emergency for vandalism, broken windows, broken pipes, alarm systems, etc.
21. Supervise working crews and check completed work when required; load and unload trucks as necessary.

22. Replace fuses and circuit breakers; install new lighting fixtures.
23. Maintain regular attendance.
24. Utilize School Dude/Maintenance Direct computer software system. Print daily work orders and document the completion of each work order using the School Dude/Maintenance Direct computer software system.
25. Work cooperatively with others.
26. Work on various school campuses as needed.
27. Perform other job related duties as assigned.

#### EMPLOYMENT STANDARDS:

**Training and Experience:** Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the twelfth grade or the equivalent and a minimum of two years of experience in one or more of the basic repair, maintenance and construction fields (e.g., carpentry, electrical, plumbing, etc.). **Knowledge:** Knowledge of basic methods, practices and materials used in several of the building trades including electrical, plumbing, heating and carpentry repairs; safe working methods and procedures; hazardous materials; safe use and operation of a variety of tools and equipment used in repair and maintenance work.

**Abilities:** Ability to understand and follow both oral and written instructions; perform complex grounds maintenance functions; operate and maintain equipment and tools safely and skillfully; read and write at a level necessary to perform the duties of the position; perform basic arithmetical calculations; maintain simple records and reports (District software program - School Dude); work from blueprints, show drawing, schematics and sketches; meet the physical requirements necessary to safely and effectively perform the required duties; work safely and effectively on ladders, scaffolds, riggings and roofs of varying heights; establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Effort/Work Environment:** Heavy physical effort which may include extensive standing or walking; frequent lifting or moving of heavy parcels, machines or equipment weighing fifty or more pounds; frequent activities requiring full body exertion and handling of hazardous materials. Frequent exposure to outdoor work in weather extremes.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Maintenance Salary Schedule

Length of Contract: 260 Days

8 hours per day

Assistant Superintendent of Maintenance and Facilities:

Historical Policy Code: GCHAB

Date Adopted: 04/22/13

### **8.32.1B1—CUSTODIAL SUPERVISOR**

**QUALIFICATIONS:** High School Diploma/GED

1 -4 years supervisory experience

1-4 years previous custodial supervisory experience

**REPORTS TO:** Superintendent

**JOB GOAL:** To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use may be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. To direct, in general, the work of all custodians
2. To distribute custodial supplies as needed and upon requisition by the school principal
3. To assign custodial personnel to the schools and to supervise the technical phases of the custodian's work through and with the principals
4. To maintain a continuous training program for custodial personnel
5. To report to the Superintendent on conditions in the school buildings and to recommend changes and improvements which need to be made
6. To perform other job related duties as assigned by the Superintendent

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .85.

Length of Contract: 260 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAQ

Date Adopted: 6/19/00



### 8.32.1B2—LEAD CUSTODIAN

QUALIFICATIONS: Education - High School Diploma or G.E.D.  
Experience - Five years of related housekeeping/custodial  
REPORTS TO: Custodial Supervisor  
JOB GOAL: To provide students and employees with an attractive, clean and safe environment

#### PERFORMANCE RESPONSIBILITIES:

1. Ability to communicate effectively in English orally and writing.
2. Ability to follow written and/or verbal instructions in English.
3. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
4. Ability to work varied shifts.
5. Perform various cleaning duties
6. Ability to do minor maintenance.
7. Ensure inventory and Material Safety Data Sheets (MSDA) on all supplies are maintained.
8. Be responsible for assignments of custodial staff for opening and/or closing of assigned building.
9. Must be able to operate heavy-duty floor equipment.
10. Ensure overall cleanliness of the school buildings and grounds.
11. To assist all custodians.
12. Participate in safety and health programs to increase skills and proficiency in maintaining a safe and healthy environment.
13. Know location of all fire extinguishers and check monthly
14. To perform independently and/or as a crew leader to ensure overall cleanliness of the school building and grounds during day's school is not in session.
15. Follow federal, state laws and board policies.
16. To perform such other job related tasks and assume such other job related responsibilities as the custodial supervisor or principal may assign.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Custodian + \$.50 per hour

Length of Contract: 260 days per contract year

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAQA

Date Adopted: 1/22/07

Last Revised: 6/20/2016

### 8.32.1B3—NIGHT LEAD CUSTODIAN

QUALIFICATIONS: Education - High School Diploma or G.E.D.  
Experience - Five years of related housekeeping/custodial  
REPORTS TO: Custodial Supervisor and Principal  
JOB GOAL: To provide students and employees with an attractive, clean and safe environment

#### PERFORMANCE RESPONSIBILITIES:

1. To confer with principal and custodian supervisor regarding care and cleaning programs at all schools.
2. Supervise night cleaning at all schools.
3. Supervise and assist in arrangement of facilities for educational/civic night meetings.
4. Prepare work schedule and monitor work as scheduled.
5. To assist custodial supervisor as needed.
6. To contact substitute custodians for night crew as needed.
7. Ability to communicate effectively in English orally and writing.
8. Ability to follow written and/or verbal instruction in English.
9. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
10. Ability to work varied shifts.
11. Ability to do minor maintenance.
12. Ensure that inventory and Material Safety Data Sheets (MSDA) on all supplies are maintained.
13. Be responsible for assignments of custodial staff for opening and/or closing of assigned building.
14. Participate in safety and health program to increase skills and proficiency in maintaining a safe and healthy environment.
15. Must be able to operate heavy-duty floor equipment.
16. Ensure overall cleanliness of the school buildings and grounds.
17. To assist all custodians.
18. To perform independently and/or as a crew leader to ensure overall cleanliness of the school building and grounds during day's school is not in session.
19. Follow federal, state laws and board policies.
20. To perform such other job related tasks and assume such other job related responsibilities as the custodial supervisor or principal may assign.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Custodian Salary Schedule + \$1.50 per hour

Length of Contract: 260 days per contract year

Travel: \$360

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAQB

Date Adopted: 1/22/07

Last Revised: 6/20/2016

### 8.32.1B4—CUSTODIAN - 9 MONTHS

QUALIFICATIONS: Education - High School Diploma or G.E.D.

Experience - One year of related housekeeping/custodial

REPORTS TO: Custodial Supervisor

JOB GOAL: To provide students and employees with an attractive, clean and safe environment

#### PERFORMANCE RESPONSIBILITIES:

1. Able to work from ladders with due regards to safety.
2. Ability to communicate effectively in English orally and writing.
3. Ability to work well with others
4. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
5. Perform various cleaning duties.
6. Participate in safety and health programs to increase skills and proficiency in maintaining a safe and healthy environment.
7. Follow federal, state laws and board policies.
8. Be responsible for securing all classrooms, windows and doors to outside entrance.
9. Be responsible for turning off all lights.
10. Be responsible for replacing light bulbs and fluorescent tubes as needed.
11. Be responsible for setting up tables, chairs, desks, furniture and other equipment needed for school meetings and other events.
12. Load and unload supplies and equipment as needed.
13. Pick up paper and other refuse on grounds.
14. Blow off sidewalks and sweep entrances.
15. Relieve, assist or fill in on other custodial jobs as assigned by the custodial supervisor or site administrator.
16. Clean windows, door glass and drinking fountains.
17. Clean restrooms as needed.
18. Report any damage of school property and maintenance needs.
19. Know location of all fire extinguishers and check monthly.
20. Maintain Material Safety Data Sheets (MSDA) on all supplies.
21. To perform such other job related tasks and assume such other job related responsibilities as the custodial supervisor or principal may assign.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Custodian Salary Schedule

Length of Contract: 178 days per contract year

Variable Hours (3-8 hrs. per day)

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code: GCHAAQC

Date Adopted: 1/22/07

Last Revised: 6/20/2016

### 8.32.1B5—CUSTODIAN - 12 MONTHS

QUALIFICATIONS: Education - High School Diploma or G.E.D.

Experience - Three years of related housekeeping/custodial

REPORTS TO: Custodial Supervisor

JOB GOAL: To provide students and employees with an attractive, clean and safe environment

#### PERFORMANCE RESPONSIBILITIES:

1. Able to work from ladders with due regards to safety.
2. Ability to communicate effectively in English orally and writing.
3. Ability to work well with others.
4. Ability to lift and carry items using the Arkansas School Board Association's (ASBA) recommended "Lifting safety rules."
5. Perform various cleaning duties.
6. Participate in safety and health programs to increase skills and proficiency in maintaining a safe and healthy environment.
7. Follow federal, state laws and board policies.
8. Be responsible for securing all classrooms, windows and doors to outside entrance.
9. Be responsible for turning off all lights.
10. Be responsible for replacing light bulbs and fluorescent tubes as needed.
11. Be responsible for setting up tables, chairs, desks, furniture and other equipment needed for school meetings and other events.
12. Load and unload supplies and equipment as needed.
13. Pick up paper and other refuse on grounds.
14. Blow off sidewalks and sweep entrances.
15. Relieve, assist or fill in on other custodial jobs as assigned by the custodial supervisor or site administrator.
16. Clean windows, door glass and drinking fountains.
17. Clean restrooms as needed
18. Report any damage of school property and maintenance needs.
19. Know location of all fire extinguishers and check monthly.
20. Maintain inventory and Material Safety Data Sheets (MSDA) on all supplies.
21. Serve on a crew to ensure overall cleanliness of the school building and grounds during days school is not in session.
22. To perform such other job related tasks and. assume such other job related responsibilities, as the custodial supervisor or principal may assign.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Custodian Salary Schedule

Length of Contract: 260 days per contract year  
8 Hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code: GCHAAQD

Date Adopted: 1/22/07

Last Revised: 6/20/2016

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## 8.32.1C1—BUS DRIVERS

### QUALIFICATIONS: High school diploma /GED

Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification

Must pass D.O.T. Physical Examination

Must pass; drug/alcohol test.

TB test and background check.

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage; from the district's curriculum and extracurricular program.

### PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Check bus before and after each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Report for drug/alcohol testing as required by board policy.
15. Perform other job related duties as assigned.

### TERMS OF EMPLOYMENT:

Salary Schedule: Bus Driver Salary Schedule

Length of Contract: 178 Days plus required in-service hours

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHB

Date Adopted: 5/17/93

Amended: 6/11/07

## 8.32.1C2—BUS DRIVER - SPECIAL NEEDS

QUALIFICATIONS: High school diploma/GED.

Experience working with special needs students preferred.

Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification

Must pass D.O.T. Physical Examination

Must pass; drug/alcohol test.

TB test and background check.

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage: from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Conduct pre and post-trip checks on the vehicle and its special equipment.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Transport student into school and home; delivering student into caretaker's responsibility.
15. Operate a wheelchair lift and stabilizing the wheelchair.
16. Assist special need students in getting on and off the bus.
17. Manage emergency situations in accordance with standard operation procedures.
18. Communicate effectively with school staff.
19. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Bus Driver Salary Schedule plus \$ 1,353 per year

Length of Contract: 178 Days plus required in-service hours

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBA

Date Adopted: 6/11/07

### **8.32.1C3—BUS PARAPROFESSIONAL**

**QUALIFICATIONS:** Experience working with special needs students preferred  
Must pass Physical Examination  
Must pass drug/alcohol test  
TB test and background check

**REPORT TO:** Transportation Director

**JOB GOAL:** To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the bus driver in maintaining good student conduct.
2. Assist in transporting students into school and home; delivering students into caretaker's responsibility.
3. Operate a wheel chair lift and stabilize the wheel chair in position on the bus.
4. Assure that students get on and off the bus in orderly and safe fashion.
5. Assist special need students in getting on and off the bus.
6. Complete required reports in the prescribed manner.
7. Satisfactorily complete required training programs.
8. Meet emergency situations in accordance with standard operation procedures.
9. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: \$ 15 Hourly  
Length of Contract: 178 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBAA  
Date Adopted: 6/11/07



## 8.32.1C4—HEAD BUS MECHANIC

### QUALIFICATIONS: High school diploma/GED

Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification (within 30 days of employment is required).

Must pass D.O.T. Physical Examination

Must pass drug/alcohol test

TB test and background check.

REPORT TO: Transportation Director

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

### PERFORMANCE RESPONSIBILITIES:

1. Demonstrate prompt and appropriate attendance.
2. Plan, layout, and assign work to mechanics, helpers, and related personnel.
3. Inspect work performed by mechanics and other personnel in process and upon completion to ensure that proper standards of repair work are maintained.
4. Coordinate emergency road service or assign mechanics to such service.
5. Inspect tools and maintain equipment for proper condition and use.
6. Maintain and supervise scheduling of preventive maintenance repairs, and complete documentation to meet state requirements.
7. Maintain the safety and security of the work place while maintaining an acceptable appearance of facilities and grounds.
8. Lead and instruct mechanics in the repair and reconditioning of vehicles, and standard/specialized machinery and equipment.
9. Observe performance of subordinates in inspection, overhaul, repair and modification of equipment.
10. Supervise preparation and maintenance of records and reports.
11. Alert Transportation Director regarding future requirements.
12. Inspect, maintain and repair system's fleet vehicles.
13. Diagnose vehicle problems and evaluate components and failures.
14. Utilize a wide variety of test equipment, standard tools, specialty tools and reference manuals.
15. Operate miscellaneous shop and welding equipment in completing necessary repairs.
16. Make visual inspections of vehicles to determine source of mechanical problems.
17. Complete paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets.
18. Provide mechanical supervision to mechanic helpers as assigned.
19. Answer emergency road service calls and repair on site.
20. Maintain a clean and safe working area.
21. Demonstrate an ability to work successfully with individuals and groups from diverse educational, social, and ethnic background.

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22. Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
23. Participate in training programs to increase skills and proficiency related to the assignment.
24. Review current developments, literature and technical source information related to the assignment.
25. Ensure information related to job responsibility.
26. Follow federal and state laws, as well as School Board policies.
27. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Bus Mechanic Salary Schedule plus \$ 0.50 Lead pay  
Length of Contract: 260 days  
8 Hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBAB  
Date Adopted: 6/11/07

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## 8.32.1C5—BUS MECHANIC

QUALIFICATIONS: High School Diploma/GED

Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification (within 30 days of employment is required).

Must pass D.O.T. Physical Examination

Must pass drug/alcohol test

TB test and background check.

REPORTS TO: Transportation Director

GOALS: To repair and complete maintenance on buses and related equipment.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate prompt and appropriate attendance.
2. Inspect tools and maintain equipment for proper condition and use.
3. Maintain the safety and security of the work place while maintaining an acceptable appearance of facilities and grounds.
4. Alert Transportation Director regarding future requirements.
5. Inspect, maintain and repair system's fleet vehicles.
6. Diagnose vehicle problems and evaluate components and failures.
7. Utilize a wide variety of test equipment, standard tools, specialty tools and reference manuals.
8. Operate miscellaneous shop and welding equipment in completing necessary repairs.
9. Make visual inspections of vehicles to determine source of mechanical problems.
10. Complete paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets.
11. Answer emergency road service calls and repair on site.
12. Maintain a clean and safe working area.
13. Demonstrate an ability to work successfully with individuals and groups from diverse educational, social, and ethnic background
14. Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
15. Participate in training programs to increase skills and proficiency related to the assignment.
16. Review current developments, literature and technical source information related to the assignment.
17. Follow federal and state laws, as well as School Board policies.
18. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Bus Mechanic Salary Schedule plus \$ 1.00 Trained (certified).

Length of Contract: 260 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBA

Date Adopted: 06/11/07

## 8.32.1C6—BUS MECHANIC HELPER/MAINTENANCE

**QUALIFICATIONS:** High School Diploma/GED  
Hold a valid Arkansas Class B CDL driver's license, with passenger endorsements and air brake certification (within 30 days of employment is required).  
Must pass D.O.T. Physical Examination  
Must pass drug/alcohol test  
TB test and background check.  
Experience in mechanics desired, but not required.

**REPORTS TO:** Director of Facilities & Transportation.

**JOB GOAL:** The Bus Mechanic Helper shall perform minor repairs and maintenance on district buses and vehicles, and be able to operate a school bus or other school-motorized vehicle in a safe and efficient manner.

### PERFORMANCE RESPONSIBILITIES

1. Perform periodic minor repair and maintenance on school vehicles.
2. Assist in transportation scheduling needs.
3. Clean school vehicles' interiors and exteriors.
4. Repair or replace school vehicles' cut or damaged seats.
5. Operate school vehicles in a safe and efficient manner.
6. Meet emergency situations in accordance with standard operating procedures.
7. Inform the head mechanic through the work order process, of any unsafe or mechanical problems on school vehicles.
8. Conduct pre-trip inspections of school vehicles, insuring and maintaining its cleanliness and neatness.
9. Clean shop – Assist in maintaining district bus facilities and grounds.
10. Perform other job related duties as assigned

### TERMS OF EMPLOYMENT:

Salary Schedule: Maintenance Schedule

Length of Contract: 260 Days

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBAD

Date Adopted: 6/11/07

Last Revised: 6/20/2019

### **8.32.1D1—DIRECTOR OF FOOD SERVICES**

**QUALIFICATIONS:** Bachelor's Degree in Nutrition, Business, or a closely related field.  
Must complete State Mandated Certification program.

**REPORTS TO:** Superintendent

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

#### **PERFORMANCE RESPONSIBILITIES:**

1. Prepare and administer the departmental budget.
2. Purchase and maintain an inventory of all foods, supplies, and equipment
3. Standardize cafeteria accounting procedures in cooperation with the district business office.
4. Arrange for audits of cafeteria accounts through approved auditors.
5. Plan and supervise the preparation and serving of menus at all schools.
6. Inform the public, through the local press, of planned lunch menus on a weekly basis.
7. Plan and check all menus for school lunches and special dinners.
8. Supervise the planning and preparation of any special meals required for district-sponsored events.
9. Standardize as much as possible the size of portions served as related to lunch type.
10. Provide assistance and suggestions for the preparation and serving of government surplus foods.
11. Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
12. Visit all lunchrooms and cafeterias as: often as possible, checking that high standards of health and safety are maintained, and observing possible improvement in operations.
13. Review and evaluate all requests and recommendations for purchase of new and replacement equipment.
14. Consult, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
15. Assist principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
16. Administer personnel policies and evaluate cafeteria manager and workers.
17. Interview, screen, and recommend appointment of cafeteria personnel.
18. Direct the management of the cafeteria and Snack Bar.
19. Interview and recommend employment of all food service employees.
20. Check all bills and purchase orders for accuracy before presenting them to the business office for payment.
21. Make all applications for federal subsidies.
22. Evaluate and maintain all food service programs as required by USDA.
23. Direct the USDA Federal lunch/breakfast application program.
24. Serve as the official hearing agent for USDA regarding the free and reduced application program.
25. Submit application for government surplus food for school cafeteria use, and direct its distribution and transfer.
26. Plan disposition of government commodities as part of the ongoing food service program.
27. Check all government reimbursements.

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28. Prepare specification and bid conditions for all items requiring such bids law or Board policy.
29. Maintain all records for food service personnel.
30. Establish in-service and on the job training for school lunch personnel.
31. Keep patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
32. Maintain record of all students assigned to Majority to Minority (M to M) on Federal Free Lunch Program.
33. Provide feeding to approved preschool, after school program, etc.
34. Process food lines for other school districts that are acquired by bid and on the inter-processing agreement with USDA to process for other in-state school districts.
35. Implement the District's Desegregation Plan.
36. Respond to after hour emergencies.
37. Must maintain 12 hours of continuing education per year.
38. Perform other job related duties as assigned.

Terms of Employment:

Salary: Teacher Index .88.

Length of Contract: 245 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAA

Date Adopted: 6/19/00

Last Revised: 6/20/2016

### **8.32.1D2—ASSISTANT DIRECTOR OF FOOD SERVICES**

**QUALIFICATIONS:** Bachelor's Degree in Nutrition, Business, or a closely related.  
Must complete State Mandated Certification program.

**REPORTS TO:** Director of Food Services

**JOB GOAL:** To assist the Director of Food Services with the implementation of all aspects of the Child Nutrition Program.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Assist in the preparing and administering the departmental budget.
2. Assist in the purchasing and maintaining an inventory of all foods, supplies, and equipment
3. Assist in the planning and supervising the preparation and serving of menus at all schools.
4. Provide assistance and suggestions for the preparation and serving of government surplus foods.
5. Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
6. Visit all lunchrooms and cafeterias as: often as possible, checking that high standards of health and safety are maintained, and observing possible improvement in operations.
7. Assist in the interviewing, screening, and recommending appointment of cafeteria personnel.
8. Check all bills and purchase orders for accuracy before presenting them to the business office for payment.
9. Help plan disposition of government commodities as part of the ongoing food service program.
10. Assist in preparing specification and bid conditions for all items to meet bid, law or board policy requirements.
11. Must adhere to all local, state, and national rules and regulations as well as state and local health regulations.
12. Must complete all state and national certification training in required areas.
13. Must maintain 12 hours of continuing education per year.
14. Perform other job related duties as assigned.

#### **Terms of Employment:**

Salary: Teacher Index .75.

Length of Contract: 245 Days

#### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016

### 8.32.1D3—CAFETERIA MANAGER

QUALIFICATIONS: High school diploma/GED

Minimum of two years as an institutional food service worker, manager or supervisor  
Valid Arkansas driver's license

REPORTS TO: Food Service Director

JOB GOAL: To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

#### PERFORMANCE RESPONSIBILITIES:

1. Oversee the operation of the cafeteria.
2. Assist in the preparation and serving of meals.
3. Determine quantities of food needed.
4. Prepare orders for foods needed to meet menu requirements.
5. Check all deliveries of food and equipment to be sure that all merchandise is received in good condition.
6. Prepare a monthly inventory of all supplies on hand.
7. Prepare daily meal reports - number of meals served, paid lunches, reduced lunches, free lunches, milk reports, daily production sheets, costing of meals reports, etc.
8. Check all menus carefully so as to meet breakfast/lunch meal pattern requirements.
9. Report repairs on equipment or any replacements needed.
10. Date and rotate stock.
11. Supervise and enforce safety and sanitation regulations.
12. Prepare school cafeteria leave forms and time cards.
13. Assist in food service operations when and where needed, including, but not limited to banquets, special events, and emergencies.
14. Perform some heavy lifting.
15. Perform work at varying heights on a ladder.
16. Respond to after hour emergencies.
17. Must maintain 10 hours of continuing education per year.
18. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Custodial/Food Service Salary Schedule  
Plus \$1.00 Certified and \$0.50 non-certified.

Length of Contract: 178 + workshop (2 days) and clean up (1 day).

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code: GCHAAC

Date Adopted: 6/19/00

Date Amended: 6/11/07

Last Revised: 6/20/2016



### 8.32.1D4—CAFETERIA WORKER

QUALIFICATIONS: High school diploma/GED

REPORTS TO: Cafeteria Manager

JOB GOAL: To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

#### PERFORMANCE RESPONSIBILITIES:

1. Assist in the preparation of meals.
2. Assist in the serving of meals.
3. Assist in the cleaning and after-meal preparations.
4. Work together to ensure a good relationship with all fellow employees.
5. Perform some heavy lifting.
6. Perform work at varying heights on a ladder.
7. Assist in food service operations when and where needed, including, but not limited to banquets, special events, and emergencies.
8. Respond to after hour emergencies.
9. Must maintain 10 hours of continuing education per year.
10. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Custodial/Food Service Salary Schedule

Length of Contract: 178 + workshop (2 days) and clean up (1 day).

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAC

Date Adopted: 6/19/00

Date Amended: 6/11/07

Last Revised: 6/20/2016

**OUTSOURCED 8.32.1D5—WAREHOUSE ATTENDANT/ FOOD SERVICE WORKER**

**QUALIFICATIONS:** Valid Arkansas driver's license Good driving record High school diploma/GED

**REPORTS TO:** Director of Food Services

**JOB GOAL:** To provide safe and efficient transportation so that students may enjoy the fullest possible advantage: from the district's food services.

**PERFORMANCE RESPONSIBILITIES:**

1. Operate truck in safe and effective manner.
2. Load and unload materials in a manner designed to prevent damage.
3. Assist in filling requests for materials and food items.
4. Assist in arranging and replenishing stock.
5. Deliver food and supply orders to school.
6. Perform heavy lifting.
7. Perform job duties in school cafeteria when assigned.
8. Perform work at varying heights on a ladder.
9. Respond to after hour emergencies.
10. Must maintain 10 hours of continuing education per year.
11. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Custodial/Food Service Salary Schedule

Length of Contract: 178 + workshop (2 days) and clean up (1 day).

Heavy Lifting: \$ 1.50 (Unload trucks)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAC

Date Adopted: 6/19/00

Date Amended: 6/11/07

Last Revised: 6/20/2016

### **8.32.1E0—ABC CLASSIFIED LEAD TEACHER**

**QUALIFICATIONS:** Associate degree in Early Childhood or Bachelor's Degree with CDA credentials. Ability to demonstrate competency in the areas of developmentally appropriate programming, curriculum development and daily classroom management.

**REPORTS TO:** ABC Coordinator

**JOB GOAL:** To provide instruction and activities to early childhood learners that supports future success in school and in life.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Permanently assigned to an ABC classroom as teacher with full-day instructional duties with children under the supervision of a certified teacher.
2. Carry out daily classroom schedule for assigned class with help of a paraprofessional.
3. Develop and coordinate lesson plans for the ABC program at the site utilizing an approved comprehensive curriculum.
4. Assist with oversight and supervision of non-certified ABC staff and paraprofessionals.
5. Complete enrollment paperwork, checking for completeness and accuracy and maintain child portfolios of all relevant data.
6. Arrange for children to complete development screening within 45 days of enrollment.
7. Make necessary referrals to educational cooperative for any failed screening.
8. Enter all child data into COPA database system in a timely manner.
9. Perform on-going observations of child progress and record into Work Sampling in a timely manner.
10. Arrange two parent-teacher conferences annually with the parent/guardian of each enrolled ABC child.
11. Plan regular parent involvement activities (open house, parent education meetings, etc)
12. Develop positive parent/teacher communication and relationship.
13. Other job related duties given by the ABC coordinator.

#### **TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .54

Length of Contract: 190 contract days - Including 10 professional development days (60 hours) in early education

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: April 16, 2018

Date Amended: June 20, 2019

### 8.32.1E1—CLASSROOM INSTRUCTIONAL PARAPROFESSIONAL

QUALIFICATIONS: Minimum: Associate Degree or 60 accredited college hours or having passed the ParaPro Praxis Exam as determined by state requirements.

REPORTS TO: Principal

JOB GOAL: To enhance student performance through lesson plans and activities approved by the assigned certified teacher

#### PERFORMANCE RESPONSIBILITIES:

1. Conduct small group or individual classroom activities based on lesson plans developed by the teacher.
2. Assist with supervision of the students in the classroom.
3. Assist with routine record keeping.
4. Maintain and retain supplies and equipment purchased for carrying out duties.
5. Assist with classroom housekeeping.
6. Assist in ordering and inventory of classroom equipment and materials.
7. Assist with school wide supervision such as hallway, cafeteria, bus line, and car line duties.
8. Participate in professional development activities to increase skills and proficiency related to the job assignment.
9. Provide documentation of professional development activities as approved by the principal to the principal.
10. Review current developments, literature, and technical source information related to job responsibilities.
11. Ensure adherence to good safety procedures.
12. Follow federal and state laws as well as Board policies.
13. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Paraprofessional Salary Schedule

Length of Contract: 183 days (178 student contract days, 5 professional development days) - a total of 30 hours.

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAI

Date Adopted: 06/19/00

Amended: 05/15/06

Amended: 06/11/07

Date Amended: 04/22/13

Date Amended: 06/19/2017

### 8.32.1E2—PHYSICAL EDUCATION PARAPROFESSIONAL

QUALIFICATIONS: High School Graduate  
Desire to work with Children

REPORTS TO: Building Principal

JOB GOAL: K-2. to teach gross and fine motor skills, as well as hand-eye coordination, teamwork with large and small group activities in physical education 3<sup>rd</sup> and up, to promote physical education in teamwork. Supervise group activities such as basketball, kickball, softball, etc.

#### PERFORMANCE RESPONSIBILITIES:

1. Prepare lesson plans for daily activities
2. Assist with duties as prescribed by the building principal
3. Participate in off campus activities as directed by the building principal
4. Participate in in-service, professional and/or faculty meetings as directed by the building principal
5. Perform other job related duties as assigned by the principal

#### TERMS OF EMPLOYMENT:

Salary Schedule: Paraprofessional Salary Schedule  
Length of Contract: 183 days (178 student contract days. 5 professional development days) - a total of 30 hours

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAFI

Date Adopted: 06/19/00

Date Amended: 06/11/07

Date Amended: 05/19/2014

### 8.32.1E3—SPECIAL EDUCATION AND PERSONAL CARE PARAPROFESSIONAL

**QUALIFICATIONS:** High School Diploma/GED

Ability to work with special students

Minimum: Associate Degree or 60 accredited college hours or having passed the ParaPro Assessment (score of 457) as determined by state requirements.

**REPORT TO:** Director of Special Education Supervisor, and Building Principal

**JOB GOAL:** To aid and support teachers and other certified personnel implement the instructional program and related services for disabled.

**PERFORMANCE RESPONSIBILITIES:**

1. Reinforce instructional activities with students as prescribed.
2. Assist in the preparation of lesson plans and instructional materials.
3. Assume responsibility for being prepared to perform instructional duties as prescribed.
4. Maintain confidentiality concerning each child by adhering to state regulations.
5. Learn the curriculum content of the classes he/she assist in.
6. Implement behavior management techniques.
7. Assist in data collection.
8. Assist with any special needs (i.e. feeding, toileting, dressing, catheterization, etc.) of students.
9. Assist the teacher with the maintenance of the classroom.
10. Help supervise students at all times and assist with duties such as lunchroom, recess, bus, etc.
11. Participate in in-services, staffing, and faculty meetings.
12. Complete ADE Core Para-Professional training within first year of employment.
13. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Length of Contract: 178 days plus professional development 5 days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

Historical Policy Code: GCHAAS

Date Adopted: 6/19/00

Date Amended: 6/19/2017

Date Amended: June 15, 2020

### **8.32.1E4—SECONDARY SCHOOL PARAPROFESSIONAL (IN-SCHOOL DETENTION SUPERVISOR)**

**QUALIFICATIONS:** High school diploma  
Ability to work well with students and peers Flexibility  
Follow chain of command  
Willing to be trained in intervention program

**REPORTS TO:** Building Principal

**JOB GOAL:** To aid and support teachers and other certified personnel. Implement the instructional program.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise students in ISD.
2. Assist in instructional materials provided by teachers.
3. Assume responsibility for being prepared to perform instructional or supervisory duties as pre-scribed by building principal.
4. Implement behavior management technique.
5. Assist with duties such as lunchroom, bus, between class periods, etc.
6. Participate in in-service, staffing, faculty meetings as instructed by building principal.
7. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Paraprofessional

Length of Contract: 178 days + Professional Development 5 days.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAB

Date Adopted: 6/19/00

Date Amended: 6/11 /07

Date Amended: 6/19/2017

Date Amended: June 15, 2020

### 8.32.1E5—NON-INSTRUCTIONAL PARAPROFESSIONAL

#### QUALIFICATIONS: High School Diploma/GED

Ability to work effectively in a school setting with students and staff Ability to communicate effectively with staff, students and parents Working knowledge of basic office equipment and machines

REPORT TO: Building Principal

JOB GOAL: To assist in the delivery of educational support services by completing a variety of clerical and/or student supervisory tasks. Includes positions such as computer lab paraprofessional, library paraprofessional, detention paraprofessional and any other non-instructional support position not listed in Classified Personnel Policies.

#### PERFORMANCE RESPONSIBILITIES:

1. Execute instructional activities with individual students or groups of student following teacher direction and demonstration.
2. Assist with the preparation of materials for instruction, including copying/duplicating of materials, construction of display/bulletin boards, etc.
3. Assist with supervision of students, to include the maintenance of order in media center, computer lab, detention, halls, lunchrooms and school grounds.
4. Monitor and assist in student use of resource materials and/or instructional equipment. Provides general maintenance of equipment including cleaning and disinfecting.
5. Assist with the supervision and monitoring of non-instructional activities (bus duty, breakfast & lunch, recess and other assigned times).
6. Ensure student confidentiality.
7. Participate in ongoing professional development.
8. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Paraprofessional Salary Schedule

Length of Contract: 183 days (178 student contract days. 5 professional development days) - a total of 30 hours

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016

Date Amended: 6/19/2017



### **8.32.1F1—ADMINISTRATIVE SECRETARY TO THE SUPERINTENDENT**

**QUALIFICATIONS:** Associates Degree in Business Administration preferred  
Experienced in general office work and data processing

**REPORTS TO:** Superintendent

**JOB GOAL:** To perform secretarial and clerical functions necessary to maintain the office of the Superintendent.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Perform general secretarial and clerical duties for the Superintendent. (Type letters, memos, reports forms, and process paper work.)
2. Maintain district calendar and schedule the use of the Boardroom and conference room.
3. Answer school district phones and welcome guests to the school district.
4. Maintain radio contact for necessary maintenance services.
5. Make travel arrangements (airline and hotel reservations) for Superintendent and board.
6. Maintain agenda for each Board meeting and receive and assemble materials for the agenda.
7. Prepare and distribute agenda packets to Board members.
8. Assist in performing Notary Public duties.
9. Assist with preparation of documentation for grievances, and Board hearings and other legal actions.
10. Do research work involving Board minutes.
11. Periodically assemble and distribute to the Board information as identified by the Superintendent.
12. Maintain a schedule of appointments and conferences.
13. Assist in preparing local, state and national reports (Civil Rights Data Collection).
14. Assist in receiving, sorting, and distributing all incoming/outgoing mail and posting.
15. Maintain records of students who are home schooled.
16. Assure the amenities afforded School Board officials are carried out in an effective and productive manner.
17. Assist with coordinating the upkeep and maintenance of the Administration Building's primary copier.
18. Maintain files on facility rental request and agreements.
19. Assist in Implementation of the district procedures relative to inclement weather, school emergencies, and accident reports.
20. Maintain files for operations of the Superintendent's office including purchasing needed materials and arrangement of meeting including place and time.
21. Plan, prepare and facilitate Safety program for the district
22. Provide clerical support for the Custodial Supervisor.
23. Assist in acquiring custodial substitutes.
24. Assist the Transportation Department by monitoring phones and radio for transportation emergencies for afternoon routes.
25. Process all Workmen's Compensation claims on district employees.
26. Utilize public relations skill and telephone techniques when working with employees and the general public.

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27. Maintain confidentiality of all student and employee information.
28. Process Superintendent's inter-departmental mail.
29. Assist in research of student records using laser-fiche software.
30. Assist with teacher renewal process including criminal background search process.
31. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range: Teachers Index .55.  
Length of Contract: 245 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAB  
Date Adopted: 6/19/00  
Date Amended: 6/11/07

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### **8.32.1F2—ADMINISTRATIVE SECRETARY TO THE DIRECTOR OF FACILITIES AND TRANSPORTATION**

**QUALIFICATIONS:** Associates Degree in Business Administration preferred  
Experience in general office work and data processing.

**REPORTS TO:** Assistant Superintendent of School Facilities and Transportation

**JOB GOAL:** To perform secretarial and clerical functions necessary to maintain the office of the Assistant Superintendent of School Facilities and Transportation.

**PERFORMANCE RESPONSIBILITIES:**

1. Answer phone, take messages, filing, making copies, and other general office procedures.
2. Assist employees, students, and parents with transportation routes, bus scheduling, and other questions pertaining to transportation.
3. Assist in maintaining radio contact for transportation and maintenance services.
4. Order various forms needed to operate the transportation department.
5. Contact sub bus drivers as needed.
6. Maintain and update personnel files on all bus drivers.
7. Maintain required data for the State Department of Transportation.
8. Maintain a record of absentees of the bus drivers and their substitutes.
9. Contact bus drivers regarding health records, workshops, license renewal, early dismissals, days out, and etc.
10. Assist in radio contact with bus drivers during any problems that may arise while in route.
11. Maintain a schedule of appointments and make arrangements for conferences.
12. Assist patrons with information concerning school zones.
13. Maintain files of repairs on all buses and district operated vehicles.
14. Prepare materials/forms needed by bus drivers throughout the school year.
15. Assist with the annual bus workshops.
16. Utilize School Dude/Transportation and Maintenance.
17. Give clerical support to the custodian supervisor.
18. Assist the custodian supervisor with annual supply bids.
19. Maintain forms, time cards, and other supplies for the transportation/maintenance/custodian departments.
20. Give clerical support to the maintenance supervisor.
21. Maintain records on construction project bids and contracts
22. Type contract agreements between the district and contractors.
23. Collect/deliver in-district mail for transportation/maintenance.
24. Maintain confidentiality of all employee information.
25. Assist the Assistant Superintendent of Transportation/Facilities in maintaining files for the Pathwise Program.
26. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index .54.

Length of Contract: 245 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAO

Date Adopted: 1/22/07

Amended: 4/22/13

Date Amended: 6/19/2017

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### 8.32.1F3—ADMINISTRATIVE SECRETARY TO THE ASSISTANT SUPERINTENDENT OF FEDERAL PROGRAMS

QUALIFICATIONS: Associates Degree preferred High School Diploma or GED  
Experience in general office work and data processing

REPORTS TO: Assistant Superintendent of Secondary Education/Federal Programs, and I equity

JOB GOAL: Perform secretarial and clerical functions as necessary to maintain the office and responsibilities of the Assistant Superintendent of Secondary Education/federal Programs, and Equity.

#### PERFORMANCE RESPONSIBILITIES:

1. Perform general secretarial and clerical duties for the Assistant Superintendent of Secondary Education/Federal Programs, and Equity.
2. Maintain achievement records of all Title I schools in distinct.
3. Maintain all student and employee information of participants in the Title I, Title ILA, Title II-D. Title IV-A Safe and Drug-Free Schools. Title V. Title VI and after-school centers as needed.
4. Compile student tests, grades, and other data as needed for federal programs assessment.
5. Type requisitions and maintain purchase order files.
6. Maintain financial records of school and program expenditures approved by the Assistant Superintendent of Secondary Education/Federal Programs, and Equity.
7. Maintain files for all operations of the Assistant Superintendent of Secondary' Education/Federal. and Equity Program's office.
8. Assist in answering school district phones and welcome guests to the school district as needed.
9. Provide clerical support to the Title I District Social Worker/Homeless Liaison.
10. Utilize public relations skills and telephone techniques when working with employees and the general public.
11. Maintain confidentiality of all student and employee inoculation.
12. Assist the homeless liaison in locating, and providing services for homeless children and youth.
13. Enter data and type reports required by the ADE for homeless children and youth.
14. Assist the homeless liaison in organizing parent meetings.
15. Attend K.-8 parent meetings to communicate Title I information to parents when requested.
16. Work with district personnel to maintain an accurate inventor of equipment purchased with federal funds.
17. Assist in conducting annual equipment checks on school campuses.
18. Assist in preparing required quarterly and annual expenditure reports for federal programs.
19. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Range: Teacher Index: .54.

Length of Contract: 245 Days

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAOA

Date Adopted: 6/11/07

Date Amended : 5/19/2014

Date Amended: 5/21/2018

### 8.32.1F4—ADMINISTRATIVE SECRETARY TO THE DIRECTOR OF SPECIAL SERVICES

**QUALIFICATIONS:** Associates Degree preferred/High School Diploma or GED  
Experience in general office work and data processing

**REPORT TO:** Director of Special Services

**JOB GOAL:** To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the Special Services Office. Perform secretarial and clerical functions necessary.

#### PERFORMANCE RESPONSIBILITIES:

1. Perform general secretarial and clerical duties for the Director of Special Services.
2. Maintain records for the special education, 504 and current homebound students.
3. Maintain/Operate and file Medicaid on eligible students and keep updated on new laws pertaining to special education, 504 and homebound students.
4. Maintain records on Occupational Therapy, Physical Therapy and Speech.
5. Manage Special Education records on eSchool.
6. Organize, notify and schedule appointments with educational examiner.
7. Participate in staffing, in-services, and other meetings as requested.
8. Maintain professional library in office.
9. Utilize good public relations and telephone techniques when working with employees and the general public.
10. Maintain teacher budgets, order supplies and testing materials.
11. Maintain confidentiality concerning students by adhering to state and federal laws and remain updated on these laws.
12. Make travel arrangements for director and staff.
13. Corresponds with all campuses by phone, mail and in person on a regular basis in order to maintain current information on students.
14. Assist in preparing local, state and national reports, requiring attending all in-services and conferences when needed.
15. Assist in reviewing and updating all special education, 504 and homebound records.
16. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index: .54.  
Length of Contract: 245 Days

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016  
Date Amended: 1/22/07  
Amended: 4/22/13  
Date Amended: 6/19/2017

### **8.32.1F5—ADMINISTRATIVE SECRETARY FOR DISTRICT CURRICULUM**

**QUALIFICATIONS:** Associates Degree in Business Administration preferred Experience in general office work and data processing.

**REPORTS TO:** Superintendent

**JOB GOAL:** To perform secretarial and clerical functions necessary to maintain the District Curriculum.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Primary telephone receptionist for the district.
2. Welcome and assist guests when they come to the Administration Building.
3. Assist in sorting and distributing all incoming mail to proper offices and schools.
4. Post outgoing mail, order supplies for the postage meter, arrange for package pick-ups, and take certified or overnight mail to the post office.
5. Maintain a supply of district forms and stationery.
6. Assist in maintaining files regarding required state student testing.
7. Assist in ordering, receiving, inventorying and shipping all required student assessments for the district.
8. Responsible ~~in~~ for posting job openings online and with appropriate print media.
9. Maintain a job descriptions book of all personnel.
10. Responsible for posting personnel policy handbook and it's amendments online on the district website.
11. Type all approved policies and maintain the District Policy Manual, distribute amended polices to personnel on school website.
12. Annually submit policies to State Department of Education.
13. Assist school district personnel (certified and classified) in applying for criminal background checks and Arkansas Child Maltreatment Central Registry forms.
14. Assist all certified personnel in the renewal of their license. Assist in maintaining updated information regarding the status of teachers' certifications.
15. Responsible for ordering the textbooks from the Arkansas Education Book Depositor} and maintaining files regarding textbook adoptions, etc.
16. Maintain confidentiality of all employee information.
17. Stay current with all rules and regulations regarding licensing, professional development and state testing. Check the Commissioner's Memos for any new forms.
18. Scan and keep records of professional development for current employees.
19. Perform other job related duties as assigned.

#### **TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index: .54.

Length of Contract: 245

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified personnel.

Historical Policy Code: GCHAAOC

Date Adopted: 5/19/2014

Date Amended: June 15, 2020

**OUTSOURCED?**

**8.32.1F6—ADMINISTRATIVE SECRETARY TO DIRECTOR OF FOOD SERVICES**

QUALIFICATIONS: High school diploma/GED  
Experience in bookkeeping and general office work

REPORTS TO: Director of Food Services

JOB GOAL: To assure the efficient operation of the food services office so that it can play its effective part in the education process.

**PERFORMANCE RESPONSIBILITIES:**

1. Make and file lunchroom reports
2. Perform secretarial duties
3. Answer and respond to all telephone calls
4. Schedule appointments for Food Service Director
5. Compile commodity quantity and monthly commodity costs
6. Type and distribute memos and letters
7. Compile and make reports to State Department of Education
8. Copy and distribute all food transfer forms from one school to another
9. Type and distribute monthly menus and worksheets for breakfast, lunch, and extended day for all schools
10. Type invoice and distribute all records from schools participating in serving extend day breakfast, extend day and pre-kindergarten snacks
11. Make a monthly report from all USDA commodity school inventories and send to the commodity office
12. Assist in food service operation when and where needed
13. Perform work at varying heights on a ladder
14. Perform some heavy lifting
15. Respond to after hour emergencies
16. Be available to work unscheduled hours when needed
17. Perform other job related duties as assigned

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .54.  
Length of Contract: 245 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code: GCHAAB  
Date Adopted: 6/19/00  
Date Amended: 6/11 /07  
Date Amended: 5/21/2018



### 8.32.1F7—ADMINISTRATIVE SECRETARY TO ELEMENTARY PRINCIPAL

QUALIFICATIONS: High School Diploma or GED

Previous experience as a secretary preferred.

Knowledge of office management and business practice required:  
computer skills are mandatory

REPORTS TO: Principal

JOB GOAL: To provide support to the school principal by performing the organizations, clerical and management duties of the office.

#### PERFORMANCE RESPONSIBILITIES:

1. Follow instructions and operate within the limits of standard practices and procedures.
2. Operate standard office machines as well as equipment developed from future technology as required by the job.
3. Type correspondence, articles, reports, manuals and other materials on general or technical subjects; draft routine acknowledgements in response to inquiries not requiring a supervisor's attention.
4. Maintain and prepare monthly and yearly reports.
5. Arrange for substitutes for teachers and paraprofessionals.
6. Maintain all employee attendance activity logs.
7. Work with the payroll, benefits and personnel departments to keep all information current and up-to-date.
8. Maintain schedule of facility use and order heat/air for activity.
9. Create and prepare forms used by the school.
10. Distribute mail to appropriate personnel.
11. Maintain updated and accurate files of general correspondence.
12. Answer telephone, screen callers, and refer to appropriate person: greet visitors, ascertain nature of business and direct visitors to appropriate person.
13. Maintain data, statistics and other information and prepare reports, as required.
14. Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
15. Interact effectively with the general public, staff members, students, teachers, parents and administrators using tact and good judgment.
16. Participate in training programs to increase skills and proficiency related to assignments.
17. Follow federal and state laws, as well as school board policies.
18. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index 0.52.

Length of Contract: 245 days

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAGA

Date Adopted: 6/11/07

Date Amended: 5/19/2014

### **8.32.1F8—ADMINISTRATIVE SECRETARY TO THE MIDDLE SCHOOL PRINCIPAL**

**QUALIFICATIONS:** High School Diploma

Knowledge of office management and business practice Computer skills  
Patient and calm demeanor with students and peers  
Be Flexible  
Follow chain of command

**REPORT TO:** Principal

**JOB GOAL:** To provide support to the school principal by performing the organization, clerical and management duties of the office.

**PERFORMANCE RESPONSIBILITIES:**

1. Follow instruction and operate within the limits of standard practices and procedures.
2. Must be able to work in fast-paced environment.
3. May be required to handle multiple tasks at any given time.
4. Maintain composure in times of stress.
5. Maintain all employee attendance activity.
6. Distribute mail to appropriate personnel.
7. Maintain updated and accurate files of general correspondence and business documents.
8. Answer telephone, screen callers, and refer to appropriate person.
9. Greet visitors ascertain nature of business and direct visitors to appropriate person.
10. Contact substitutes for teachers who will be out of their classrooms that day.
11. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
12. Operate standard office equipment.
13. Receives and deposits the various monies from clubs, athletics, etc.
14. Ensure adherence to good safety procedures.
15. Follow federal and state laws, as well as School Board policies.
16. Assist in the preparation of pre-registration for summer school.
17. Supervise the main office student helper.
18. Assist parents and students in scheduling process doing summer.
19. Assist DHS, and Juvenile Prohibition Officers with paper work.
20. Direct new students and parents to classrooms
21. Answer questions regarding scheduling and report cards during parent-teacher conference and afternoon tutoring.
22. Assist in student medical attention.
23. Sort and file closing procedure papers.
24. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .52.  
Length of Contract: 245 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAKA

Date Adopted: 6/11/07

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### **8.32.1F9—ADMINISTRATIVE SECRETARY TO THE HIGH SCHOOL PRINCIPAL**

**QUALIFICATIONS:** High School Diploma or GED  
Previous experience is a secretarial field  
Knowledge of office management and business practice required;  
computer skills are mandatory.

**REPORTS TO:** Principal

**JOB GOAL:** To provide support to the school principal by performing the organization, clerical and management duties of the office.

**PERFROMANCE RESPONSIBILITIES:**

1. Follow instructions and operate within the limits of standard practices and procedures.
2. Type correspondence, articles, reports, manuals, and other materials on general or technical subjects; draft routine acknowledgments in response to inquiries not requiring a supervisor's attention.
3. Must be able to work in a fast-paced environment.
4. May be required to handle multiple tasks at any given time.
5. Maintain composure in times of stress.
6. Maintain and prepare monthly and yearly reports.
7. Assist other school personnel with computer problems and questions.
8. Maintain all employee attendance activity.
9. Distribute mail to appropriate personnel.
10. Maintain updated and accurate files of general correspondence and business documents.
11. Create and prepare some forms used by the school.
12. Distribute mail to appropriate personnel.
13. Maintain updated and accurate files of general correspondence and business documents.
14. Maintain an alphabetical, numerical, or simple subject matter filing system.
15. Answer telephone, screen callers, and refer to appropriate person; greet visitors, ascertain nature of business and direct visitors to appropriate person.
16. Contact substitutes for teachers who will be out of their classroom that day.
17. Arrange meetings, conferences and trips for administrators.
18. Maintain data, statistics, and other information and prepare reports, as required.
19. Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
20. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
21. Operate standard office equipment.
22. Receives and deposits the various monies from clubs, athletics, etc.
23. Orders graduating supplies for the seniors.
24. Ensure adherence to good safety procedures.
25. Follow federal and state laws, as; well as School Board policies.
26. Perform other job related duties as assigned

TERMS OF EMPLOYMENT:

Salary Range: Teacher Index .52.

Length of Contract: 245 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code: GCHAAKB

Date Adopted: 6/11/07

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### **8.32.1F10—ADMINISTRATIVE SECRETARY TO THE DIRECTOR OF COLLEGIATE ACADEMY**

**QUALIFICATIONS:** High School Diploma or GED  
Previous experience is a secretarial field  
Knowledge of office management and business practice required;  
Computer skills are mandatory.

**REPORTS TO:** Director of Collegiate Academy

**JOB GOAL:** To provide support to the school Director by performing the organization, clerical and management duties of the office.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Follow instructions and operate within the limits of standard practices and procedures.
2. Type correspondence, articles, reports, manuals, and other materials on general or technical subjects; draft routine acknowledgments in response to inquiries not requiring a supervisor's attention.
3. Must be able to work in a fast-paced environment.
4. May be required to handle multiple tasks at any given time.
5. Maintain composure in times of stress.
6. Maintain and prepare monthly and yearly reports.
7. Assist other school personnel with computer problems and questions.
8. Maintain all student attendance activity.
9. Distribute mail to appropriate personnel.
10. Maintain updated and accurate files of general correspondence and business documents.
11. Create and prepare some forms used by the school.
12. Maintain an alphabetical, numerical, or simple subject matter filing system.
13. Answer telephone, screen callers, and refer to appropriate person; greet visitors, ascertain nature of business and direct visitors to appropriate person.
14. Arrange meetings, conferences and trips for administration.
15. Maintain data, statistics, and other information and prepare reports, as required.
16. Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
17. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgement.
18. Operate standard office equipment.
19. Orders graduating supplies for the seniors.
20. Ensure adherence to good safety procedures.
21. Follow federal and state laws, as well as School Board policies.
22. Perform other job related duties as assigned.

#### **TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .52.

Length of Contract: 245 Days

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Dated Adopted: June 20, 2019

### **8.32.1F11—SECRETARY-ELEMENTARY ASSISTANT PRINCIPAL**

**QUALIFICATIONS:** High School Diploma or GED  
Experience in general office work  
Be able to type accurately  
Experience with personal computers

**REPORTS TO:** Assistant Principal

**JOB GOAL:** To assure the smooth and efficient operation of the office so that the office's maximum positive impact on the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with scheduling and bus route assignments/ear changes.
2. Operate standard office machines and perform general school related secretarial duties.
3. Help maintain a positive school image by properly hosting all visitors.
4. Assist in preparation, production and distribution of school announcements.
5. Schedule conferences for the assistant principal.
6. Maintain updated and accurate files of general correspondence.
7. Interact effectively with the general public, staff members, students, teachers, parents and administrators using tact and good judgment.
8. Follow federal and state laws, as well as school board policies.
9. Maintain discipline data using APSCN.
10. Maintain student attendance records. 1 I. Maintain copy room.
11. Perform other job related duties as assigned by the principal/assistant principal.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .47.  
Length of Contract: 205 days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAGAA  
Date Adopted: 5/19/2014

### **8.32.1F12—SECRETARY-HIGH SCHOOL ASSISTANT PRINCIPAL**

**QUALIFICATIONS:** High School Diploma or GED  
Previous secretarial experience  
General office and typing skills  
Computer skills  
Organizational and communicational skills

**REPORTS TO:** Assistant Principal

**JOB GOAL:** To complete the essential details, written work and coordinate on matters essential to the efficient operation of the office.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform duties specific to the Assistant Principal's assigned responsibilities.
2. Must perform routine clerical duties.
3. Maintain and prepare monthly and yearly discipline reports.
4. Create and prepare some forms used by the school.
5. Distribute mail to appropriate personnel.
6. Answer the phones, screen callers and refer to appropriate person; greet visitors, ascertain nature of business and direct visitors to appropriate person.
7. Maintain data, statistics and other information and prepare reports, as required.
8. Assist in maintaining efficient office operation by providing clerical relief whenever and where needed.
9. Interact effectively with the general public, staff members, students, teachers, parents and administrators, using tact and good judgment.
10. Operate standard office equipment.
11. Participate in training programs to improve skills and proficiency related to the assignment.
12. Ensure adherence to good safety standards.
13. Follow federal and state laws, as well as School Board policies.
14. Assist with scheduling and bus route assignment and changes.
15. Maintain discipline date using APSCN.
16. Perform other job related duties as assigned by the principal/assistant principal.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .47.

Length of Contract: 205 days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: June 20, 2019



### 8.32.1F13—SECRETARY TO MIDDLE SCHOOL COUNSELOR

**QUALIFICATIONS:** High School Diploma

Proficient typing skills, word processing and file maintenance  
Effective organization, communication, and interpersonal skills  
Ability to operate computer  
Patient and calm demeanor with students and peers  
Ability to work well with students and peers  
Be flexible  
Follow chain of command  
Willing to be trained in intervention program  
Adequate computer and clerical training experience preferred

**REPORTS TO:** Building Principal and Counselor

**JOB GOAL:** To assist in running an efficient and effective operation of the school counselor's office.

**PERFORMANCE RESPONSIBILITIES:**

1. Help maintain a positive school image by properly hosting all visitors.
2. Perform general secretarial duties and operate standard office machines.
3. Compile and maintain cumulative folders and other guidance records for students.
4. Perform the total operation of the computer terminal and paperwork associated with it.
5. Assist in the preparation of standardize testing.
6. Assist in the organization of pre-registration for 6th and 7th graders.
7. Prepare various reports for the counselor's office.
8. Supervise the counselor's student helpers
9. Copy and prepare records to fax and mail to various schools
10. Assist students in scheduling process
11. Assist counselor in CAP conferences
12. Maintain ACSIP - Compile and type in necessary information for state reporting.
13. Report problems with APSCN
14. Escort new students and parents to classrooms and around school campus
15. Notify Special Ed Department of incoming and outgoing students who receive services.
16. Enter grades for student report cards.
17. Update student and teacher information for APSCN.
18. Enter student course requests.
19. Compile and update information for the Standard Assurance Report.
20. Organize school related activities and promote public relations.
21. Answer questions regarding scheduling, report cards, parent conferences, etc.
22. Assist in answering all phone calls.
23. Mail out correspondences to parents and students
24. Sort and file test scores.
25. Assist in school workshops.

26. Assist in receptionist duties as necessary.
27. Bind printouts and reports.
28. Notify teachers of student withdrawals.
29. Distribute confirmation sheets to teachers for report cards.
30. Distribute report cards during parent/teacher conferences.
31. Register new students.
32. Sort materials for CHUNK. Testing.
33. Assist in locating no-show students.
34. Prepare driver's forms for students.
35. Perform other job related duties as assigned

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher index .47.

Length of Contract: 205 days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAK

Date Adopted:

Date Amended: 6/11/07

Last Revised: 6/20/2015

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### 8.32.1F14— SECRETARY TO HIGH SCHOOL COUNSELOR

#### QUALIFICATIONS: High School Diploma/GED

- Proficient typing skills, word processing and file maintenance
- Effective organizational, communication and interpersonal skills
- Ability to operate a computer
- Patient and calm demeanor with students and staff
- Ability to work well with students and staff
- Ability to multitask
- Computer and clerical training preferred

REPORTS TO: Building Principal and Counselor

JOB GOAL: To assist in the efficient and effective operation of the school counselor's office.

#### PERFORMANCE RESPONSIBILITIES:

1. Perform general secretarial duties and operate standard office machines.
2. Compile and maintain cumulative folders and other guidance records for students.
3. Perform the total operation of the computer terminal and paperwork associated with it.
4. Organize school related activities and promote public relations related to the Counselor's office.
5. Maintain confidentiality of student and staff information.
6. Greet students, parents, and visitors to Counselor's office and route to appropriate Counselor.
7. Answer a wide range of questions regarding schedules, transcripts, report cards, scholarships, ACT test, deadlines, testing, university application, summer school, parent teacher conferences, and etc...
8. Be proficient in the use of eschool, TRIAND, COGNOS, and other computer programs vital to the Counselor's office and report any problems.
9. Provide and explain enrollment papers to new students and parents. Answer their resulting questions.
10. Request student records from prior schools, DYS, JDC, etc. Distribute transfer grades to the appropriate teachers on incoming students and garner and fax transfer grades from teachers on outgoing students.
11. Notify the Special Ed. Department of incoming and outgoing students who receive services.
12. Notify teachers, media center, and cafeteria personnel of student withdrawals.
13. Assist in locating no-show students, deactivate students, and send records relocate folders.
14. Compile a no-show/dropped students list with addresses, and reason student left or dropped, and the transfer location for Superintendent.
15. Complete driver license forms for qualifying students.
16. Copy, prepare and fax/mail records for past and present students to schools, universities, job verification companies, or individuals in a timely manner.
17. Copy and mail transcripts, shot records, and test scores for college/training school admission and scholarships in a timely manner for the senior class.

18. Ensure that students have correctly completed SSI paperwork prior to asking for the counselor's signature verifying the accuracy of said information. Complete and mail the Termination of SSI Benefits sheet to SSI if a student stops attending school.
19. Process records requests and provide written verification to lawyers, prisons, child support agencies, or utility companies regarding current, concurrent credit and past students.
20. Sort and file test scores and stick test stickers on students' permanent records.
21. Assist in printing and distributing grade verification sheets and checking in signed sheets to and from teachers.
22. Distribute report cards during parent/teacher conferences.
23. Order, unpack, stamp and stock ACT registration materials and practice booklets.
24. Post international notices in counselor's office windows and on bulletin boards as requested by the Counselors and promptly remove expired information.
25. Put scholarship notices in the announcements as new ones are received and/or as older ones are about to expire.
26. Contact donors of local scholarships each year to verify the availability of the scholarships and/or to update the specifics of the scholarships.
27. Create and maintain a scholarship tub for easy access to scholarships by students.
28. Build 4 to 6 local scholarship binders ensuring that each binder has the student's application, 2 letters of recommendation, transcript, and test scores.
29. Create and maintain a check-out/check-in sheet to monitor scholarship binders.
30. Create a scholarship slideshow to be displayed on the Counselor's office television.
31. Create the programs for the Senior Banquet and Graduation.
32. Create a scholarship tub for the Senior Banquet with envelopes that include a congratulatory letter for each student awarded a scholarship.
33. Arrange for the micro fishing of a decade of student records.
34. Generate lists, mailing labels and prepare reports for library, principals, migrant center and career coaches who are unable to produce their own, per approval of Counselors.
35. Attend eschool, TRIAND, Cognos, or other training workshops as needed
36. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index .47.

Length of Contract: 205 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Staff.

Date Adopted: 6/20/2016

Date Amended: June 15, 2020

### 8.32.1F15—SECRETARY (OFFICE SUPPORT)

QUALIFICATIONS: High School Diploma or GED  
Experience in general office work  
Be able to type accurately  
Experience with personal computers

REPORTS TO: Principal/Assistant Principal

JOB GOAL: To assure the smooth and efficient operation of the office so that the office's maximum positive impact on the education of children can be realized.

#### PERFORMANCE RESPONSIBILITIES:

1. Operate standard office machines and perform general school related secretarial duties.
2. Answer the telephone, screen callers and refer to appropriate person.
3. Assist with registration of new students and maintenance of school records required for school attendance.
4. Help maintain a positive school image by properly hosting all visitors.
5. Prepare all forms/correspondence to properly enroll students.
6. Assist in preparation, production and distribution of school announcements.
7. Maintain updated and accurate files of general correspondence.
8. Interact effectively with the general public, staff members, students, teachers, parents and administrators using tact and good judgment.
9. Follow federal and state laws, as well as school board policies.
10. Perform other job related duties as assigned by the principal/assistant principal.

#### TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index 0.47.  
Length of Contract: 205 days

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAG  
Date Adopted: 6/19/00  
Amended: 6/11/07  
Amended: 5/19/2014  
Last Revised: 6/20/2016

### **8.32.1F16—SECRETARY TO THE DISTRICT SOCIAL WORKER**

**QUALIFICATIONS:** High School Diploma/GED

Proficient typing skills, word processing and file maintenance  
Effective organizational, communication and interpersonal skills  
Ability to operate a computer  
Patient and calm demeanor with parent, student and staff  
Ability to work well with students and staff  
Ability to multitask  
Computer and clerical training preferred

**REPORTS TO:** District Social Worker

**JOB GOAL:** To assist in the efficient and effective operation of the District Social Worker

**PERFORMANCE RESPONSIBILITIES:**

1. Perform general secretarial duties and operate standard office machines.
2. Produce daily attendance from e-school for the District.
3. Mail daily attendance letters for Yerger Middle School and Beryl Henry Elementary.
4. Perform the total operation of the computer terminal and paperwork associated with it.
5. Maintain student and staff confidentiality.
6. Compile documents for Homeless application packet and distribute as needed.
7. Assist Homeless applicants with shopping.
8. Be proficient in the use of eschool and Cognos.
9. Compile student's record (attendance, Discipline) for Juvenile Court Dockets.
10. Assist in locating no-show students.
11. Schedule appointments for District Social Worker to meet with parents.
12. Send certified attendance letters to parents for attendant district wide.
13. Pick up documents from district schools for District Social Worker.
14. Carry FINS information to County Court House.
15. Compose letters as needed.
16. Attend eschool, and Cognos, or other training workshops as needed
17. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index .47.

Length of Contract: 205 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Staff.

Date Adopted: 6/20/2016

### **8.32.1F17—DISTRICT TREASURER**

**QUALIFICATIONS:** Accounting Degree Preferred  
At least two years of experience or formal education in accounting

**REPORTS TO:** Superintendent

**JOB GOAL:** To administer the fiscal affairs of the district efficiently and expeditiously. To complete the detail and written work relating to the financial operations of the district

#### **PERFORMANCE RESPONSIBILITIES:**

1. Give public notice and attend all meetings of the Board.
2. Keep full and accurate minutes of all meetings of the Board and sends copy of such meetings to each member of the Board at least one week prior to the next regular meeting.
3. Assist in the preparation of agenda setting forth all known items of business to be considered at Board meetings.
4. Perform Notary Public duties.
5. Publish all legal notices concerning district business.
6. Act as general accountant and preserves all accounts, vouchers, and contracts relating the schools.
7. Direct all financial accounting.
8. Receive all moneys belonging to the district.
9. Provide accounting services essential to the preparation, administration, supervision and control of the budget.
10. Supervises accounts payable process and procedures.
11. Supervises payroll authorization preparations and all related files.
12. Verifies personally all bank accounts monthly.
13. Make all reports that are the result of the accounting function.
14. Prepare and maintain all necessary earnings, records, deduction records and similar personnel payment records.
15. Prepare appropriate documents and checks for Bankruptcy Court, Child Support, Enforcement Unit, garnishments and IRS tax levies.
16. Serve as accountant for the regular budget and all federal, state, and/or private grant funds approved by the Board.
17. Establish and maintain an effective inventory control and property accounting system.
18. Pays out district moneys on written order of designated officials of the Board.
19. Give detailed accounts of moneys received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request.
20. Prepare and submit a monthly report on the district's fiscal status.
21. Render a full annual report at the end of each fiscal year.
22. Report to the Superintendent the accounting affairs of the district and recommends changes and improvements as necessary.
23. Cooperate with the auditors and provides information to them as requested.
24. Recommends the purchase of and oversees the maintenance of accounting equipment.

25. Serve as district APSCN System Administrator including the State Information System reporting.
26. Coordinate with depository institutions to assure continual collateralization of district funds.
27. Provide advance warning of potential over-expenditure of budgeted funds.
28. Maintain files on deeds of property and land-owned by the district.
29. Maintain up-to-date vehicle list and file of vehicle titles and statement of origins on buses.
30. Utilize public relations skills and telephone techniques when working with employees and the general public,
31. Maintain confidentiality of all student and employee information.
32. Maintain file of all deduction checks for audit purposes.
33. Prepare yearly contracts for all employees.
34. Prepare payroll deductions for withholding tax, pension, social security, Blue Cross/Blue Shield, major medical, health insurance, and other required salary deduction.
35. Recalculate salary for returning employees that were on extended leave.
36. Prepare and distribute W-2's.
37. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index .85.

Length of Contract: 245 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAL

Date Adopted: 6/19/00

Date Amended: 1/22/07

Last Revised: 6/20/2016



### **8.32.1F18—INSURANCE AND PAYROLL CLERK**

**QUALIFICATIONS:** Associates degree in Business Administration Preferred  
Experience with data processing in payroll and insurance

**REPORTS TO:** Superintendent

**JOB GOAL:** To prepare district payroll and handle all Insurance matters.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain official records and files for past and present district personnel.
2. Enroll new employees as hired.
3. Review all incoming payroll time cards for accuracy prior to computer input.
4. Receive and screen payroll documents concerning employee changes of name or status and leave reports.
5. Key in information necessary to issue checks and the updating of checks and payroll records.
6. Assist in preparation of payroll deductions.
7. Implement payroll procedures and practices.
8. Produce checks, reports, and other payroll documents.
9. Process insurance withholdings and issue warrants to insurance vendors.
10. File and maintain permanent computer reports of employee payrolls and annual ledger status reports.
11. Maintain accurate records of employee leave on the computer and employee cards.
12. Inform supervisors of any discrepancies in leave and/or without pay.
13. Process incentive checks for affected employees at the end of the year.
14. Update and issue checks for unused sick leave for retirees.
15. Assist in distributing W-2's and making replacement copies as needed.
16. Utilize public relations skills and telephone techniques when working with employees and the general public.
17. Maintain confidentiality of all employee information.
18. Maintain records for sick leave bank.
19. Perform other job related duties as assigned.

#### **TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index .70.

Length of Contract: 245 Days

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAB

Date Adopted: 6/19/00

Date Amended: 6/11 /07

### **8.32.1F19—ACCOUNTS PAYABLE CLERK**

**QUALIFICATIONS:** Associates Degree in Business Administration Preferred  
Previous experience in Bookkeeping/Accounting Proficient on ten-key

**REPORTS TO:** Superintendent

**JOB GOAL:** To prepare invoices and input the necessary information to the computer to produce accounts payable checks.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Review all invoices and check request for validity, accuracy, and proper authorization for payment.
2. Match invoices and signed packing lists.
3. Review and process authorized check requests for all schools and departments. Return any check request not properly authorized.
4. Process and pay all Food Services invoices.
5. Establish charge and direct-billing accounts with selected vendors.
6. Update the vendor book on a monthly basis for new vendors not previously on file.
7. Type purchase orders and maintain files.
8. Type manual checks when needed before bill list is finalized.
9. Maintain Files of expenditure printouts.
10. Provide advanced warning to the Superintendent of potential over-expenditures of budgeted funds.
11. Maintain security of district credit cards by using a checkout system.
12. Assist in answering school district phones and welcoming guests to the school district as needed.
13. Utilize public relations skills and telephone techniques when working with employees and the general public.
14. Maintain confidentiality of all student and employee information.
15. Perform other job related duties as assigned.

#### **TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index .70.

Length of Contract: 245 Days

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAB

Date Adopted: 6/19/00

Date Amended: 6/11 /07

### 8.32.1G1—TECHNOLOGY DIRECTOR

**QUALIFICATIONS:** Minimum of Bachelor's Degree with training and knowledge of electronics, networking and current technology trends.

**REPORTS TO:** Superintendent

**JOB GOAL:** Responsible for the planning, coordinating, designing, and the implementation of the entire technology (educational technology and administrative technology) infrastructure and education integration for all sites throughout the district.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversee district computer systems, network infrastructure, software and peripherals.
2. Conduct research on computer products in support of PC procurement and development efforts. Evaluate and recommend hardware products for purchase
3. Ability to effectively communicate (written and verbal) with staff, service providers and school patrons.
4. Develop long-term strategies and capacity planning for meeting future computer hardware needs
5. Support development and implementation of new computer projects and new hardware installations
6. Assist with developing and administering an annual budget to include district needs for hardware, software, maintenance, and staff training
7. Coordinate with applicable building and district administrators on all matters relating to the purchase and installation of computers and other classroom educational technologies
8. Keep abreast on the status of educational technologies and recommend changes and improvements
9. Assist with integrating technology into the curriculum
10. Oversee implementation of district video security network and data security and archival.
11. Direct all technology related bidding and purchasing for Hope Public School District
12. Conduct all ERATE filing, bidding, audits and procurement for the School and Libraries Services Division of the federal government
13. File and submit the District Technology Plan required by the state and federal legislation.
14. Administrative contact person for the Department of Information Systems and ADE.
15. Oversee all cellular, local phones services, long distance phone service with Verizon and AT&T.
16. Oversee all internet connectivity with DIS/ADE and District internet provider.
17. Design the Appropriate Use Policy for all students, faculty, and staff in regards to policy guidelines.
18. Research innovations in educational technology to ensure Hope Public School District is maintaining a competitive edge in the global economy in regards to providing opportunities for all students, faculty, and staff.
19. Ensure that Hope Public School District is meeting state and national educational technology standards.
20. Oversee training of students, teachers and staff in educational technology.
21. Work with all district level administrators on educational issues.
22. Enable all stakeholders within the Hope School District to have the maximum advantage possible in regards to education technology opportunities.
23. Oversee district technicians and helpdesk for technology related issues.
24. Perform other job related duties as assigned.

**Terms of Employment:**

Salary: Teacher Index 1.5

Length of Contract: 260 Days

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016

Date Amended: 6/19/2017

### 8.32.1G2—TECHNOLOGY SPECIALIST 1

**QUALIFICATIONS:** Minimum of Bachelor's Degree in Information Technology, Computer Science or closely related field or 5 years hands-on experience working with Macs and Windows platforms.

**REPORTS TO:** Technology Director

**JOB GOAL:** Responsible for providing specialized technical support to the district in the operation, maintenance and support of the computer network including computers, software, and peripherals.

#### PERFORMANCE RESPONSIBILITIES:

1. Install and maintain a variety of personal computing and network hardware and software systems, with local network and wide area network connections industry and district standards.
2. Maintain the district's technology equipment, including computers, printers and all other peripherals.
3. Assist with the inventory and tracking of the district's technology equipment.
4. Install and maintain computer software for Macs and Windows PC's.
5. Assist staff and students in software and hardware problem resolution.
6. Assist with user account management.
7. Keep up to date with current trends and be prepared to make recommendation.
8. Update customer helpdesk log.
9. Perform on-site analysis, diagnosis, and resolution of complex PC problems for a variety of end users and recommend and implement corrective hardware solutions.
10. Provide training to site staff on software, hardware, and computer lab operation.
11. Provide initial hardware and software support to site staff.
12. Travel to sites within District as needed.
13. Attend technology training & meetings as directed.
14. A willingness to learn new skills that may be necessary to support a mixed-platform computing environment.
15. Follow the Technology Standard Operating Procedure as set by the Technology Department.
16. Ability to effectively communicate (written and verbal) with staff, service providers and school patrons.
17. May require adjusting work schedule to complete tasks and/or working overtime.
18. Ability to meet the physical demands of repetitive hand motions, prolonged use of computer, frequent interruptions, moderate standing, stooping, bending and lifting up to 50 pounds.
19. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary: Teacher Index: .88

Length of Contract: 260 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBAE

Date Adopted: 4/22/2013

Date Amended: 5/19/2014

Date Amended: 6/20/2016

Date Amended: June 15, 2020

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### 8.32.1G3—TECHNOLOGY SPECIALIST II

**QUALIFICATIONS:** Minimum of Associate's degree in computer science or related field plus two years of hands-on experience or high school diplomat plus 3 years work experience working with Macs and Windows platforms.

**REPORTS TO:** Technology Director

**JOB GOAL:** Responsible for providing specialized technical support to the district in the operation, maintenance and support of the computer network including computers, software, and peripherals.

#### PERFORMANCE RESPONSIBILITIES:

1. Configure and install personal computer hardware, software and peripherals
2. Perform preventative maintenance and install hardware, software and peripheral upgrades.
3. Diagnose and resolve hardware, software, and peripheral problems.
4. Provide user support and training in the operation and maintenance of hardware, software and peripherals.
5. Travel to sites within the District as needed.
6. Assist with the inventory and tracking of the district's technology equipment.
7. Install and maintain computer software for Macs and Windows PC's.
8. Assist staff and students in software and hardware problem resolution.
9. Assist with user account management.
10. Keep up to date with current trends and be prepared to make recommendation.
11. Update customer helpdesk log.
12. Provide training to site staff on software, hardware, and computer lab operation.
13. Provide initial hardware and software support to site staff.
14. Attend technology training & meetings as directed.
15. A willingness to learn new skills that may be necessary to support a mixed-platform computing environment.
16. Follow the Technology Standard Operating Procedure as set by the Technology Department.
17. Ability to effectively communicate (written and verbal) with staff, service providers and school patrons.
18. May require adjusting work schedule to complete tasks and/or working overtime.
19. Ability to meet the physical demands of repetitive hand motions, prolonged use of computer, frequent interruptions, moderate standing, stooping, bending and lifting up to 50 pounds.
20. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary: Teacher Index: .80  
Length of Contract: 260 Days

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016  
Date Amended: June 15, 2020

## 8.32.1G4—DISTRICT SYSTEMS ADMINISTRATOR

### QUALIFICATIONS:

- High school diploma or equivalent.
- A+ Certification or equivalent experience
- Network + Certification or equivalent experience
- Ability to find answers to complex technology issues.
- Proficiency in using computer applications and software.
- Ability to work:
  - independently with little or no supervision.
  - under pressure and meet deadlines.
  - as a member of a diverse team.
- Ability to learn complex systems quickly and effectively
- Strong interpersonal skills.
- Willingness to adapt and innovate in all areas of technology.
- Experience with server administration, specifically with:
  - VMWare vSphere
  - Windows Server 2012
  - Linux variants required.
- Specific technologies include:
  - Microsoft Active Directory
  - Network Policy Server
  - Active Directory Certificate Services.
- CLI-based management of Linux servers, ranging from setup to software installation and basic maintenance a must.
- Understanding of OS X and iOS management fundamentals required.
  - OS X image creation and deployment
  - application packaging & deployment
  - Apple VPP & DEP
  - policy & profile based configuration
  - scripting (BASH/Applescript/Python/Javascript)
  - iOS MDM.
- JAMF Software Suite knowledge preferred.
- Networking skills should include
  - an understanding of static routing
  - VLANs
  - 802.1x/RADIUS
  - high-density wifi deployments (Aerohive preferred)
  - web filtering/firewalls (iBoss preferred)
  - site-to-site infrastructure VPN
  - layer 2 / 3 managed switch configuration.
- Google Apps administration
  - particularly GADS/GAPS experience preferred.

REPORTS TO: Technology Director

**JOB GOAL:** To ensure that computer systems and associated peripherals are running effectively for the district and to handle core systems as they pertain to networking, security, and operations required for technology located in the district.

Performance Responsibilities:

1. Maintain delegated portions of the district's network directory.
2. Observe and report violations of the Acceptable Use Policy for staff and students.
3. Execute deployment of technology projects as directed by Central Staff.
4. Inventory district hardware using provided software as directed by the Director of Technology.
5. Inventory district software using provided software as directed by the Director of Technology.
6. Assist the District Desktop Administrator in the evaluation of current technology from a hands-on perspective.
7. Assist the District Desktop Administrator in the evaluation of potential technology from a hands-on perspective.
8. Assist the District Desktop Administrator in the evaluation of current software from a hands-on perspective.
9. Assist the District Desktop Administrator in the evaluation of potential software from a hands-on perspective.
10. Provide regular feedback to the Director of Technology on the use of technology at district locations.
11. Install, maintain, and troubleshoot technology equipment.
12. Install, maintain, and troubleshoot district software in a timely manner.
13. Create and maintain directory objects in the district network directory as directed by the Director of Technology or Network Administrator.
14. Perform routine server maintenance as directed by the Director of Technology or Network Administrator.
15. Setup or relocate technology equipment in district as required.
16. Follow the Technology Standard Operating Procedure as set by the Technology Department.
17. Work closely with department personnel and Curriculum to help achieve educational goals through the integration of technology.
18. Prepare reports per supervisor's direction.
19. Develop techniques to execute daily tasks more effectively.
20. Maintain good communications with staff and students.
21. Attend technology training & meetings as directed.
22. Adhere to district and technology department policies and procedures.
23. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary: Teacher Index: .88  
Length of Contract: 260 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016  
Date Amended:

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### **8.32.1G5—COMMUNICATIONS/PUBLIC RELATIONS DIRECTOR**

**QUALIFICATIONS:** Bachelor's degree in Public Relations, Mass Communications, or related area.  
Master's degree preferred.

**JOB GOAL:** Direct the formal communications, public relations, marketing, public engagement strategies and activities of the Hope Public School District. The position serves as district spokesperson and creates a favorable public image for the District.

**REPORTS TO:** Superintendent

**DUTIES:**

1. Provide advice and counsel to the superintendent, school board, and staff regarding the public relations opportunities and challenges associated with program and policy decisions. Keep the superintendent and other administrators informed of key issues that have implications for the district.
2. Create and provide leadership for execution of strategic communication plans that support the district's mission, vision, and goals.
3. Plan, develop, and manage strategies for assertive, proactive media relations that support the goals and objectives of the District. Direct the writing of new releases and proactive media contacts. Provide advice and counsel to district staff who serve as spokespersons in specific situations and serve as district spokesperson in sensitive and non-routine situations.
4. Plan, develop, and direct the district's written publications and electronic communication targeted at staff, students, parents, and community. Work closely with superintendent and administrators to ensure accurate and timely information is shared through all appropriate channels, including community newsletter, newsletters, website, social media, brochures, videos, presentations, etc.
5. Develop and implement public engagement initiatives that inform district decision-making including staff/citizen based task forces, community surveys, forums and others.
6. Develop and implement specific communication initiatives that build positive relationships between the district and its stakeholders.
7. Develop and implement marketing plans to support and strengthen the district's brand and image.
8. Provide professional guidance to schools and departments on communication strategies and supervise creation of appropriate communication vehicles including videos, presentations, brochures, briefing, etc.
9. Develop, provide, and supervise staff development for administrators and other staff in communication practices.
10. Direct responses to inquiries and complaints received by the district from students, parents, community, and school personnel.
11. Supervise recognition of students, employees, and public.
12. Develop and direct communications for response to crisis and serve as, or directly support, designated crisis spokesperson(s).
13. Serve as designated authority for public data not relating to individuals.

14. Evaluate communications and public relations programs through solicitation of feedback, both formal and informal.
15. Serve as the District Parental Involvement Coordinator.
16. Prepare and monitor department budget.
17. Performed other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule: Teacher Index: 1.0

Length of Contract:

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Policy Code:

Date Adopted:

Date Amended:

## **8.32.1G6—DISTRICT SOCIAL WORKER AND HOMELESS LIAISON**

### **QUALIFICATIONS:**

#### **Education/Certification:**

Bachelor's degree in social work/related field from an accredited college or university.

#### **Special Knowledge/Skills:**

Knowledge of individual and group counseling.

Knowledge and skill in casework methods.

Strong consultation skills for conferencing with teachers, parents, and students

Knowledge of prevention and intervention strategies, including behavior management interventions.

Awareness and ability to access community resources.

Excellent organizational, communication, and interpersonal skills.

**Reports To:** Superintendent

### **JOB GOAL:**

Perform casework service to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from students; hold students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of resources available.
7. Supervise the referral of students to outside agencies.
8. Serve as liaison between student, home, school, and community resources, such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Access and work closely with community agencies to identify resources for student and family support.
9. Serve as McKinney Vento (homeless) liaison for the district; serve as liaison for other residential placement.
10. Provide crisis intervention and preventive support as needed by students and their families.
11. Consult with parents, teachers, and other school personnel to determine cause of student problems and effect solutions.
12. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.

13. Participate in the annual and program reviews to assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.
14. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
15. Assist in the planning and implementation of parent involvement activities.
16. Develop and conduct parenting training and support groups.
17. Create an environment conducive to learning and appropriate for the maturity level and interests of students.
18. Develop and maintain effective individual and group relationships with students and parents.
19. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
20. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
21. Comply with policies established by federal and state laws, Arkansas Department of Education rules, and board policies.
22. Comply with all district and campus routines and regulations.
23. Participate in professional development activities to improve skills related to job assignment.
24. Maintain a positive and effective relationship with staff.
25. Effectively communicate with colleagues, students, and parents.
26. Coordinate the district Child Find program.
27. Attend Juvenile court.
28. Conduct District attendant meetings with parents.
29. Supervise Administrative Assistant to The Director of Social Work.
30. Perform other job related duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Maintain emotional control under stress.

**Physical Demands:**

Regular district-wide travel to multiple work locations as assigned; frequent standing, stooping, bending, reaching, pulling, pushing, and moderate carrying; may be require.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Length of contract days: 205

Index: 1.00

Date Adopted:

Last Revised:

### 8.32.1G7—SCHOOL NURSE - DISTRICT NURSE

**QUALIFICATIONS:** Must hold an active Professional Nursing License (RN)  
5 Years of experience as an RN  
3 Years of experience as a School Nurse  
2 Years of experience as a supervisor (Preferred)  
Current Certification in CPR for healthcare providers with  
AED and First Aid  
Current certification in Advanced Cardiac Life Support  
Current certification as BCLS Instructor  
Current Certification in Scoliosis, Hearing, Vision, and Growth (height/weight)  
screening

**REPORTS TO:** Experience with writing grants  
Building Principal/Superintendent

**JOB GOAL:** Provides leadership and management for nursing staff of Hope Public Schools. Coordinates and supervises nursing activities of one or more licensed nurses in one or more school districts. Maintains current knowledge and standards of professional nursing practice. Utilizes knowledge, skill, and judgment in providing direct and indirect care of students and staff members. Participates in student/family/staff education in wellness and other areas. Provides safe practices for students/staff in all aspects of medical care activities.

#### PERFORMANCE RESPONSIBILITIES:

1. Assist in implementing Board policy on exclusion and readmission of students in connection with infectious and contagious diseases per the guidelines of the Arkansas Department of Health.
2. Provide first aid and immediate care to students and staff, contacting parents or guardian if student is required to leave school.
3. Perform health appraisal services by screening, thought observation and collection of health data, and use the assembled information to assist students in securing appropriate medical treatment or care.
4. Work cooperatively with other school personnel in promoting the health and well-being of students and employees.
5. Assume authority, for the care of a student or staff member who has suffered an injury or emergency illness.
6. Give medications as directed by physicians, and monitor side effect and/or adverse reactions and report to physician or parent as needed.
7. Report to parents, school personnel, physicians, clinics, and other agencies on student health matters as regulated by HIPPA (Health Insurance Portability and Accountability Act).
8. Make recommendations to facilitator of health series on health needs of individual students.
9. Maintain health records of students and update as necessary
10. Report cases of abuse to proper authorities as mandated by state law.

11. Maintains schedules for substitute nurses.
12. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range:       Teacher Index 1.0

Length of Contract:  186 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel

Historical Policy Code: GCHAARB

Date Adopted: 5/19/2014

### 8.32.1G8—SCHOOL NURSE - RN

**QUALIFICATIONS:** Must hold a Professional Nursing License (RN)  
2 Years license nursing experience (3 Years Preferred)  
Current Certification in Cardiopulmonary Resuscitation for healthcare providers with AED and First Aid  
Current Certification in Scoliosis, Hearing, Vision, and Growth height/weight) screening

**REPORTS TO:** Building Principal/Superintendent; District Nurse (RN) (Healthcare)

**JOB GOAL:** Maintains current knowledge and standards of professional nursing practice. utilizes knowledge, skill, and judgment in providing direct and indirect care of students and staff members. Participates in student/family/staff education in wellness and other areas. Provides safe practices for students/staff in all aspects of medical care activities.

#### PERFORMANCE RESPONSIBILITIES:

1. Assist in implementing Board policy on exclusion and readmission of students in connection with infectious and contagious diseases per the guidelines of the Arkansas Department of Health.
2. Provide first aid and immediate care to students and staff, contacting parents or guardian if student is required to leave school.
3. Perform health appraisal services by screening, thought observation and collection of health data, and use the assembled information to assist students in securing appropriate medical treatment or care.
4. Work cooperatively with other school personnel in promoting the health and well-being of students and employees.
5. Assume authority, for the care of a student or staff member who has suffered an injury or emergency illness.
6. Give medications as directed by physicians, and monitor side effect and/or adverse reactions and report to physician or parent as needed.
7. Report to parents, school personnel, physicians, clinics, and other agencies on student health matters as regulated by HIPPA (Health Insurance Portability and Accountability Act).
8. Make recommendations to facilitator of health series on health needs of individual students.
9. Maintain health records of students and update as necessary
10. Report cases of abuse to proper authorities as mandated by state law.
11. Perform other job related duties as assigned.

#### TERMS OF EMPLOYMENT:

Salary Range: Teacher Index 1.0  
Length of Contract: 186 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel.

Historical Policy Code: GCHAARA

Date Adopted: 5/19/2014

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### 8.32.1G9—SCHOOL NURSE – LPN

- QUALIFICATIONS:** Must hold an Active LPN Nursing License  
2 Years license nursing experience (3 Years Preferred)  
Current Certification in Cardiopulmonary Resuscitation for healthcare providers with AED and First Aid  
Current Certification in Scoliosis, Hearing, Vision, and Growth (height/weight) screening
- REPORTS TO:** Building Principal, Superintendent; District Nurse (RN) (Healthcare)
- JOB GOAL:** Maintains current knowledge and standards of professional nursing practice.  
Utilizes knowledge, skill, and judgment in providing direct and indirect care of students and staff members. Participates in student/family/staff education in wellness and other areas. Provides safe practices for students/staff in all aspects of medical care activities.

#### PERFORMANCE RESPONSIBILITIES:

1. Assist in implementing Board policy on exclusion and readmission of students in connection with infectious and contagious diseases per the guidelines of the Arkansas Department of Health.
2. Provide first aid and immediate care to students and staff, contacting parents or guardian if student is required to leave school.
3. Perform health appraisal services by screening, thought observation and collection of health data, and use the assembled information to assist students in securing appropriate medical treatment or care.
4. Work cooperatively with other school personnel in promoting the health and well-being of students and employees.
5. Assume authority, for the care of a student or staff member who has suffered an injury or emergency illness.
6. Give medications as directed by physicians, and monitor side effect and/or adverse reactions and report to physician or parent as needed.
7. Report to parents, school personnel, physicians, clinics, and other agencies on student health matters as regulated by HIPPA (Health Insurance Portability and Accountability Act).
8. Make recommendations to facilitator of health series on health needs of individual students.
9. Maintain health records of students and update as necessary
10. Report cases of abuse to proper authorities as mandated by state law.
11. Perform other job related duties as assigned.

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**TERMS OF EMPLOYMENT:**

Salary Range:           Teacher Index: .60

Length of Contract:   186 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Classified Personnel.

Historical Policy Code: GCHAAR

Date Adopted: 06/19/2000

Date Amended: 05/19/2014

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### **8.32.1G10—SPEECH-LANGUAGE THERAPIST**

**QUALIFICATIONS:** Master's Degree in Speech Pathology  
Arkansas License in Speech Pathology  
ASHA Certificate of Competence

**REPORTS TO:** Director of Special Services, and building Principals

**JOB GOAL:** To help reduce or eliminate speech impediments that interfere with the individual student's ability to derive full benefit from the district's educational program.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Serve as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
2. Provide a therapeutic program to meet individual needs of speech students.
3. Assist teachers in observing, describing and referring suspected and identified speech and language impairments.
4. Provide an assessment and diagnosis of speech, voice, and language impairments.
5. Provide screening to identify speech-disabled students.
6. Assists in referrals to agencies and specialists as appropriate.
7. Provide appropriate individualized programs of therapy to meet student's needs.
8. Collaborates with teachers and staff to implement therapy by suggestions for daily activities.
9. Provide information, support, and counseling to parents and families when needed.
10. Provide in-service education and serves as a consultant to teachers and staff.
11. Keep thorough ongoing records for students receiving therapy.
12. Maintain due process paperwork, directory of outside agencies, consultants.
13. Compile case history data when deemed appropriate.
14. Assume responsibility for requisitioning and maintaining equipment and supplies.
15. Keep records of hearing impaired students: supervise monitoring of daily hearing aid check, and use of auditory trainers.
16. Supervise the work of the speech assistant and/or speech Paraprofessional.
17. Provide appropriate data for filing of Medicaid.
18. Perform other job related duties as assigned.

#### **TERMS OF EMPLOYMENT:**

Salary Range: Teacher Index 1.15

Length of Contract: 227 days

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBAF

Date Adopted: 4/22/2013

Date Amended: 5/19/2014

Date Amended: June 15, 2020

### **8.32.1G11—SPEECH-LANGUAGE THERAPIST ASSISTANT**

**QUALIFICATIONS:** Graduate of a bachelor's degree program in Speech-Language Pathology and successful experience working with children

**REPORTS TO:** Speech-Language Therapist, Director of Special Services, and building Principals

**JOB GOAL:** Perform tasks as prescribed, directed, and supervised by Speech- Language Therapist

**PERFORMANCE RESPONSIBILITIES:** The speech-language pathology therapist may

1. Conduct speech-language screenings (without interpretations) following specified screening protocols developed by the supervising speech-language Therapist.
2. Provide routine maintenance/generation tasks as prescribed by the supervising speech-language therapist. The SLT shall be solely responsible for performing all tasks associated with the assessment and diagnosis of communication and swallowing disorders, for design of all intervention plans, and for directly implementing such plans through the acquisition stage of intervention.
3. Follow documented treatment plans or protocols developed by the supervising speech-language therapist, not to exceed the activities delineated in #2 above.
4. Perform pure-tone hearing screenings (without interpretation).
5. Document student progress toward meeting established objectives as stated in the treatment plan, and report this information to the supervising speech-language therapist.
6. Assist the speech-language therapist during assessment of students, such as those judged to be difficult to test.
7. Assist with informal documentation (e.g., tallying notes for the speech-language therapist to use), prepare materials, and assist with other clerical duties as directed by the speech-language therapist.
8. Perform checks and maintenance of equipment.
9. Participate with the speech-language therapist in research projects, in-service training, and public relations programs.
10. Perform other job related duties as assigned.

The speech-language therapist assistant may not:

1. Perform standardized or non-standardized diagnostic tests, formal or informal evaluation, or interpret test results.
2. Perform intervention tasks associated with skill acquisition.
3. Participate in parent conferences, case conferences, or in any interdisciplinary team without the presence of the supervising speech-language therapist or other ASHA certified speech-language therapist designated by the supervising speech-language therapist.
4. Provide student or family counseling.
5. Write, develop, or modify a student's individual education program (IEP) in any way.
6. Assist with students without following the IEP as prepared by the speech-language therapist or without access to supervision.

7. Sign any formal documents (e.g., treatment plans, reimbursement forms, or reports). (The assistant may sign treatment notes for review and co-signature by the supervising professional.)
8. Select students for services.
9. Discharge a student from services.
10. Disclose clinical or confidential information either orally or in writing to anyone not designated by the supervising speech-language therapist.
11. Make referrals for additional services.
12. Communicate with the student, family or others regarding any aspect of the student status or service without the specific consent of the supervising speech-language therapist.
13. Represent herself as a speech-language therapist.
14. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range:                      Teacher Index 1.0  
Length of Contract:              190 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel

Historical Policy Code: GCHBAG  
Date Adopted: 4/22/2013  
Date Amended: 5/19/2014  
Date Amended: 6/19/2017

### **8.32.1G12—EDUCATIONAL INTERPRETER**

**QUALIFICATIONS:** High School Diploma or equivalency is required (College Degree Preferred)  
Ability to provide oral interpreting transliterating preferred

**REPORTS TO:** Building Principal and Director of Special Services

**JOB GOAL:** To provide interpreting and other support services to hearing-impaired students mainstreamed in the Hope School District and to facilitate communication among hearing impaired students and their hearing peers, the classroom teacher and other personnel in the school system.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide expressive and voice interpreting for Hearing-Impaired Students in mainstream classes.
2. Provide tutoring and/or note-taking services for Hearing-Impaired Students when necessary and when interpreting is not needed.
3. Confers with classroom teachers in order to better prepare for interpreting services (includes familiarity of subject area, vocabulary and appropriate signs.)
4. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Schedule:

Length of Contract:

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAB

Date Adopted: 06/19/00

Date Amended: 06/11 /07

Last Revised: 6/20/2016

Date Amended: June 15, 2020

### 8.32.1G13—DISTRICT ELL INTERPRETER/TRANSLATOR

QUALIFICATIONS: High School Diploma or GED.

Competent in communicating effectively in both English and Spanish.

Experience working with parents and other individuals, in a school setting (preferred)

Ability to accurately translate written materials and interpret verbal exchanges

Ability to work productively with students, staff, parents, and others.

REPORTS TO: ELL Coordinator

JOB GOAL: To provide interpreting, translating and other support services to school administrators, teachers and staff and to facilitate communication among Spanish speaking parents to the classroom teacher and other personnel in the school system.

PERFORMANCE RESPONSIBILITIES:

1. Assist schools and families with translation of educational meetings/workshops, etc.
2. Make copies of learning materials, test, lesson plans, calendars by ELL (English Language Learners) Teacher.
3. Conduct parent/family contacts (home and school) for the purpose of obtaining and/or relaying information.
4. Assist teachers with Spanish speaking students when needed.
5. Translate/interpret written materials from the school and the teachers into Spanish
6. Translate/interpret for students, teachers, parents, administrators, counselors, etc.
7. Translate/interpret as needed for outside agencies i.e. DHS (Dept. of Human Services)
8. Provide assistance with scheduling and/or conducting parent/family workshops.
9. Must be able to use a variety of the latest computer technologies.
10. Willingness to work a flexible schedule.
11. Perform other job related duties as assigned.

TERMS OF EMPLOYMENT:

Salary Schedule: Teacher Index: .48

Length of Contract: 186 days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/20/2016

Date Amended: 6/19/2017

Date Amended: June 15, 2020

### **8.32.1G14—DISTRICT SECURITY COORDINATOR**

#### **QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:** Graduate of Law Enforcement Academy or Similar Program

**SPECIAL KNOWLEDGE/SKILLS:** General knowledge of directing traffic

Ability to follow instructions

Ability to deal with the public

Ability to write reports

**EXPERIENCE:** Have a minimum of three to five years of experience in law enforcement

**REPORTS TO:** Superintendent of Schools

**DEPARTMENT/CAMPUS:** Assigned Campus

**JOB GOAL:** To provide for the safety of students, faculty, staff and the security of all district and campus property.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain professional behavior, appearance, work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Maintain the safety of students, staff and visitors.
5. Patrol assigned campuses and routes walking or driving within district jurisdiction.
6. Preserve the peace, prevent unlawful acts, suppress disturbances and provide service, aid, relief, and information to students, personnel, and visitors.
7. Assist in the reduction of truancy.
8. Respond to all calls from campuses crisis situation, accidents, and reports of crime.
9. Assist the Transportation Department with problem at bus stop areas and/or chronic disruptions on school buses.
10. Assist staff with after hour functions.
11. Cooperate and work with other governmental entities and law enforcement agencies in sharing information and assistance, consistent with Hope School Board Policies.
12. Complete all necessary reports.
13. Testify in court as needed.
14. Help provide traffic control at athletic events, school openings/closings, or at any other time as needed.
15. Protect campus and district property.
16. Operate equipment according to established safety procedures.
17. Keep Superintendent and Principals apprised of all security issues on campus.
18. Present for students a positive role model that supports the school climate and mission of the school district.



19. Effectively communicate with colleagues, students and parents.
20. Demonstrate behavior that is professional, ethical, and responsible.
21. Be available to counsel students on personal problems as needed.
22. Enforce local, state, and federal status.
23. Provide information and advice to the public on crime and public safety matters, particularly as it relates to school issues.
24. Prepare and deliver class presentations that relates to criminal justice and/or law enforcement.
25. Prepare a variety of written and verbal reports on criminal and non-criminal activities.
26. Perform other job related duties as assigned.

EQUIPMENT USED: District vehicles, alarm system, fire extinguisher, and/or security equipment, two-way radio, and OC spray.

**WORKING CONDITIONS:**

Mental Demands: Maintain emotional control under stress.

Physical Demands: Strenuous walking, standing and/or climbing; operation of a motor vehicle; directing traffic; control of sudden violent or extreme physical acts of others; rapid mental and muscular coordination simultaneously; may be subject to adverse and hazardous working conditions; including violent and armed confrontation; work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

**TERMS OF EMPLOYMENT:**

Salary Range:           Teacher Index: .80

Length of Contract:   208 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHBAH

Date Adopted: 4/22/2013

Date Amended: 5/19/2014

### **8.32.1G15—PARENT CENTER COORDINATOR – K-4**

**QUALIFICATIONS:** 60 college hours or Associate Degree

Strong interpersonal, communication, and organizational skills.

Self-starter who takes initiative and works well independently and with others.

**JOB GOAL:** To support families and teachers in their efforts to assist students in achieving educational excellence and bridge the gap between home and school.

**REPORTS TO:** Building Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as liaison between home and school in order to improve and increase parent and community involvement in the School District.
2. Works with administrators and parent facilitator in implementing the District's parent involvement plan according to state and federal guidelines.
3. Works with parent facilitator to provide Kindergarten backpacks during kindergarten registration, and summer packs for families desiring materials to work on during the summer.
4. Greet and establish positive and productive relationships with parents, visitors, students, and other guests to the Center.
5. Utilize grade level skills and make available free material to parents of students needing extra help at home.
6. Having educational games, CD's and activities available for check-out by students' parents.
7. Maintain check-out records on all educational games, books and CD's etc.
8. Maintains daily schedules for Watch D.O.G.S. and assists parent facilitator in organizing the Watch D.O.G.S. program, Muffins with Mom and Donuts with Dad, and any other after school parent activities.
9. Participates in district, regional, and state professional development opportunities such as conferences and meetings to learn new knowledge and skills.
10. Works with PTO and attends all PTO meetings.
11. Management of the Parent Center's daily activities including:
  - Maintaining the Parent Center as a welcoming place that invites participation and partnership.
  - The parent center will be open Monday through Friday during regular school hour and Thursdays until 7:00 pm.
  - Effectively maintain the Enrichment Prescription Program to provide assistance with academic skills.
  - Maintain the Parent Lending Library, including books, videos, manipulatives, educational games and worksheets.
  - Provide pamphlets and other "take-home" handouts such as monthly newsletters and parent brochures, home school connection, reading connection and recipes for success
  - Works with the parent facilitator to maintain budget for expenditures of materials, supplies, and equipment.
12. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary Range:       Teacher Index: .48.  
Length of Contract:  186 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 05/19/2014

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### 8.32.1G16—SAVE THE CHILDREN PROGRAM COORDINATOR

REPORTS TO: Building Principals

JOB GOAL: To facilitate the development and implementation of Save the Children Grant Programs

OVERVIEW: The overall responsibilities of this position are to plan, implement and coordinate all 21<sup>st</sup> Century Community Learning Center (CCIC) programs. In addition, the Coordinator Supports the overall feel of the program and helps to develop a greater sense of community within the school.

#### PERFORMANCE RESPONSIBILITIES:

1. Order supplies and materials (e. g.), math kits, paper, art supplies)
2. Supervise and help plan activities that will accomplish all of Save the Children program goals and objectives.
3. Monitor academic and enrichment programs to be delivered during the out-of-school time.
4. Convene and facilitate the Save the Children Advisory Committee meeting.
5. In collaboration with the Advisory Committee, identify program needs and issues, develop and facilitate a plan to meet needs.
6. Represent the program at school or community based meeting, as necessary.
7. Provide ongoing support to staff and volunteers to ensure that program that program components are implemented effectively.
8. Oversee student and family recruitment and the execution of participant retention strategies.
9. Assist the Advisory Committee and Site Supervisor in identifying other resources (in-kind donations, partnerships with other organizations, etc.) for sustainability of the program.
10. Take lead in planning and implementing family nights, parental involvement activities, community celebrations and student showcases.
11. Maintain regular contact with building principals, teachers and key school personnel to support program alignment with school day activities.
12. Develop and deliver a communication plan appropriate for different audiences including a newsletter, program fliers, brochures, etc.
13. Schedule time for training and professional development for staff.
14. Manage the afterschool and summer budgets.
15. Insure the collection of quality data (i.e. daily attendance, pre-and post-assessments, surveys).
16. Use evaluation data to facilitate the development of a program improvement plan, as needed.
17. Establish clear behavior expectations for program participants and ensure that they are fully implemented throughout the program. Handle discipline issues that arise.
18. Complete data input into M&E System and state data input system and generate reports, as needed.
19. Acquire knowledgeable of community resources, make referrals, and function as a liaison among parents and school and/or district's Parent Liaison.
20. Supervise regularly scheduled team/staff meetings.
21. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:**

Funding: Save the Children Grant.  
If grant funding is not awarded position will be dissolved.  
Salary Range: Teacher Index: .71.  
Length of Contract: 245 Days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Historical Policy Code: GCHAAA

Date Adopted: 8/19/2013

Date Amended: 5/19/2014

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## 8.32.1G17—SCHOOL-BASED HEALTH CENTER COORDINATOR

QUALIFICATIONS: Bachelor Degree in related medical field  
Registered Nurse current unencumbered Arkansas License  
Minimum of five years clinical experience  
Minimum of two years administrative/supervisory experience

REPORT TO: HPSD Superintendent or Designee  
JOB GOAL: Coordinates all aspects/overall operations of the School Based Health Center including polices, protocols, personnel, and budget.

### PERFORMANCE RESPONSIBILITIES:

1. Demonstrate knowledge of medical terminology, medical insurance practices, services, and billing, and medical practice of standards of care.
2. Effectively communicate (oral and written) with staff, service providers and patrons.
3. Work collaboratively with existing partners, such as but not limited to, Hope Public School District administration, Hope Public School District Wellness Committee, and Hope High School faculty.
4. Participate in program development.
5. Chair and organizes the SBHC Advisory Committee.
6. Develop and maintain SBHC Policy and Procedure manual.
7. Implement data collection system for required reports.
8. Provide regular updates regarding SBHC activities and statistics to community stakeholders.
9. Build strong partnerships with families, students, contracted providers, and the community.
10. Oversees ongoing facility and equipment inventory and needs.
11. Complete all required reports and follow-ups as required by the SBHC grant.
12. Attend all meetings/conferences as part of the SBHC grant.
13. Monitor HIPPA and FERPA requirements.
14. Manage daily activities in the SBHC.
15. Schedule time/space for all SBHC contracted providers.
16. Seek out additional grant opportunities related to SBHC.
17. Educate the public on SBHC opportunities and enrollment process.
18. Educate/assist parents and students with insurance opportunities.
19. Supervise any SBHC staff employed by Hope Public School District.
20. Perform other job related duties as assigned.

### TERMS OF EMPLOYMENT:

Funding: School-Based Health Grant  
Salary Range: Teacher Index: 1.0  
Length of Contract: 227 Days

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Date Adopted: 6/19/2017

Date Amended: June 15, 2020

### 8.33—CLASSIFIED PERSONNEL SCHOOL CALENDAR

The superintendent shall present to the PPC a school calendar which the board has adopted as a proposal. The Superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The PPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the board may vote to adopt the calendar.

The Hope School District shall not establish a school calendar that interferes with any scheduled statewide assessment that might jeopardize or limit the valid assessment and comparison of student learning gains.

The Hope School District shall operate by the following calendar:

#### **Classified Calendar**

1. Professional Development Days and/or Workshops:
  - A. Paraprofessionals (30 hours required) will need approval from campus principal. See **Southwest Arkansas Education Cooperative Shoebox** for available opportunities: <http://www.swaec.org/vnews/display.v/SEC/ShoeBox-Workshops%7CProfessional%20Development>
  - B. Food Service Personnel workshop dates
    - 1) Director and Assistant Director 12 hours required.
    - 2) Workers 10 hours required.
  - C. Maintenance and other essential staff annual workshop will be scheduled prior to the 1<sup>st</sup> day of school.
  - D. Bus Drivers annual workshop is contingent on the availability of the state representative.
  - E. Bus Drivers will have additional training on one day for one hour each month, which will be on the early out days.
2. CPPC Liaison to participate in the development and discussion of the certified calendar.

Legal References: A.C.A. § 6-15-2907(f)  
[A.C.A. § 6-17-2301](#)  
ADE Rules Governing the Arkansas Educational Support and Accountability Act

Date Adopted: 6/15/2015  
Last Revised: 6/20/2016  
Last Revised: 6/19/2017  
Date Amended: 5/21/2018  
Date Amended: June 20, 2019

### **8.33.1—CLASSIFIED PERSONNEL – PAID HOLIDAYS**

It shall be the policy of the school board that:

The following holidays will be observed and twelve (12) month employees will receive pay for:

1. July 4
2. Thanksgiving, Thursday through Friday
3. Christmas, December 24 and 25
4. New Year's Day
5. Memorial Day
6. Martin Luther King's Birthday
7. Labor Day

A total of nine (9) paid holidays

Legal References:

Arkansas Annotated 6-17-1700-1705

Legal Reference: A.C.A. § 6-17-2301

Historical Policy Code: GCRI

Date Adopted: 05/17/1993

Date Amended: 03/21/2005



### **8.34—CLASSIFIED PERSONNEL WHO ARE MANDATORY REPORTERS DUTY TO REPORT CHILD ABUSE, MALTREATMENT OR NEGLECT**

It is the statutory duty of classified school district employees **who are mandatory reporters** and who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty for statutory mandatory reporters, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer **who is a mandatory reporter** from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

Legal References:     A.C.A. § 12-18-107  
                              A.C.A. § 12-18-201 et seq.  
                              A.C.A. § 12-18-402

Date Adopted: 6/15/2015

Last Revised:

### **8.35—RELEASE OF STUDENT’S FREE AND REDUCED PRICE MEAL ELIGIBILITY INFORMATION**

As part of the district’s participation in the National School Lunch Program and the School Breakfast Program, the district collects eligibility data from its students. The data’s confidentiality is very important and is governed by federal law. The district has made the determination to release student eligibility status or information as permitted by law. Federal law governs how eligibility data may be released and to whom. The district will take the following steps to ensure its confidentiality:

Some data may be released to government agencies or programs authorized by law to receive such data without parental consent, while other data may only be released after obtaining parental consent. In both instances, allowable information shall only be released on a need to know basis to individuals authorized to receive the data. The recipients shall sign an agreement with the district specifying the names or titles of the persons who may have access to the eligibility information. The agreement shall further specify the specific purpose(s) for which the data will be used and how the recipient(s) shall protect the data from further, unauthorized disclosures.

The superintendent shall designate the staff member(s) responsible for making eligibility determinations. Release of eligibility information to other district staff shall be limited to as few individuals as possible who shall have a specific need to know such information to perform their job responsibilities. Principals, counselors, teachers, and administrators shall not have routine access to eligibility information or status.

Each staff person with access to individual eligibility information shall be notified of their personal liability for its unauthorized disclosure and shall receive appropriate training on the laws governing the restrictions of such information.

Legal References:     Commissioner’s Memos IA-05-018, FIN 09-041, and IA 99-011  
                              ADE Eligibility Manual for School Meals Revised July 2008  
                              7 CFR 210.1 – 210.31  
                              7 CFR 220.1 – 220.22  
                              42 USC 1758(b)(6)

Date Adopted: 6/15/2015

Last Revised:

## **8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND WORKERS’ COMPENSATION**

The district provides Workers’ Compensation Insurance, as required by law. Employees who sustain **any** injury at work must immediately notify their immediate supervisor, or in the absence of their immediate supervisor notify the Safety coordinator. An injured employee must fill out a Form N and report the claim to the appropriate carrier if the injury requires neither medical treatment or lost work time. While many injuries will require no medical treatment or time lost at work, should the need for treatment arise later, it is important that there be a record that the injury occurred. All employees have a duty to provide information and make statements as requested for the purposes of the claim assessment and investigation.

For injuries requiring medical attention, the district will exercise its right to designate the initial treating physician and an injured employee will be directed to seek medical attention, if necessary, from a specific physician or clinic.

Workers’ Compensation absences may be designated as FMLA absences when the criteria are met under FMLA for a serious health condition.

An employee who is absent from work due to a workplace injury or receiving temporary disability benefits due to a Workers’ Compensation claim will utilize any sick leave accumulation he or she may have at the rate of 1/3 of a sick leave day for day of absence to bring the total amount of combined income up to 100% of usual contracted pay, unless the employee gives the school district written notice to not use sick leave days in this manner. No employee may realize a net compensation gain from a combination of Workers’ Compensation benefits and sick leave in excess of contracted pay. Sick leave days used for workplace injuries will not be restored to the employee.

Cross Reference: 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE  
Legal References: Ark. Workers Compensation Commission RULE 099.33 - MANAGED CARE  
A.C.A. § 11-9-508(d)(5)(A)  
A.C.A. § 11-9-514(a)(3)(A)(i)

Date Adopted: 6/15/2015

Last Revised: 6/20/2016

### **8.36.1—ABSENCES DUE TO ACCIDENTS**

In case the employee is injured while on duty, the employee may elect to receive full salary, plus any applicable workman's compensation pay, until the accumulated sick leave is exhausted.

Historical Policy Code: GCRGBA

Date Adopted: 5/17/1993

Date Amended: 6/19/2000

Last Revised: 6/15/2015

## **8.37—CLASSIFIED PERSONNEL SOCIAL NETWORKING AND ETHICS**

District staff are encouraged to use educational technology, the Internet, and professional/education social networks to help raise student achievement and to improve communication with parents and students. However, technology and social networking websites also offer staff many ways they can present themselves unprofessionally and/or interact with students inappropriately.

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students initiate contact or behave inappropriately themselves.

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

Date Adopted: 6/15/2015

Last Revised:

### **8.38—CLASSIFIED PERSONNEL VACATIONS**

240 day contracted employees are credited with 10 days of vacation at the beginning of each fiscal year. This is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of .833 days per month, or major portion of a month, for any days used but not earned.

All vacation time must be approved by the superintendent or supervisor, who shall consider the staffing needs of the district in making his/her determination.

Vacation will be paid upon retirement, termination, or nonrenewal at the employee's current daily rate of pay, up to 20 days.

Date Adopted: 6/15/2015

Last Revised:

### **8.39—DEPOSITING COLLECTED FUNDS**

From time to time, staff members may collect funds in the course of their employment. It is the responsibility of any staff member to deposit such funds they have collected daily into the appropriate accounts for which they have been collected. The Superintendent or his/her designee shall be responsible for determining the need for receipts for funds collected and other record keeping requirements and of notifying staff of the requirements.

Staff that use any funds collected in the course of their employment for personal purposes, or who deposit such funds in a personal account, may be subject to discipline up to and including termination.

Date Adopted: 6/15/2015

Last Revised:

## **8.40—CLASSIFIED PERSONNEL WEAPONS ON CAMPUS**

### Firearms

Except as permitted by this policy, no employee of this school district, including those who may possess a “concealed carry permit,” shall possess a firearm on any District school campus or in or upon any school bus or at a District designated bus stop.

Employees who meet one or more of the following conditions are permitted to bring a firearm onto school property:

- He/she is participating in a school-approved educational course or program involving the use of firearms such as ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs;
- He/she is a registered, commissioned security guard/school resource officer (Police officers) acting in the course and scope of his/her duties;
  - He/she has a valid conceal carry license and leaves his/her handgun in his/her locked vehicle in the district parking lot.

Possession of a firearm by a school district employee who does not fall under any of the above categories anywhere on school property, including parking areas and in or upon a school bus, will result in disciplinary action being taken against the employee, which may include termination or nonrenewal of the employee.

### Other Weapons

Employees may not possess any weapon, defined herein as an item designed to harm or injure another person or animal, any personal defense item such as mace or pepper spray, or any item with a sharpened blade, except those items which have been issued by the school district or are otherwise explicitly permitted (example: scissors) in their workspace.

Date Adopted: 6/15/2015

Last Revised: