

Classified Employees Handbook

2019-20

Employment at Will

All support staff shall be deemed employees at will and may be terminated at any time with or without cause.

Personnel Records

Each employee shall have the right, upon written request, to review the contents of his/her own personnel file in the presence of a witness, except that all confidential materials supplied by the outside agencies concerning an original employment may be removed from the file and shall not be subject to review by the employee. The employee may request a third party to accompany him/her in such review.

Salary Checks and Deductions

Employees may request that the school district business office withhold deductions from their checks for organizational dues, annuities, etc. All deductions requests must be in the business office before the opening dates, which are either September 1 or January 1. (No new companies will be started in the district unless, a minimum of 10% of the district's employees join the new company.)

Payment of Wages:

The salary of all employees shall begin at the time they report for duty.

Pay date -Direct Deposit

Payroll will be issued once monthly on the 15th of each month. Employees will have the option to be on electronic direct deposit or issued a check.

Grievance Procedure Policy

Definitions:

- A. The term "grievance" means a complaint by an employee or a group of employees based on an alleged violation, misinterpretation, or inequitable application of any existing agreements, contracts, ordinances, policies or rules of the state of South Dakota or the board, as they apply to the conditions of employment. Negotiations for, or a disagreement over, a non existing agreement, contract, ordinance, policy or rule is not a "grievance" and is not subject to this policy.

- B. The term "employee" except, where otherwise indicated, is considered to apply to any employee covered by this master agreement. The term "employee" may include a group of employees who are similarly affected by a grievance.
- C. An "Aggrieved person" is the person or persons making the claim.
- D. A "party in interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- E. The term "days" when in this policy shall, except where otherwise indicated, means calendar days.
- F. "Association" shall mean the Parkston Education Association
- G. "The Board" shall mean the Board of Education of the School District.

Principles:

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problem which may arise affecting the welfare or working conditions of employees.
- B. All parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. Nothing herein contained shall be construed as limiting the right of any employee having a problem to discuss the matter informally with any member of the administration or with any representative of the Association at any time.
- D. Any employee or group of employees has the right at any time to present a grievance through this grievance policy.
- E. Forms for filing a grievance shall be included in the negotiated agreement so as to facilitate the grievance procedure.

Time Limits:

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement in writing.
- B. In the event a grievance is filed at such time that it cannot be processed by the end of the school year, the time limits set forth herein may be reduced so that the grievance procedure may be completed prior to the end of the school year or as soon thereafter as it is practicable.

- C. The grievant(s) shall begin informal grievance procedures within 30 days after the grievant knew, or should have known, of the alleged action giving rise to the grievance.

Informal Procedures:

- A. If an employee has a grievance, he/she should first discuss the matter with his/her principal, administrator, or supervisor to whom he/she is directly responsible in an effort to resolve the problem informally. The employee may pursue the matter with other administrators or supervisors if dissatisfied with the immediate supervisor's disposition. Association representatives may assist in his/her efforts to resolve the problem at all levels of the grievance procedure.

Formal Procedures:

1. **IMMEDIATE SUPERVISOR.** If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she may submit his/her claim as a formal written grievance to his/her immediate supervisor within 15 days of initiating informal procedures. The principal shall within five (5) days render his/her decision and its rationale in writing to the aggrieved person.
2. **SUPERINTENDENT OF SCHOOLS.** If the grievance is not resolved by the immediate supervisor, the grievant(s) or association may refer the grievance to the Superintendent within five (5) days of the immediate supervisor's written disposition of the grievance. The Superintendent shall arrange with the grievant for a meeting to take place as soon as possible, but not later than five (5) days after receipt of said disposition. Within five (5) days after the meeting, the grievant/association shall be provided with the Superintendent's written response, including reasons for the decision.
3. **SCHOOL BOARD.** Within five (5) days after receipt of the above disposition, the grievant may, if the grievance remains unsolved, appeal to the School Board. The Board shall hold a formal hearing with the grievant/association within ten (10) days or at the next Board meeting, at the discretion of the Board. It is the responsibility of the School Board president to notify the grievant/association of the hearing date and time. The Board shall serve a written disposition of the matter on the party or parties and the association within five (5) days after the hearing.
4. If the grievant(s) or association is not satisfied with the disposition of his/her grievance at level 3, the aggrieved person may within thirty (30) days of receiving the decision at Level 3, appeal to the Dept. of Labor.

Rights of Participation:

When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.

Class Grievance:

If a grievance affects a group of employees, the grievant(s) and/or the association may begin the grievance process at level 2.

Waiver of Steps:

In the event that the grievance remedy is beyond the power of the immediate supervisor to grant, the grievance may be initially filed at level 2 or 3, whichever is the lowest level with the power to make the grievant whole.

Grievance withdrawal:

A grievance may be withdrawn at any level without establishing precedent.

REQUEST FOR SETTLEMENT OF GRIEVANCE (LEVEL ONE)

DATE OF PRESENTATION TO IMMEDIATE SUPERVISOR: _____

NAME OF AGGRIEVED PERSON: _____

HOME ADDRESS: _____

SCHOOL: _____

STATE REASONS FOR SUBMISSION OF GRIEVANCE TO LEVEL ONE:

SETTLEMENT REQUESTED:

SIGNED: _____

(Aggrieved Person)

REPLY TO LEVEL ONE GRIEVANCE

Date of reply sent to aggrieved person: _____

NAME OF AGGRIEVED PERSON: _____

HOME ADDRESS: _____

SCHOOL: _____

DATE OF PRESENTATION OF GRIEVANCE TO IMMEDIATE SUPERVISOR:

DECISION OF IMMEDIATE SUPERVISOR:

SIGNED: _____

(Aggrieved Person)

REQUEST FOR SETTLEMENT OF GRIEVANCE (LEVEL TWO)

(copies of request for settlement of grievance Level One and reply must be attached)

DATE OF PRESENTATION TO SUPERINTENDENT: _____

NAME OF AGGRIEVED PERSON: _____

HOME ADDRESS: _____

SCHOOL: _____

DATE OF REPLY TO LEVEL ONE GRIEVANCE: _____

STATE REASONS FOR SUBMISSION OF GRIEVANCE TO LEVEL TWO:

SETTLEMENT REQUESTED:

SIGNED: _____

(Aggrieved Person)

REPLY TO LEVEL TWO GRIEVANCE

(copies of request for settlement of grievance Level One and reply must be attached)

DATE OF REPLY SENT TO AGGRIEVED PERSON: _____

NAME OF AGGRIEVED PERSON: _____

HOME ADDRESS: _____

SCHOOL: _____

DATE OF SUBMISSION OF GRIEVANCE TO SUPERINTENDENT: _____

DECISION OF SUPERINTENDENT:

SIGNED: _____
(Superintendent)

REQUEST FOR SETTLEMENT OF GRIEVANCE (LEVEL THREE)

(copies of request for settlement of grievance Level One and reply must be attached)

DATE OF SUBMISSION TO BUSINESS MANAGER: _____

NAME OF AGGRIEVED PERSON: _____

HOME ADDRESS: _____

SCHOOL: _____

DATE OF REPLY OF SUPERINTENDENT TO LEVEL TWO GRIEVANCE:

STATE REASONS FOR SUBMISSION OF GRIEVANCE TO LEVEL THREE:

SETTLEMENT REQUESTED:

SIGNED: _____

(Aggrieved Person)

REPLY TO LEVEL THREE GRIEVANCE

DATE OF REPLY SENT TO AGGRIEVED PERSON: _____

NAME OF AGGRIEVED PERSON: _____

HOME ADDRESS: _____

SCHOOL: _____

DATE OF SUBMISSION OF GRIEVANCE TO BUSINESS MANAGER (LEVEL THREE): _____

DATE OF HEARING WITH SCHOOL BOARD: _____

DECISION OF SCHOOL BOARD:

SIGNED: _____
(PRESIDENT OF SCHOOL BOARD)

COMPLAINT PROCEDURE

A. PURPOSE

This procedure is designed to provide a process for handling such problems that cannot be solved in an informal manner. Efforts will be made to solve problems informally.

1. Complaints that cannot be solved informally, regarding the performance or misconduct of any employee will be handled according to the following policy. Anyone approached with a complaint will inform the person(s) making the complaint of the proper method for registering the complaint. After informal efforts have been exhausted, complaints not filed following the policy will not be acted upon nor will they be recorded or given any other official recognition.
2. Complaints will be in writing and signed by the party making the complaint. The complaint will specify the person(s) involved, details of the alleged misconduct or reason for the complaint and supply any supportive evidence.
3. Formal complaints must be filed within 20 school days after the date of the alleged misconduct or reason for the complaint.

PROCEDURE

1. Formal complaints against school personnel will be made by completing "Complaint Form A" and filed through the immediate supervisor of the person being complained against.
2. Upon receipt of a signed complaint against any school employee, the immediate supervisor of the person being complained against will meet privately with the employee and will provide the employee with a copy of the complaint and discuss the complaint. The employee will provide a response/rebuttal to the complaint by completing "Complaint Form B" which will be attached to the complaint and provided to the person making the complaint.
3. If the immediate supervisor feels the complaint is grounds for further action or if the complaint is to be made part of the employee's record, the employee must be informed of this in writing. An employee so notified has the right to request a meeting with the administration and the complaining party. Both parties have the right to be accompanied by a representative of the local association or other person of their choice.
4. The complaining party also has the right to request a meeting with the administration and the person being complained against.. Both parties have the right to be accompanied by a representative of the local association or other person of their choice.
5. Any record or recommendation as a result of the complaint will be supplied to the employee only. The complaining party does not have the right to know what record or recommendations were made regarding the complaint.
6. Before the employee may be disciplined or reprimanded by the board or administration, the employee will be entitled to a hearing before the board and to confront the person bringing the complaint's; he/she has the right to cross examine the person bringing the complaint and offer rebuttal evidence to the complaint. He/she shall also have a right to have a representative present and the complaining party will also have the right to have a representative present and specify the reasons for a complaint

Complaint Form "A"

Date _____

Name and Address of Person Making Complaint: _____

Date of Action Causing Complaint: _____

Name of Person(s) Being Complained Against: _____

Complaint: _____

(attached another sheet if necessary)

Supportive Evidence or Witnesses: _____

(attached another sheet if necessary)

(Signature of Person Making Complaint)

Complaint Form "B"

Date _____

Date Contacted About the Complain _____

Response to Complaint: _____

(Attach another sheet if necessary)

Supportive Evidence or Witnesses: _____

(Attach copies of materials if necessary)

Recommendation

I recommend no record or further action be taken.

I recommend a record be kept but no further action be taken regarding this complaint.

I recommend the following action be taken: _____

(Signature of Principal or Superintendent)

I have been informed of the complaint, have been given an opportunity to respond and have been informed of the above recommendation.

Signature

Date

OASI & Employee Retirement

Employees must be members of the Social Security Program and all employees must become members of the S.D. Retirement System. They may voluntarily choose to be members of the health and accident insurance program.

Insurance:

Single policyholders will be allowed the amounts (on chart below) per month per choice of their deductible. Married couples that are both employed by the district will have their entire family policy premiums paid up to twice the agreed upon amount.

The Board will notify the association of rate increases as soon as possible after notification by the insurance carrier.

Staff Insurance Premiums Thru June 30, 2020

	2019-2020 RATES	DISTRICT COST	EMPLOYEE COST	COBRA RATES	RETIREE RATES
\$1,500.00 Deductible					
SINGLE	\$731.00	\$716.00	\$15.00	\$746.00	\$768.00
EMPLOYEE + 1	\$1,630.00	\$716.00	\$914.00	\$1,663.00	\$1,712.00
EMPLOYEE + CHILDREN	\$1,476.00	\$716.00	\$760.00	\$1,506.00	\$1,550.00
FAMILY	\$1,797.00	\$716.00	\$1,081.00	\$1,833.00	\$1,887.00
\$2,500.00 Deductible					
SINGLE	\$681.00	\$681.00	\$0.00	\$695.00	\$716.00
EMPLOYEE + 1	\$1,362.00	\$786.00	\$576.00	\$1,390.00	\$1,431.00
EMPLOYEE + CHILDREN	\$1,234.00	\$786.00	\$448.00	\$1,259.00	\$1,296.00
FAMILY	\$1,544.00	\$786.00	\$758.00	\$1,575.00	\$1,622.00
\$3,500.00 Deductible					
SINGLE	\$633.00	\$633.00	\$0.00	\$646.00	\$665.00
EMPLOYEE + 1	\$1,266.00	\$856.00	\$410.00	\$1,292.00	\$1,330.00
EMPLOYEE + CHILDREN	\$1,147.00	\$856.00	\$291.00	\$1,170.00	\$1,205.00
FAMILY	\$1,436.00	\$856.00	\$580.00	\$1,465.00	\$1,508.00

Vision – EMPLOYEE PAYS 100% OF PREMIUM

Waiting for new rates

Wage Scale

FY2020

Step	Level 1	Level 3
1	11.30	13.80
2	11.63	14.18
3	11.99	14.62
4	12.39	15.08
5	12.85	15.61
6	12.85	15.61
7	13.35	16.19
8	13.35	16.19
9	13.91	16.82
10	13.91	16.82
11	14.54	17.51
12	14.54	17.51
13	14.54	17.51
14	15.25	18.26
15	15.25	18.26
16	15.25	18.26
17	15.98	19.07
18	15.98	19.07
19	15.98	19.07
20	15.98	19.07
21	16.33	19.47
22	16.33	19.47
23	16.33	19.47
24	16.33	19.47
25	16.70	19.87
26	16.70	19.87
27	16.70	19.87
28	16.70	19.87

1. Upon initial employment with the school district, up to 10 years of credible, relevant, documented experience in the same area will be allowed.
 - a. **There may be exceptions to the “same area”. For example, if a person applies for a paraprofessional position and has actual classroom teaching experience, the teaching experience would be allowed.
2. Lane placement is identified on the job description.
3. An employee may have two separate hourly rates depending upon their job assignments.

Career Recognition Stipend

Following 20 years of service - \$500
Following 24 years of service - \$750
Following 28 years of service - \$1,000
Following 32 years of service - \$1,250
Following 36 years of service - \$1,250

“No non-certified employee hired by the district commencing with the 2011-2012 school fiscal year will be permitted to avail themselves of the career stipend.”

In-service Pay (Professional development/workshops/conferences)

Employees attending in-services will be paid at their regular rate of pay.

Non-Contracted Hours

Employees will receive \$15.00 per hour for after school study hall and summer school.

Retirement/Resignation

Add new language for retirement or resignation bonus as follows: “If an employee notifies the Business Officer in writing accompanied by a letter of resignation, on or before January 1 of retirement or resignation, there will be a \$250.00 bonus to be paid upon board action on the resignation at its January meeting.”

Long Term Disability

Insurance premiums are to be deducted from the pay period ending the 15th of the month. This includes LTD. Those people on a nine-month pay plan will have their insurance prorated on a nine (9) month schedule for the twelve (12) month coverage. If an increase in premium is not known prior to the May 15th payroll deadline, the deduction will be paid within the first three pay periods of the following school year.

Any other elected deductions will be deducted from the last pay period check. Social security, employee retirement and income tax will be deducted from both checks.

School Closings

For days of early dismissal, employees will have the option of staying at work or leaving work, unless required to stay by the administration. For such days, the employee will be paid for time worked. For early dismissals prior to noon, the employee may work until noon and be paid for such time. For early dismissals after noon, the employees may complete the entire work day and be paid for such time. The administration retains the right to require an employee to stay and work on said days.

Work Hours

The designated workday for each position will be determined by the supervisor based on the requirements of the position.

Breaks

An eight hour employee will be entitled to a fifteen minute paid break for every four hours worked, fifteen minutes in morning and fifteen minutes in afternoon. An employee working six and half hours would be entitled to one fifteen minute paid break whether morning or afternoon.

Holidays (For Employees hired prior to 7/1/13)

Single contract employees who work full time for ten or more months will have a day of paid holiday (8 hours) for each of the following with the exception of Independence Day.

New Years Day
Good Friday

Memorial Day
Labor Day
Thanksgiving
Independence Day*
Veterans Day
Christmas

*Twelve month employees only

Whenever a holiday occurs on a weekend - if the holiday falls on a Saturday, the paid day will be the Friday preceding; if the holiday falls on a Sunday, the paid day will be the Monday following. In the event the day before or after a holiday on a weekend is a required workday, the employee may select a mutually agreeable alternative day for the holiday. Those days may only be used in full 8 hour segments.

Vacation time assume a regular (8) eight hour day, five days a week, summer hours would be adjusted to reflect a regular work week.

Holidays

Any classified/secretarial employee hired after 7/1/2013

Single contract employees who work full time for twelve months will have a day of paid holiday (8 hours) for each of the following holidays.

New Years Day
Good Friday
Memorial Day
Labor Day
Thanksgiving
Independence Day
Veterans Day
Christmas

Whenever a holiday occurs on a weekend - if the holiday falls on a Saturday, the paid day will be the Friday preceding; if the holiday falls on a Sunday, the paid day will be the Monday following. In the event the day before or after a holiday on a weekend is a required workday, the employee may select a mutually agreeable alternative day for the holiday. Those days may only be used in full 8 hour segments.

Vacation time assume a regular (8) eight hour day, five days a week, summer hours would be adjusted to reflect a regular work week.

Leave Provisions

VACATION

Paid vacation should be as follows (for full time 12 month hourly employees only):

1-3 years	1 week
4-12 years	2 weeks
13- above	3 weeks

“Twelve month employees will be allowed to carry over vacation days until the start of the next school year. At that time, if any vacation days remain from the previous fiscal year, they are lost.”

BEREAVEMENT

Employees of District #33-3 may obtain ---bereavement leave upon the death of an immediate member of the family. This leave is to consist of one (1) to four (4) teaching days per incident and to be administered by the principal and superintendent. This leave is not subject to sick leave. Attendance at funerals other than immediate family would come under the realm of personal leave. Additional days are to be deducted according to the length of contract. Those on extended contract will be reduced accordingly. Immediate family includes: spouse, children, parents of both, brothers and sisters of both, step-children, grandchildren ~~and~~ grandparents of both, and spouses of children and spouses of brothers and sisters.

Under the circumstances that are deemed appropriate by the superintendent, bereavement leave may be granted to attend a funeral of someone other than an immediate family members and reported to the Board of Education either before or after the fact.

PROFESSIONAL

Employees of the District may participate in professional visitations, workshops, or programs that may enhance their educational background or programs that would be an over-all benefit to the District’s educational program. This is to be granted upon approval and recommendation of the principal and superintendent. Those days are to be counted as professional leave days.

Any employee who is serving on a professional organization or committee may apply for use of professional leave in order to attend such meetings.

Early Retirement Policy

Any non-certified employee who has served in the Parkston School District #33-3 for fifteen (15) years can qualify for early retirement if the combination of the employee's age and their years of experience would total 75 and providing that they meet the following criteria:

AGE AT Sept. 1 OF TERMINATION YEAR	PERCENTAGE FACTOR (OF PRESENT YEAR'S SALARY)
55-62	

80% for 2016-17

50% for 2017-18

30% for 2018-19

The Early Retirement Policy will cease to exist following the close of the 2018-19 school year.

An early retiree's age for purposes of computation under this section shall be said retiree's age on September 1st of the calendar year in which employment terminates.

The earliest age that an employee may be able to retire under the Early Retirement Policy is the year in which the employee will have completed their fifty-fifth (55) birthday by September 1st. The latest possible age that an employee would be able to work would be in the year that a retiree attained the age of sixty-two (62) by September 1st.

The said retiree must apply for early retirement to the Superintendent by February 1st of the school year before retirement will commence, in order to receive the full percentage factor. Should an applicant apply by March 1st, ten percent is reduced from the payout amount. Should an applicant apply by April 1st, an additional ten percent is reduced from the payout amount. Once the Superintendent has received the request, an answer will be given within thirty (30) days.

Payment of the net amount benefit will be one (1) lump sum on the payday of the first pay period in July proceeding the termination year.

An alternative payment could be given in two (2) equal installments: the first installment to be distributed on the payday of the first pay period in July preceding the termination year and the second installment to be distributed on the payday of the first pay period in January of the termination year.

A non-certified employee who elects early retirement may remain in the insurance group(s) plan, retiree will do so assuming the entire payment of the insurance premium until age 65. Late payments and/or returned checks will be grounds for canceling of your coverage thru the Parkston Public School District Board of Education.

Lump sum payment shall be reduced by federal withholding tax, Social Security, and state retirement system deductions according to the procedures set up by the governing organizations for those deductions.

A limit of one (1) eligible classified employee from PEA — Classified can retire in a given year. The board reserves the right to waive the number of eligible employees that may retire. Should two employees make application, those who apply for early retirement in February will

~~have priority over those who apply for early retirement in March and/or April, regardless of age. The same holds true between March and April. Within each grouping, the oldest retires first.~~

~~In the event a non-certified employee entitled to a benefit hereunder shall die while all or part of such benefit remains unpaid, benefit or part thereof shall be paid in accordance with paragraph two (2) of this Article to the beneficiary designated in writing by the non-certified employee on a form prescribed by the business office of the district. In the event no beneficiary designation has been made, the unpaid benefit shall be paid to the estate of the deceased non-certified employee. Payment by the district in accord herewith shall fully discharge the district's obligation under this article.~~

~~Effective with anyone retiring after July 1, 2006 all payment will be made to the South Dakota Retirement System under the Special Pay Plan. Under the Special Pay Plan eligible members' lump-sum termination payouts are permanently exempt from Social Security taxes and in addition are free from federal income taxation until they are withdrawn from the plan by the retiree. A participant has the option to invest the funds and any earnings will grow tax deferred until they are distributed from the plan. Withdrawals may be in the form of a single, lump-sum payment or as additional monthly retirement benefits. Please refer to Special Plan Highlights or contract Nationwide Retirement Solutions.~~

~~*****NO non-certified employee hired by the District commencing with the 2011-2012 school fiscal year will be permitted to avail themselves of the early retirement policy.**~~

JURY

Any employee called for jury duty during the school hours or is subpoenaed to testify in a hearing during school hours in a matter in which he/she is not a name party, shall be granted leave with pay for the days or parts of days such absence is required. One half of any per diem (not including mileage and food) received for jury duty or the designated subpoena absence shall be paid to the school (through the business manager) by the employee. Such employee shall notify the superintendent of schools of his/her designee of leave forty-eight (48) hours in advance of the necessity for taking jury leave.

SICK

Sick leave shall be defined as leave due to illness of the employee.

Time allowed for sick leave for nine (9) month employees shall be ten (10) days per school year on a pro-rated scale if employed for a period less than one (1) school year or a part-time employment. Unused sick leave days may be allowed to accumulate to a total of sixty (60) days by the end of the school year.

Time allowed for sick leave for twelve (12) month employees shall be thirteen (13) days per school year on a pro-rated scale if employed for a period less than one (1) school year or a part-time employment. Unused sick leave days may be allowed to accumulate to a total of sixty (60) days by the end of the school year.

FAMILY SICK

Sick leave days may be used in the event of illness in the employee's immediate family. Immediate family shall include: spouse, children, parents, brothers, sisters or members of the employee's household. Sick leave will be allowed under the following conditions:

- a. No more than ten (10) days may be used in a school year for family illness
- b. All such days will be deducted from sick leave
- c. Additional time may be allowed upon presenting the superintendent of schools a written request by the attending physician, certifying the necessity of the presence of the employee at the bedside

Payment of wages, received by an employee from worker's compensation shall be subtracted from sick leave payments. It shall be the duty of the employee to report payments for wages received from worker's compensation to the superintendent and/or business manager. The Board or administration may require a physician's statement certifying an illness.

PERSONAL

Nine (9) month employees have three (3) days per year of personal leave that may be used. Twelve (12) month employees have four (4) days per year of personal leave that may be used. These days will be deducted from the employee's sick leave. Personal leave is not accumulative. If the personal leave policy is abused, the Board may formulate a more definite policy. Excessive use of sick leave or personal leave will result in the deduction according to length of contract.

INCENTIVE

After five (5) years of service to the district, days of sick leave and/or personal leave beyond the accumulated sixty (60) days will be bought back by the district on this basis:

- a. bought back by the year
- b. bought back at the rate of \$25 per day for days unused up to ten (10) days

LEAVE OF ABSENCE

Employees who have completed three years of continuous service to the district may request a leave of absence without compensation, including benefits, for up to one year.

SHORT TERM LEAVE OF ABSENCE

If a short-term leave of absence is requested and approved by the Board of Education (more than one (1) week, but less than one (1) school term) in order for the employee to continue to be a member of school district insurance plan, the employee (after seven (7) days of a leave of absence without pay; commencing with the eighth day of leave without pay and continuing each day thereafter until the day of returning to his/her position) will be required to pay the school

district the daily rate of the full cost of the health insurance plan/or 403B plan paid by the Parkston School District.

MATERNITY/ADOPTION

In case of a leave of absence due to an adoption or maternity, up to twenty-five days (25) days of accumulated sick leave may be paid commencing on the date that the child is received or delivered.

SICK LEAVE ASSISTANCE PLAN

1. Each school district employee beyond their second successive full term of employment and eligible for sick leave benefits may elect to participate in the District sick leave assistance plan established by this policy. The purpose of the plan is to aide employees who have exhausted all of their accumulated sick leave through extended absence due to prolonged illness or catastrophic accident.
2. The election to participate must be indicated no later than September 1, on a written form provided by the business manager, and each such election is valid only if the electing employee contributes not less than one of the employee's unused sick leave entitlement to the sick leave assistance plan. Upon such election, the employee shall be eligible to participate in the sick leave assistance plan without further contribution except as required in Item 6 below. If an employee does not elect to participate within the time limits specified, the employee is ineligible until the beginning of the next school fiscal year. When contributions to the plan have accumulated to a total of one hundred eighty (180) or more days, no more days will be added until the plan is depleted to sixty (60) days, except for new participants.
3. Administration of the sick leave assistance plan will be handled by a committee appointed by the School Board consisting of the following members: four (4) faculty members, two (2) classified employees, and one (1) administrator. Record keeping will be done by the business manager and the employee committee shall have the right to periodically examine the records during normal business hours. The committee shall establish guidelines to govern its decision-making process regarding the granting or denial of requests for withdrawals from the plan. The committee guidelines shall provide a basis for insuring that withdrawals from the plan under this policy are made available only to those applicants who have not abused sick leave, and provide that such withdrawal is made for prolonged illness or disability caused by a catastrophic accident.
4. Each participant who has used all of their sick leave (current and accumulated) and current or accumulated vacation time or personal leave may petition the sick leave assistance committee for sick leave assistance, only to be allotted in full day increments.
5. The maximum number of sick leave days which the sick leave assistance committee may provide to a participant is twenty (20) days annually. All requests for use of the bank must be submitted in writing to the Superintendent and must be supported by a written statement from the participant's personal physician. The Superintendent will forward the request to the

committee for decision. The committee's decision will be forwarded to the Superintendent for distribution to the appropriate personnel.

6. Such additional sick leave days shall not be deducted from the recipient's future accumulated sick leave. However, each participant who has received assistance from the sick leave assistance plan must re-establish participation for the next school fiscal year by following the procedure described in item 2 of this policy.
7. Days in the bank shall be withdrawn on a first-come, first-served basis and, if the total days in the bank are exhausted in any year, use of the bank ends for that year. Unused days in the plan (limited to 180 days) shall be carried over to the next school year.
8. The sick leave assistance committee shall annually make a written report to the Superintendent regarding the operation of the plan during the preceding year.

EXTRA-CURRICULAR ACTIVITIES PASS

Classified staff are not required to take/sell tickets. Should they wish to volunteer for such, they will need to reach out to the administrator in charge of the scheduling before August 1. They will also sign a document acknowledging that they are not required to work events and will not be paid for their time. Should they elect to volunteer, they will be given one (1) pass for volunteering for one extracurricular event. Should they elect to volunteer from more events, they will be given an activity pass for working 2 additional events.

Evaluation

1. Notification of evaluation process

At the beginning of each school year, the building principal or immediate supervisor shall fully inform each employee under his/her supervision of the evaluation procedures, standards, instruments and job descriptions to be used.

2. Purpose of Evaluations

The primary purpose of employee evaluation shall be the improvement of employment skills and to monitor performance with respect to the skills and duties contained in the job description. All evaluations shall be conducted in good faith to this end and in accordance with the provisions of the Agreement.

3. Evaluation Process

An employee shall be evaluated at least once during the school year. Each evaluation for paraprofessionals shall be conducted for no less than fifteen (15) minutes.

4. All evaluations shall be reduced to writing and a copy given to the employee within five days of the evaluation. A conference to discuss the evaluation shall be scheduled within ten days after the employee has received the written evaluation.

5. Employee's Right to Respond

The employee shall sign and be give a copy of the evaluation report prepared by the evaluator. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation only that they have been discussed. An employee may submit additional comments to the written evaluation if he/she so desires. All written evaluations and the employee's comments are to be places in the employee's personnel file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

PARKSTON SCHOOL DISTRICT JOB DESCRIPTIONS

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PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: HEAD CUSTODIAN - (12 month employee)

DEPARTMENT: OPERATIONAL SERVICES

REPORTS TO: Superintendent/Principals

REQUIREMENTS:

- A. Education Level:** High School Diploma or equivalent.
- B. Experience Required:** Experience in institutional cleaning and general maintenance, with at least one year supervising staff. Institutional cleaning and general maintenance training gained through special schools or seminars are desirable.
- C. Physical Requirements:** Good physical health including ability to lift 75 pounds. Constant hand-eye and mind-eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, lifting, pushing and stooping. Occasional climbing, crawling and reaching.
- D. Other Requirements:** Thorough knowledge of institutional cleaning methods, supplies and equipment. Must be physically able to demonstrate cleaning methods, procedures and operation of cleaning equipment. Must have ability to establish and maintain good working relationships with staff and other supervisors and management personnel. Must have ability to instruct custodial staff in the performance all assigned tasks. Must have thorough knowledge of the operation of all mechanical cleaning equipment and the ability to schedule necessary repairs or replacement. Must have ability to prepare written reports and other correspondence relating to the job. Must be capable of working early or late daily work shifts on a scheduled rotating basis and responding to emergency situations as needed. Current State Vehicle Operator's license; ability to operate all vehicles in the district fleet safely; insurable.

Demonstrates positive attitude towards people with whom one works, ability to work cooperatively and willingness to accept instructions and training. Knowledge of electrical, plumbing and heating, ventilation and air conditioning (HVAC) systems. Ability to work unsupervised. Good driving record. Good attendance. Ability to communicate and follow written and oral direction.

E. Working Conditions & Hazards:

Occasionally subjected to mechanical and electrical hazards, vibrations, extreme temperatures from below 0 degrees to above 100 degrees and humidity. Atmospheric conditions occasionally include fumes dust and poor ventilation. Caution necessary to avoid harm from misuse of chemicals potential for burns, explosives and radiant energy.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinates all custodial functions and duties with other custodians.
2. Formulates plans for improving custodial programs and implementing seasonal custodial projects.
3. Recommends and initiates the purchase of custodial supplies and equipment.
4. Advises Superintendent on custodial standards and procedures, provides recommendations for facility improvements and maintenance.
5. Prepares and monitors the annual budget for custodial personnel, supplies and equipment.
6. Processes custodial supply and equipment requests, monitors inventory and re-orders as necessary.
7. Develops custodial procedures and work methods.
8. Reviews custodial staff vacation requests and reporting of daily staff absences.
9. Initiates and maintains records of all productivity information, prepares pertinent reports and processes daily paper work.
10. Monitors custodial staff job performance by scheduled building visits and conducts periodic inspections of all custodial work shifts.
11. Assesses custodial job performance and recommends disciplinary action to the immediate supervisor when needed.
12. Establishes and maintains sound interdepartmental working relationships.
13. Designates custodial work shifts and work area assignments, and authorizes use of custodial overtime, with approval of administration.
14. Directs the maintenance, repair and replacement of all custodial equipment.

15. Develops and maintains a training program for custodial personnel.
16. Demonstrates new equipment and methods.
17. Interviews and recommends applicants for custodial positions within the Operational Services department.
18. Arranges and assigns substitute relief coverage for daily staff absences and coverage for evening and weekend use of facilities.
19. Splits duties with other custodians to maintain and clean school.
20. Serves as immediate supervisor of facilities and grounds staff, assigns and monitors daily work, inspects work and assists with staff evaluations.
21. Trains new staff and re-trains long-term employees.
22. Performs and assists staff in building repair and preventive maintenance at all District facilities, such as roof repair; glass replacement; masonry repair; interior and exterior finishes; doors, windows and hardware; and playground equipment.
23. Performs and assists staff in equipment and furnishing repair work at all District facilities, such as inspection and repair of gymnasium equipment, furniture repair and refinishing.
24. Performs and assists staff in providing miscellaneous maintenance services at all District facilities, such as: replace light bulbs and fluorescent tubes where scaffold is needed; remove graffiti from surfaces; deliver and/or move supplies, materials, furniture and equipment.
25. Maintains assigned vehicles, tools, and equipment.
26. Works a revised schedule during emergency periods and substitutes for other maintenance staff when necessary.
27. Sweeps, dusts, arranges furniture, empties trash and pencil sharpeners, and sets up for activities. Washes walls, woodwork and windows, and cleans and polishes metal surfaces. Cleans and maintains hard and soft surface floors. Wet mops and spot cleans hard and soft surface floors. Cleans, sanitizes and deodorizes restrooms and locker rooms.
28. Performs minor repair maintenance. Operates heating, A/C, ventilation, electrical and mechanical systems. Operations will include turning equipment on/off and/or setting day/night cycles. Observes and reports needed repair of equipment, furnishings, fixtures, building and site.
29. Assists in the maintenance of lawns, landscaping, concrete and blacktop surfaces and playgrounds, including snow and ice removal.
30. Assists with set ups and tears down for school activities.
31. Performs preventive and corrective maintenance on building environment systems, fixtures and furnishings. Monitors and operates heating, air conditioning, ventilation, water, sewer, electrical and mechanical building environment systems. Checks operation of fire alarm system.
32. Assists food service staff during breakfast and lunch periods.

33. Monitors security systems to ensure proper functioning.

34. Other duties as assigned.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

- JOB TITLE:** CUSTODIAN - (12 month employee)
- DEPARTMENT:** OPERATIONAL SERVICES
- REPORTS TO:** Building Principal, Custodial Supervisor
- REQUIREMENTS:**
- A. Education Level:** High School Diploma or equivalent.
 - B. Experience Required:** None.
 - C. Other Requirements:** Knowledge of electrical, plumbing and heating, ventilation and air conditioning (HVAC) systems. Ability to work unsupervised. Good driving record. Good attendance. Ability to communicate and follow written and oral direction. Ability to demonstrate recognition of equipment malfunction. Demonstrated positive attitude towards people with whom one works, ability to work cooperatively and willingness to accept instructions and training. Subject to call beyond the regular work day and week when emergency situations arise which require immediate attention.
 - D. Physical Requirements:** Good physical health including ability to lift 75 pounds. Constant hand-eye and mind-eye coordination, standing and walking. Repetitive motions with wrists, hands and fingers. Frequent bending, crouching, lifting, pushing and stooping. Occasional carrying, climbing, crawling, pulling, and reaching.
 - E. Working Conditions & Hazards:** Occasionally subjected to mechanical and electrical hazards, vibrations, extreme temperatures from below 0 degrees to above 100 degrees and humidity. Atmospheric conditions occasionally include fumes, dust and poor ventilation. Caution necessary to avoid harm from misuse of chemicals, potential for burns, explosives and radiant energy.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinates with building administration all building activity custodial coverages.
2. Sweeps, dusts, arranges furniture, empties trash and pencil sharpeners, and sets up for activities. Washes walls, woodwork and windows, and cleans and polishes metal surfaces. Cleans and maintains hard and soft surface floors. Wet mops and spot cleans hard and soft surface floors. Cleans, sanitizes and deodorizes restrooms and locker rooms.
3. Performs minor repair maintenance. Operates heating, A/C, ventilation, electrical and mechanical systems. Operations will be limited to turning equipment on/off and/or setting day/night cycles. Observes and reports needed repair of equipment, furnishings, fixtures, building and site.
4. Assists in the maintenance of lawns, landscaping, concrete and blacktop surfaces and playgrounds, including snow and ice removal.
5. Assists with set ups and tears down for school activities.
6. Notifies head custodian when custodial and maintenance supplies for the building need to be replenished.
7. Performs preventive and corrective maintenance on building environment systems, fixtures and furnishings. Monitors and operates heating, air conditioning, ventilation, water, sewer, electrical and mechanical building environment systems. Checks operation of fire alarm system.
8. Assists child nutrition staff during breakfast and lunch periods.
9. Monitors security systems to ensure proper functioning.
10. Works a revised schedule during emergency periods and substitutes for other custodial staff when necessary.
11. Shares responsibility for holiday, extended day and weekend activities with other custodial staff.
12. Maintains assigned vehicles, tools and equipment.
13. Performs other duties as assigned by supervisors.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: ASSISTANT BUSINESS MANAGER

DEPARTMENT: FINANCE

REPORTS TO: Business Manager/Superintendent

REQUIREMENTS:

- A. Education Level:** High School Diploma or equivalent.
- B. Experience Required:** Two to five years experience in a similar position. Experience with accounts receivable, accounts payable, cash receipts and general ledger. Knowledge of fund accounting helpful.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Proficiency in spreadsheet, word processing, and database computer programs, including financial application software. Ability to handle more than one task at a time and ability to work cooperatively with others. Proficiency with 10-key. Ability to work independently under pressure, exercise judgment, and employ critical thinking skills. Medication administration training and knowledge in administering first aid and caring for sick children.
- E. Working Conditions & Hazards:** Climate controlled environment with some temperature variations. Typically, work is conducted in a comfortable environment. Exposure to communicable diseases.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares bank deposits.
2. Maintains cash book.
3. Maintains accounts receivable records.
4. Prepares all billings.
5. Maintains cash receipts records.
6. Balances cash.
7. Prepares and enters journal entries.
8. Assists in reconciling bank statements.
9. Prepares monthly financial statements.
10. Prepares portions of finance report.
11. Prepares expense vouchers.
12. Audits deposits from other departments.
13. Posts budget transfers.
14. Audits petty cash claims.
15. Prepares year-end journal entries.
16. Closes books for the year.
17. Medication administration.
18. Prepare state reports as needed.
19. Prepare E-Rate applications.
20. Performs other duties as assigned.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: FOOD SERVICE MANAGER - (9+ month)

DEPARTMENT: FOOD SERVICE

REPORTS TO: Business Manager

REQUIREMENTS:

- A. Education Level:** High School Diploma or equivalent.
- B. Experience Required:** 3-5 years of experience working in food service program preferred, supervisory experience .
- C. Physical Requirements:** Requires constant hand-eye coordination, mind-eye coordination; intermittent keyboarding, sitting and lifting. Frequent repetitive motions with wrists, hands, fingers, standing, walking, carrying, bending over, stooping, and holding. Must be able to lift and carry up to 50 pounds.
- D. Other Requirements:** Serve Safe Training and Vocational training desirable.
- E. Working Conditions & Hazards:** Occasionally subjected to temperatures from below 0 degrees to above 100 degrees. Often subjected to atmospheric conditions of odors and mists and poor ventilation. Occasionally subjected to mechanical and electrical hazards. Caution also required to avoid potential for burns.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Provides leadership for the overall operation of the food service program of the District.
2. Supervise all personnel, either directly or indirectly, employed by food service.
3. Maintains a program that meets the federal guidelines for child nutrition meal patterns as approved by the Department of Elementary and Secondary Education for lunch, breakfast and child care. Plans or approves menus, determines recipes and portions to be used.

4. Develops and maintains an accounting system, implementing the fiscal policies which conform to those of the district.
5. Selects and recommends employment of all child nutrition personnel. Participates in transfer, evaluation and dismissal of child nutrition staff.
6. Establishes specifications that are to be used for purchases of all food, supplies and equipment.
7. Maintains standards of sanitation which are in conformity with local and state codes.
8. Advises on food service needs in facilities, designs equipment specifications and requisitions equipment for all school food service equipment.
9. Identifies opportunities for professional growth of staff with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs.
10. Maintains an inventory of all food, equipment and supplies for the department.
11. Cooperates with the business office in the dissemination of information to the public regarding child nutrition services. Attends meetings of students and parent groups that are related to nutrition and school feeding. Attends School Board meetings as requested and reports to the School Board as needed.
12. Works with local and regional sales people to obtain information on new products and services.
13. Recommends changes in district policy concerning procedures maintained in District policy and regulation policy.
14. Serves as public relations spokesperson in matters pertaining to the food service program.
15. Works with other entities to develop mutually advantageous meal programs that would bring additional utilization and revenue to the child nutrition facilities and program.
16. Monitors all expenditures and revenues for these programs.
17. Develops long range and short range department plans and goals.
18. Serves in advisory capacity to business manager.
19. Submits annual reports to business manager reviewing the food service program for the year.
20. Prepares cooked foods such as main dishes, vegetables, sauces, and gravies.
21. Keeps production records for preparation and serving of all food used.
22. Washes all small equipment after completion of task and in accordance with South Dakota sanitation and health guidelines.
23. Adjusts recipes for varying quantities.
24. Keeps work area clean with guidelines of South Dakota sanitation health regulations.

25. Stores leftover food according to proper storage and safety procedures.
26. Evaluates menu items for product standards.
27. Follows safety procedures in the use of all equipment.
28. Works with other staff to complete all necessary duties. Wash dishes, clean tables, unload product, empty trash, etc.
29. Performs other duties as assigned by the business manager.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: FOOD SERVICE WORKER - (9 month)

DEPARTMENT: FOOD SERVICE

REPORTS TO: Food Service Manager

REQUIREMENTS:

- A. Education Level:** High School Diploma or equivalent.
- B. Experience Required:** 1-3 years in quantity food preparation preferred.
- C. Physical Requirements:** Must be able to lift and carry up to 50 pounds. Constant standing, hand-eye, and mind-eye coordination. Frequent repetitive motions with wrists, hands and fingers, bending over, stooping, holding and crouching.
- D. Other Requirements:** Serve Safe Training and Vocational training desirable.
- E. Working Conditions & Hazards:** Occasionally subjected to temperatures from below 0 degrees to above 100 degrees. Often subjected to atmospheric conditions of odors and mists and poor ventilation. Occasionally subjected to mechanical and electrical hazards. Caution also required to avoid potential for burns.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares cooked foods such as main dishes, vegetables, sauces, and gravies.
2. Keeps production records for preparation and serving of all food used.
3. Washes all small equipment after completion of task and in accordance with South Dakota sanitation and health guidelines.
4. Adjusts recipes for varying quantities.
5. Keeps work area clean with guidelines of South Dakota sanitation health regulations.
6. Stores leftover food according to proper storage and safety procedures.

7. Evaluates menu items for product standards.
8. Follows safety procedures in the use of all equipment.
9. Works with other staff to complete all necessary duties. Wash dishes, clean tables, unload product, empty trash, etc.
10. Performs other duties as assigned by supervisor.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: PARAPROFESSIONAL - (9 month employee)

DEPARTMENT: EDUCATION

REPORTS TO: Building Principal/Teacher/SPED Director

REQUIREMENTS:

- A. Education Level:** Must meet the requirements of the Elementary Secondary Education Act as amended by the No Child Left Behind Act of 2001 of two years post high school education or higher, or be able to pass a standardized test approved by the state of South Dakota.
- B. Experience Required:** Experience working with individuals with disabilities or experience with behavior management.
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, frequent bending over, crouching, reaching, removing, speaking, standing, stooping, talking, turning and walking. Frequent carrying, grasping, holding, lifting, opening, pulling, unfolding and unlocking are also required.
- D. Other Requirements:** The ability to work with frequent interruptions.
- E. Working Conditions & Hazards:** Normal classroom/library environment. Cold in winter, heat in summer, recess duty, and crossing guard duty.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares instructional materials.
2. Reinforces/teaches instructional objectives.
3. Follows and carries out behavioral management plans.
4. Tutors students on academics.
5. Refers problems to professional staff.
6. Maintains consistent discipline.

7. Maintains student progress and attendance records.
8. Corrects student assignments.
9. Escorts students within the building and occasionally accompanies students in the community.
10. Maintains the confidentiality of students and their families.
11. Supervise lunch duty, playground duty, and crossing guard.
12. Performs other duties as assigned by supervisors.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: LIBRARY AIDE - (9 month employee)

DEPARTMENT: EDUCATION

REPORTS TO: Building Principal

REQUIREMENTS:

- A. Education Level:** High School Diploma or equivalent.
- B. Experience Required:** Desire to work with children, experience with procedures desirable but not required.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, intermittent filing, grasping, and walking. Frequent balancing, bending over, carrying, climbing, crouching, holding, indexing, inserting, lifting, sitting, stamping, standing, stooping, talking, turning, writing. Also frequent repetitive motion of wrists, hands, fingers.
- D. Other Requirements:** The ability to work with frequent interruptions.
- E. Working Conditions & Hazards:** Normal classroom/library environment.

ESSENTIAL FUNCTIONS AND DUTIES:

1. **Oversee the circulation of library materials.**
2. **Re-shelves returned books and other materials in timely manner.**
3. **Assists students in locating books and other materials as needed.**
4. **Assists staff as necessary in locating materials.**
5. **Processes new materials and files necessary cards.**
6. **Mends books.**
7. **Oversee students, plans and provides instruction, provides guidance.**
8. **Produces overdue notices, sends letters home, and assists in recovering overdue materials.**
9. **Keeps card catalog up to date.**
10. **Removes obsolete and worn out materials from shelves.**
11. **Develops purchase orders for the library, keeps records on circulation and current class lists.**

- 12. Prepares bulletin boards and displays.
- 13. Performs other duties as assigned by supervisor.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: PRESCHOOL AIDE/INSTRUCTOR -
(9 month employee)

DEPARTMENT: EDUCATION

REPORTS TO: Building Principal

REQUIREMENTS:

- A. Education Level:** Must meet the requirements of the Elementary Secondary Education Act as amended by the No Child Left Behind Act of 2001 of two years post high school education or higher, or be able to pass a standardized test approved by the state of South Dakota.

- B. Experience Required:** Previous work in an educational setting a plus.

- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, frequent bending over, crouching, reaching, removing, speaking, standing, stooping, talking, turning and walking. Frequent carrying, grasping, holding, lifting, opening, pulling, unfolding and unlocking are also required. Ability to lift up to 50 pounds.

- D. Other Requirements:** The ability to work with frequent interruptions.

- E. Working Conditions & Hazards:** Occasionally subjected to temperatures from below 0 degrees to above 100 degrees. Dangerous driving conditions.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Escorts/transport students to early childhood location.
2. Provides instruction, review and practice of early childhood skills 1:1 and in small groups.
3. Works with students in schools and on community outings.
4. Prepares instructional materials in cooperation with early childhood staff.

5. Reinforces instructional/behavioral objectives.
6. Provides clerical assistance to maintaining student records (charting, assignments, attendance, data for progress notes).
7. Assists with the supervision of students in the classroom; on the playground and during school outings.
8. Maintains the confidentiality of students and their families.
9. Regularly assess students to ascertain growth.
10. Communicates with families.
11. Performs other duties as assigned.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: SECRETARY - (10 month employee)

DEPARTMENT: EDUCATION

REPORTS TO: Building Principal

REQUIREMENTS:

- A. Education Level:** High school diploma or equivalent.
- B. Experience Required:** 1 – 3 years experience preferred.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Ability to communicate effectively with and relate well to others. Demonstrated proficiency with the computer including word processing, data entry and spread sheets. Proficient in basic accounting and record keeping, knowledgeable in administering first aid and caring for sick children, ability to work with frequent interruptions and ability to establish rapport with students and school families. Medication administration training.
- E. Working Conditions & Hazards:** Climate controlled environment with some temperature variations. Typically, work is conducted in a comfortable environment. Exposure to communicable diseases.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Registers new students and maintains accurate student records.
2. Prepares/composes principal’s written communication through the use of word processing software and the computer.
3. Enters student attendance information daily into the computer.
4. Verifies student absences and informs the principal of excessive student tardies

and absences.

5. Operates office machines.
6. Handles and distributes mail.
7. Processes incoming communications.
8. Answers telephones, logs and delivers messages.
9. Unpacks materials received.
10. Inventories and disperses incoming supplies and other instructional materials.
11. Administers first aid and completes district accident report forms.
12. Cares for sick children and notifies parents.
13. Obtains authorization, logs and dispenses prescription medicine to students as delegated by nurse.
14. Delivers phone messages.
15. Takes lunch count, enters lunch payments into accounts and reports counts to food service.
16. Prepares and verifies requisitions and process vouchers.
17. Serves as receptionist.
18. Enters data into computer.
19. Help identify and arrange substitute teachers.
20. Performs other duties as assigned by supervisor.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name

PARKSTON SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: DRIVER - (9 month employee)

DEPARTMENT: TRANSPORTATION

REPORTS TO: Building Principal

REQUIREMENTS:

- A. Education Level:** High School Diploma or equivalent.
- B. Experience Required:** At least 5 years of driving experience.
- C. Physical Requirements:** Frequent use of foot/feet to operate foot pedal/s on equipment. Frequent holding and grasping with hands.
- D. Other Requirements:** Valid South Dakota Driver's License.
- E. Working Conditions & Hazards:** Occasionally subjected to temperatures from below 0 degrees to above 100 degrees. Exposure to bright lights, extreme temperatures, loud noise, dust, gas and/or fumes. Occasional hazardous driving conditions.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Safely transport students/equipment to necessary locations in a timely, safe and courteous manner.
2. Complete pre-trip inspections.
3. Adhere to all safety requirements.
4. Maintain the service and appearance of vehicle.
5. Follow delivery/pickup instructions from school principal.
6. Perform any other duties as assigned by the administration.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name