

Exhibit DBCB-E ~ Classified Staff Job Descriptions Exhibit

Business Manager:

- **Position:** The Business Manager is a 12-month, full-time, salaried position. The Business Manager works for the School Board and with the Superintendent.
- **Job Summary:** Administers all business affairs of the Harvey Public School District.
- **Reports to:** Harvey Public School District's Board of Education
- **Supervises:** Food Service Director while working/performing in those respective capacities, and provides problem-solving for any/all accounting issues.
- **Job Description:**
 - **Job Specifications**
 - 4-year degree in business or related field with specific computer (*Software Unlimited and Microsoft Office*), data, and accounting skills.
 - High quality office management, organization, problem-solving, and communication (*oral & written*) skills.
 - Flexibility, TEAMwork, professionalism, self-motivation, and a desire for life-long learning and improvement.
 - Ability to coordinate, organize, and manage numerous job-related tasks simultaneously.
 - Consistent demonstrated loyalty to the District and strict observation of confidentiality policies.
 - **Essential Job Tasks & Expectations**
 - Work together with the Superintendent and advise the Board on financial and budgetary matters.
 - Work together with the Superintendent to assure the District receives optimal fiscal resources from county, state, and federal sources.
 - Work together with the Superintendent and assist the Board with all purchases requiring formal bidding.
 - Provide notice of all meetings of the Board including regular meetings, special meetings, and public forums.
 - Attend all meetings of the Board and record the minutes of all meetings at which required to attend (*including negotiations ~ if not attending, act as an objective resource to all interested parties*) and disseminate minutes to designated newspaper, if applicable.
 - Comply with internal audit procedures, schedule annual external audit, and respond to audit recommendations.
 - Establish procedures and comply with financial record-keeping and security of such records.
 - Maintain bond and note register.
 - Prepare, distribute, and file all reports and contracts requiring a business manager's signature and/or assigned to the business manager by the Board.

- Provide financial information for budget preparation and file the budget and mill levy certification. Work together with the Superintendent to manage the School District budget throughout fiscal year.
- Prepare, process, and disseminate payroll, including all quarterly and annual reports.
- Oversee accounts payable and accounts receivable.
- Receive, manage, and maintain custody of all moneys for which the District or the Board is responsible, including, but not limited to, overseeing investments, purchasing system, and managing all other District financial accounts.
- Supervise District business operations both locally (*financial, personnel, inventory, etc.*) and submit various STARS Reports (*LEA Fall Reports & Directories, Compensation, PER02, LEA Financial Reports*).
- Coordinate, organize, and supervise all School District elections.
- **Other Duties:**
 - Maintain inventory of District equipment; update as needed.
 - Determine insurable values of buildings and contents.
 - File loss claims and accident reports.
 - Recommend insurance policies for casualty, liability, fidelity, and school indemnity.
 - Respond to claims against the School District or either of the schools.
 - Administer all employee benefits policies/programs and work together with the Superintendent to make recommendations to the Board regarding changes to these policies/programs.
 - Compile Superintendent evaluations and maintain the Superintendent's personnel file.
 - Maintain permanent records of District employees and maintain personnel files following law and District record retention schedule.
 - Maintain records of all employee leaves.
 - Process Workforce Safety and Insurance (*WSI*) claims and payments.
 - Provide for in-service training on benefits and standard operating business management procedures.
 - Process unemployment claims and payments.
 - Build positive rapport with patrons and maintain appropriate rapport with the Board, administration, staff, and students. Serve as a liaison for communication and problem-solving.
 - Respond to open records requests.
 - Keep abreast of financial and business trends.
 - Be familiar with and comply with all District and NDSBA policies applicable to position and work together with the Superintendent to develop policy for the District.
 - Work together with the Superintendent and the Board in the overall management of the School District.
 - Perform all other duties required by law and/or requested by the Board. Act as a liaison with the NDSBA on behalf of the Board.

- **Physical Activities:** Reaching, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The workday is generally 8:00 AM to 4:00 PM, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. The Business Manager position is exempt from overtime wages and adjustment of workday hours may be necessary, in particular, Board meeting preparation and attendance.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 70 days*). Unused sick leave in excess of 70 days is reimbursed at the rate of \$50.00 / day.
- **Health Insurance:** Provided on the same basis as per the Negotiated Agreement for certified staff.
- **Vacation:** 20 days paid / year. Legal Holidays paid include Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS or TFFR, if applicable, paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Evaluation:** Evaluation for Growth Policy utilized for performance review conducted by the Board of Education in compliance with applicable state law.

District Office Secretary:

- **Position:** The District Office Secretary is a 12-month, full-time, hourly position.
- **Job Summary:** To work together with the Superintendent, Activities Director, Business Manager, Elementary Principal, and Elementary Staff to provide Elementary School and Central Office clerical and organizational support.
- **Qualifications:** Possess exceptional organizational skills; possess excellent oral and written communication skills, including telephone skills; possess word processing, database, spreadsheet, and miscellaneous computer skills; possess knowledge of basic accounting/bookkeeping procedures (*Software Unlimited*); possess knowledge of office machines (*fax, copiers, postal meters, phone systems, etc.*); ability to cheerfully work with students, staff, parents, and patrons.
- **Reports to:** Superintendent, Activities Director, Business Manager, and Elementary Principal
- **Supervises:** As this position is combined with Food Service Director, supervision of Building Head Cooks and Assistant Cooks is required.
- **Job Description:**
 - **Job Specifications**
 - High school diploma (*preferably 2-year college degree in office management or a related field*) with specific computer (*Software Unlimited, Microsoft Office, and PowerSchool*), data, record keeping, clerical, and accounting skills.
 - High quality office management, organization, problem-solving, and communication (*oral & written*) skills.
 - Flexibility, TEAMwork, professionalism, self-motivation, and a desire for life-long learning and improvement.
 - Ability to coordinate, organize, and manage numerous job-related tasks simultaneously.
 - Consistent demonstrated loyalty to the District and strict observation of confidentiality policies.
 - **Major Job Tasks & Expectations**
 - Prepare written correspondence as needed or directed for the District office. This may include, but is not limited to, letters, reports, requisition requests, purchase orders, student reports, class lists, bulletins, student handbooks, forms, press releases, testing materials, and miscellaneous mailings.
 - Sort and distribute incoming correspondence/mail and prepare any/all outgoing School/District mail.
 - Maintain mailing lists and other relevant databases for the School & District.
 - Handle telephone communications into and out of the Elementary School and Administrative Office. Take appropriate action as indicated by each call: receive/relay messages, providing information, or forwarding calls.
 - Maintain individual student records and cumulative files. Send appropriate information to requesting parties (*transcripts, cumulative files, etc.*).

- Operate or assist others with the operation of general office machines, such as copying equipment, telephones, fax machine, intercom, personal computer, etc.
- Operate basic elements of the PowerSchool School Information System.
- Fill and distribute supply requests for Elementary employees.
- Assist with the selection of secretarial and food service positions when applicable.
- Collect monies from elementary students for food service, registration, activity fees, or other fees, and appropriately submit those monies in a timely fashion.
- Assist with student registration and other cyclical activities necessary to the operation of the School(s).
- Administer student medication(s) with appropriate training.
- Work cooperatively, courteously, and respectfully with all students, staff, parents and patrons.
- Perform other duties of a similar nature or level as directed by the Administrative Office staff.
- **Physical Activities:** Crouching, reaching, standing, sitting, walking, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The workday is generally 8:00 AM to 4:30 PM, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. The workday may vary depending on needs and circumstances.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day.
- **Health Insurance:** Provided on the same basis as per the Negotiated Agreement for certified staff.
- **Vacation:** 10 days paid / year for the first ten years of employment; 15 days paid / year for years 11 through 15; 20 days paid / year beginning with the 16th year of employment (*see Section VIII, #15 of the Employment, Personnel, and Policy Manual*). Legal Holidays paid include Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Direct Supervisor:** Superintendent and Elementary Principal
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Food Service Director:

- **Position:** The Food Service Director is a 40-week, part-time, salaried position.
- **Job Summary:** To work together with the Building Head Cooks in planning school menus/meals, ordering all food and supplies that will meet school lunch nutritional standards, student preferences, and budgetary constraints, and overseeing and documenting professional training / education standards for food service employees.
- **Qualifications:** Knowledge of child nutrition requirements, food planning, management, and preparation; knowledge of food service equipment and use (*ovens, slicers, mixers, steam kettles, dishwashers, computers, etc.*); ability to work with both students and adults; ability to organize and perform job-related tasks without supervision; possess good oral and written communication skills; ability to follow oral and written instructions; possess good personal hygiene; ability to coordinate and organize numerous job-related tasks and manage time; ability to give instructions, delegate duties, and supervise subordinates; perform repetitious job related activities; certified by the NDSNA.
- **Reports to:** Superintendent and Business Manager.
- **Supervises:** Provides guidance to Building Head Cooks, Building Assistant Cook(s), and any Student Workers involved in food service.
- **Job Description:**
 - **Job Specifications**
 - This position is currently combined with the District Office Secretary position and is allotted 7.5 hours / week.
 - 2-year degree in culinary arts and/or experience in a commercial kitchen, school plant, or similar setting is preferred, but not required, and a demonstrated ability to perform all necessary functions of the position.
 - Special training, experience, or knowledge of commercial food preparation and the various equipment operation necessary to achieve that end. At least twelve (12) hours of annual continuing education/training are required.
 - Flexibility, *TEAM*work, professionalism, self-motivation, and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - High quality office management and communication skills.
 - **Major Job Tasks & Expectations**
 - Work cooperatively, courteously, and respectfully with all staff, students, school board, and the general public regarding all topics associated with the District's Hot Lunch Program.
 - Establish menus and order all necessary commodities and supplies to conduct the District's Hot Lunch Program.
 - Work together with the Superintendent and Business Manager on matters regarding finance.

- Work together with the Superintendent to analyze and verify all Free & Reduced Hot Lunch Applications.
- Complete all paperwork associated with the District's Hot Lunch Program and ensure program compliance with state and federal law.
- Work within an annual budget.
- Perform all other duties the Superintendent may from time to time require.
- **Physical Activities:** Crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, repetitive motions.
- **Workday:** This position is currently combined with the District Office Secretary position and is allotted 7.5 hours / week. The workday and amount of work hours may vary depending on needs and circumstances.
- **Sick/Emergency Leave:** As this position is currently combined with the District Office Secretary position, see Sick/Emergency Leave of District Office Secretary ~ Superintendent's Office.
- **Health Insurance:** As this position is currently combined with the District Office Secretary position, see Health Insurance of District Office Secretary ~ Superintendent's Office.
- **Vacation:** As this position is currently combined with the District Office Secretary position, see Vacation of District Office Secretary ~ Superintendent's Office.
- **Retirement:** As this position is currently combined with the District Office Secretary position, see Retirement of District Office Secretary ~ Superintendent's Office.
- **Income Protection & Life Insurance:** As this position is currently combined with the District Office Secretary position, see Income Protection & Life Insurance of District Office Secretary ~ Superintendent's Office.
- **Direct Supervisor:** Superintendent.
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Secondary School Office Secretary:

- **Position:** The Secondary School Office Secretary is a 41-week, hourly wage position.
- **Job Summary:** To work together with the Superintendent, Activities Director, Business Manager, Secondary Principal, and Secondary Staff to provide Secondary School clerical and organizational support.
- **Qualifications:** Possess exceptional organizational skills; possess excellent oral and written communication skills, including telephone skills; possess word processing, database, spreadsheet, and miscellaneous computer skills; possess knowledge of office machines (*fax, copiers, postal meters, phone systems, etc.*); ability to cheerfully work with students, staff, parents, and patrons.
- **Reports to:** Superintendent, Activities Director, Business Manager, and Secondary Principal
- **Supervises:** N/A
- **Job Description:**
 - **Job Specifications**
 - High school diploma (*preferably 2-year college degree in office management or a related field*) with specific computer (*Microsoft Office and PowerSchool*), record keeping, clerical, and basic accounting skills.
 - High quality office management, organization, problem-solving, and communication (*oral & written*) skills.
 - Flexibility, TEAMwork, professionalism, self-motivation, and a desire for life-long learning and improvement.
 - Ability to coordinate, organize, and manage numerous job-related tasks simultaneously.
 - Consistent demonstrated loyalty to the District and strict observation of confidentiality policies.
 - **Major Job Tasks & Expectations**
 - Prepare written correspondence as needed or directed for the Secondary School. This may include, but is not limited to, letters, reports, requisition requests, purchase orders, student reports, class lists, bulletins, student handbooks, forms, press releases, testing materials, and miscellaneous mailings.
 - Sort and distribute incoming correspondence/mail and collect/prepare any/all outgoing School/District mail to be sent to the Elementary School for processing.
 - Maintain mailing lists and other relevant databases for the Secondary School.
 - Handle telephone communications into and out of the Secondary School and Administrative Office. Take appropriate action as indicated by each call: receive/relay messages, providing information, or forwarding calls.
 - Maintain individual secondary student records and cumulative files. Send appropriate information to requesting parties (*transcripts, cumulative files, etc.*).

- Operate or assist others with the operation of general office machines, such as copying equipment, telephones, fax machine, intercom, personal computer, etc.
- Operate basic elements of the PowerSchool School Information System and PowerLunch.
- Fill and distribute supply requests for Secondary employees.
- Collect monies from secondary students for food service, registration, activity fees, or other fees, and appropriately submit those monies in a timely fashion.
- Assist with student registration and other cyclical activities necessary to the operation of the Secondary School.
- Administer student medication(s) with appropriate training.
- Work cooperatively, courteously, and respectfully with all students, staff, parents and patrons.
- Perform other duties of a similar nature or level as directed by the Administrative Office staff.
- **Physical Activities:** Crouching, reaching, standing, sitting, walking, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The workday is generally 8:00 AM to 4:30 PM, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. The workday may vary depending on needs and circumstances.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day. Of these 10 days, 3 may be used as personal days, of which 1 unused personal leave day may be carried over to the following school year. Otherwise, personal leave balances will be carried forward to the next years sick leave beginning balance. Personal leave in excess of 1 day does not accrue.
- **Health Insurance:** Provided the cost of a single premium for those employees working 30 hours/week or more ~ The remainder of the premium must be paid by the employee. If the employee waives the right to the District health plan, he/she must provide proof of other health insurance.
- **Vacation:** None provided. Legal holidays paid include Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Good Friday, and Memorial Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Direct Supervisor:** Superintendent and Secondary Principal
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Transportation Fleet Mechanic:

- **Position:** The Transportation Fleet Mechanic is a 12-month, full-time, salaried position.
- **Job Summary:** To ensure the school's transportation fleet meets DOT inspection and is safe, clean, serviced, and fully operable when needed and used for school, school activities, and/or any other purposes.
- **Qualifications:** Knowledge of diesel- and gas-powered engines; ability to troubleshoot, diagnose, repair, and test problems with diesel- and gas-powered engines; ability to perform routine service and maintenance on diesel- and gas-powered engines; ability to perform other vehicle fleet mechanical duties; ability to work independently without supervision; ability to access outside professional mechanical support and guidance; ability to follow oral and written instructions; ability to coordinate and organize numerous job-related tasks; ability to lift items weighing in excess of 50 lbs. and perform repetitious physical movements and duties.
- **Reports to:** District Superintendent.
- **Supervises:** Bus Drivers.
- **Job Description:**
 - **Job Specifications**
 - 2-year degree in diesel mechanics, or related field, and a demonstrated ability to perform all necessary functions of the position.
 - Have or obtain a CDL with both a P (*passenger*) & S (*school bus*) endorsement, an up-to-date CDL medical physical, as well as a relatively clean driving record.
 - Flexibility, TEAMwork, professionalism, self-motivation and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Plan and perform regular gas- and diesel-powered vehicle maintenance to all school owned vehicles.
 - Wash and perform any necessary repairs on all school busses and school owned vehicles.
 - Keep bus garages and mechanic's shop neat & clean and keep all garage doors serviced and in good repair.
 - Keep a schedule of all District events and prep busses and school owned vehicles for travel.
 - Assist with road repairs and towing disabled school busses.
 - Order fuel when necessary and monitor its use.
 - Monitor school bus radio and contact drivers when/if necessary.
 - Assist Superintendent in weather-related decision-making.

- Assist the Superintendent with the recruitment, selection, and retention of school bus drivers as requested.
- Assist with the preparation of drivers in earning their CDL and necessary P & S endorsement as requested by the Superintendent.
- Assist Superintendent in supervision and evaluation of route drivers.
- Follow directions of the Superintendent and work cooperatively, courteously, and respectfully with all staff, students, and the general public. Perform all other duties the Superintendent may from time to time require.
- Demonstrate loyalty to the District and observe confidentiality policy.
- **Physical Activities:** In performing these tasks, one may expect climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The workday is generally 8:00 AM to 5:00 PM, but will vary depending on needs, circumstances, or emergencies. The bus mechanic position is exempt from overtime wages and adjustment of workday hours may be necessary during winter hours and times of inclement weather. One hour is allowed for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day.
- **Health Insurance:** Provided on the same basis as per the Negotiated Agreement for certified staff.
- **Vacation:** 10 days paid / year for the first ten years of employment; 15 days paid / year for years 11 through 15; 20 days paid / year beginning with the 16th year of employment (*see Section VIII, #15 of the Employment, Personnel, and Policy Manual*). Legal Holidays paid include Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Direct Supervisor:** District Superintendent
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

School Bus Route Driver:

- **Position:** The School Bus Route Driver is a 36-week, part-time, hourly wage position. Drivers are guaranteed 4 hours minimum/day (*2 hours on the morning route and 2 hours on the afternoon route*).
- **Job Summary:** To ensure the safe and punctual transportation of rural school children to and from school throughout the school year.
- **Qualifications:** An ability to adequately and effectively supervise students while safely transporting them to and from school, an appropriate North Dakota CDL (*commercial driver's license*) with both a P (*passenger*) & S (*school bus*) endorsement, an up-to-date CDL medical physical, as well as a relatively clean driving record.
- **Reports to:** Transportation Fleet Mechanic & District Superintendent.
- **Supervises:** Children while on school bus.
- **Job Description:**
 - **Job Specifications**
 - Appropriate North Dakota CDL licensure, submission to random drug testing, and attendance of an annual school bus driver's workshop.
 - Flexibility, TEAMwork, professionalism, self-motivation and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Perform routine pre- and post-trip inspections of all equipment and report immediately any irregularities or needs to the bus mechanic.
 - Keep school bus neat & clean and follow all established rules of the road.
 - Monitor and supervise children while on the school bus.
 - Contact parents/families prior to the start of a new school year to apprise them of the school bus route schedule and procedures.
 - Fuel busses (*at HHS*) when necessary.
 - Secure a substitute driver when unable to drive route.
 - Keep track of time and submit time cards to the Business Manager on schedule.
 - Follow directions of the Superintendent and Transportation Fleet Mechanic.
 - Demonstrate loyalty to the District and observe confidentiality policy.
 - Work cooperatively, courteously, and respectfully with all staff, students, and the general public.
 - Communicate with parents, students, and fellow employees.
 - Perform all other duties the Superintendent, building Principal, or Transportation Fleet Mechanic may from time to time require.
 - **Physical Activities:** In performing these tasks, one may expect standing, walking, sitting, lifting, pulling, grasping, feeling, hearing/listening, seeing/observing, and repetitive motions.

- **Workday:** Drivers are employed during the regular school term and perform their duties on all scheduled school calendar days both before and after school. During inclement weather, drivers are required to be on call and/or are to notify the Superintendent or the Bus Mechanic as to where they may be located.
- **Sick/Emergency Leave:** 5 days (*non-cumulative*). Of these 5 days, 1 may be used as personal leave.
- **Health Insurance:** None Provided.
- **Vacation:** None Provided. Paid holidays include Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, and Good Friday.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** None Provided.
- **Direct Supervisor:** Transportation Fleet Mechanic & Superintendent
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

District Lead Custodian:

- **Position:** The Lead Custodian is a 12-month, full-time, hourly wage position. The Lead Custodian may/will also serve as a Head Custodian in one or more District buildings.
- **Job Summary:** To ensure the school buildings and grounds are safe, clean, well kept, and comfortable for students, staff, and patrons when/where applicable. Serve as a *TEAM* leader and resource to any/all other custodial employees.
- **Qualifications:** Knowledge of building cleaning methods, procedures, and equipment; ability to organize and perform semi-skilled tasks without supervision; ability to follow oral and written instructions; ability to coordinate and organize numerous job-related tasks; ability to give instructions, delegate duties (*including the delegation of duties when away from the building*), and supervise subordinates; ability to lift items weighing in excess of 50 lbs. and perform repetitious physical movements.
- **Reports to:** Superintendent and/or Building Principal(s).
- **Supervises:** Head Custodian(s), Assistant Custodian(s), and Summer Student Workers.
- **Job Description:**
 - **Job Specifications**
 - High school diploma preferred, but not required, and experience in a school plant or similar setting is preferred
 - Special training, experience, or knowledge of HVAC systems, basic mechanics (*welding, plumbing, carpentry, etc.*), and various equipment operation
 - Flexibility, *TEAM*work, professionalism, self-motivation, and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Organize, plan, and perform regular maintenance and custodial activities to include, but not limited to, mopping, sweeping, dusting, vacuuming, polishing, disposing of garbage, stocking, and sanitizing. The head custodian is responsible for the entire building's interior and exterior, including the property grounds. Some areas or tasks will be delegated to custodians and/or summer workers.
 - Oversee and participate in all seasonal maintenance or custodial activities. This may include, but is not limited to, stripping, washing, and waxing hallways, painting, and general maintenance, etc.
 - Oversee and participate in the maintenance of all equipment (*including boilers and coal feeders*) and tools and oversee the inspection of all potentially hazardous or critical operating equipment on a daily or as-needed basis to ensure safe and continuous operation.

This function may require performance during non-operating or non-traditional hours.

- **Oversee and participate in the maintenance of safety, accessibility, and appearance of buildings and grounds. This may include, but is not limited to, mowing, trimming, and removal of snow and ice from doorways, sidewalks, and parking lots.**
- **Oversee and participate in the ordering/requisition (*within the established budget determined by the Superintendent*) and supervision of the storage of all necessary equipment and supplies needed for the maintenance of the building and grounds. Ensuring proper storage and handling of hazardous chemicals or equipment must be communicated to personnel needing access to these items.**
- **Oversee and participate in the set-up, tear down, and clean-up for all extracurricular and co-curricular events.**
- **Communicate regularly with the Building Principal and/or Superintendent on the condition and needs of the building and equipment.**
- **Oversee and participate in the maintenance of building security by opening and securing all appropriate entrances and areas as necessary for school operations and/or maintenance.**
- **Supervise all other custodians and summer help to include regular, part-time and/or temporary workers. This entails scheduling work, delegating tasks, providing performance feedback training, and/or discipline.**
- **Oversee and participate in the maintenance of a clean and orderly work area.**
- **Assist with the recruitment and selection of custodians as requested.**
- **Perform all other duties the Building Principal and/or Superintendent may from time to time require.**
- **Demonstrate loyalty to the District and observe confidentiality policy.**
- **Request, in advance, any overtime hours needed to complete duties.**
- **Physical Activities: In performing these tasks, one may expect climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, hearing/listening, seeing/observing, and repetitive motions.**
- **Workday: The number of hours worked per day and per week varies depending on needs and activities scheduled, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. A schedule for each employee will be determined each month by the Lead/Head Custodian. Input from custodial staff will be considered. A copy of the month's schedule will be filed with the Building Principal and Superintendent.**
- **Sick/Emergency Leave: 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day.**
- **Health Insurance: Provided on the same basis as per the Negotiated Agreement for certified staff.**

- **Vacation:** 10 days paid / year for the first ten years of employment; 15 days paid / year for years 11 through 15; 20 days paid / year beginning with the 16th year of employment (*see Section VIII, #15 of the Employment, Personnel, and Policy Manual*). Legal Holidays paid include Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Building Head Custodian:

- **Position:** The Building Custodian is a 12-month, full-time, hourly wage position.
- **Job Summary:** To ensure the school building and grounds are safe, clean, well kept, and comfortable for students, staff, and patrons when/where applicable.
- **Qualifications:** Knowledge of building cleaning methods, procedures, and equipment; ability to perform semi-skilled tasks without supervision; ability to follow oral and written instructions; ability to coordinate and organize numerous job-related tasks; ability to give instructions, delegate duties (*including the delegation of duties when away from the building*), and supervise subordinates; ability to lift items weighing in excess of 50 lbs. and perform repetitious physical movements.
- **Reports to:** District Lead Custodian, Building Principal and/or Superintendent.
- **Supervises:** Building Assistant Custodians and Summer Student Workers.
- **Job Description:**
 - **Job Specifications**
 - High school diploma preferred, but not required, and experience in a school plant or similar setting is preferred
 - Special training, experience, or knowledge of HVAC systems, basic mechanics (*welding, plumbing, carpentry, etc.*), and various equipment operation
 - Flexibility, TEAMwork, professionalism, self-motivation and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Plan and perform regular maintenance and custodial activities to include, but not limited to, mopping, sweeping, dusting, vacuuming, polishing, disposing of garbage, stocking, and sanitizing. The head custodian is responsible for the entire building's interior and exterior, including the property grounds. Some areas or tasks will be delegated to custodians and/or summer workers.
 - Oversee and participate in all seasonal maintenance or custodial activities. This may include, but is not limited to, stripping, washing, and waxing hallways, painting, and general maintenance, etc.
 - Maintains all equipment (*including boilers and coal feeders*) and tools and inspect all potentially hazardous or critical operating equipment on a daily or as-needed basis to ensure safe and continuous operation. This function may require performance during non-operating or non-traditional hours.
 - Maintain safety, accessibility, and appearance of building grounds. This may include, but is not limited to, mowing, trimming, and removal of snow and ice from doorways, sidewalks, and parking lots.

- **Order/requisition** (*within the established budget determined by the Superintendent*) and supervise the storage of all necessary equipment and supplies needed for the maintenance of the building and grounds. Proper storage and handling of hazardous chemicals or equipment must be communicated to personnel needing access to these items.
- Set up, tear down, and clean-up for all extracurricular and co-curricular events.
- Communicate regularly with the Building Principal and/or Superintendent on the condition and needs of the building and equipment.
- Maintain building security by opening and securing all appropriate entrances and areas as necessary for school operations and/or maintenance.
- Supervise all building custodians and summer help to include regular, part-time and/or temporary workers. This entails scheduling work, delegating tasks, providing performance feedback training, and/or discipline.
- Maintain a clean and orderly work area.
- Assist with the recruitment and selection of custodians as requested.
- Perform all other duties the Building Principal and/or Superintendent may from time to time require.
- Demonstrate loyalty to the District and observe confidentiality policy.
- Request, in advance, any overtime hours needed to complete duties.
- **Physical Activities:** In performing these tasks, one may expect climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The number of hours worked per day and per week varies depending on needs and activities scheduled, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. A schedule for each employee will be determined each month by the Lead/Head Custodian. Input from custodial staff will be considered. A copy of the month's schedule will be filed with the Building Principal and Superintendent.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day.
- **Health Insurance:** Provided on the same basis as per the Negotiated Agreement for certified staff.
- **Vacation:** 10 days paid / year for the first ten years of employment; 15 days paid / year for years 11 through 15; 20 days paid / year beginning with the 16th year of employment (*see Section VIII, #15 of the Employment, Personnel, and Policy Manual*). Legal Holidays paid include Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.

- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

EXHIBIT

Building Assistant Custodian:

- **Position:** The Building Custodian is a 12-month, full-time, hourly wage position.
- **Job Summary:** To perform cleaning and minor maintenance at either Harvey High School or Harvey Elementary School buildings.
- **Qualifications:** Knowledge of general cleaning methods; ability to use scrubber, buffer, wet and dry vacuum, carpet cleaner, etc.; ability to work with students and adults; ability to follow directions; ability to lift items weighing in excess of 50 lbs. and perform repetitious physical movements.
- **Reports to:** District Lead Custodian and/or Building Head Custodian, Building Principal and/or Superintendent.
- **Supervises:** Assists with the supervision of Summer Student Workers.
- **Job Description:**
 - **Job Specifications**
 - High school diploma preferred, but not required.
 - Flexibility, TEAMwork, professionalism, and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Perform regular maintenance and custodial activities to include, but not limited to, mopping, sweeping, dusting, vacuuming, polishing, disposing of garbage, stocking, and sanitizing.
 - Participate in all seasonal maintenance or custodial activities. This may include, but is not limited to, stripping, washing, and waxing hallways, painting, general maintenance, etc.
 - Assists with the maintenance of all equipment (*including boilers and coal feeders*) and tools and help inspect all potentially hazardous or critical operating equipment on a daily or as-needed basis to ensure safe and continuous operation. This function may require performance during non-operating or non-traditional hours.
 - Assists with the maintenance of safety, accessibility, and appearance of building grounds. This may include, but is not limited to, mowing, trimming, and removal of snow and ice from doorways, sidewalks, and parking lots.
 - Properly store and handle all hazardous chemicals or equipment needed in the performance of job functions.
 - Assist with set up, tear down, and clean-up for all extracurricular and co-curricular events.
 - Assists with the maintenance of building security by opening and securing all appropriate entrances and areas as necessary for school operations and/or maintenance.
 - Assists with the supervision of summer help.
 - Assists with the maintenance of a clean and orderly work area.

- Perform all other duties the Building Principal and/or Superintendent may from time to time require.
 - Demonstrate loyalty to the District and observe confidentiality policy.
- **Physical Activities:** In performing these tasks, one may expect climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The number of hours worked per day and per week varies depending on needs and activities scheduled, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. A schedule for each employee will be determined each month by the Lead/Head Custodian. Input from custodial staff will be considered. A copy of the month's schedule will be filed with the Building Principal and Superintendent.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day.
- **Health Insurance:** Provided on the same basis as per the Negotiated Agreement for certified staff.
- **Vacation:** 10 days paid / year for the first ten years of employment; 15 days paid / year for years 11 through 15; 20 days paid / year beginning with the 16th year of employment (*see Section VIII, #15 of the Employment, Personnel, and Policy Manual*). Legal Holidays paid include Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Building Head Cook:

- **Position:** The Building Head Cook is approximately a 40-week, hourly wage position.
- **Job Summary:** To work together with the Food Service Director in planning school menus/meals, and ordering food and supplies that will meet school lunch nutritional standards, student preferences, and budgetary constraints.
- **Qualifications:** Knowledge of food planning, management, and preparation; knowledge of food service equipment and use (*ovens, slicers, mixers, steam kettles, dishwashers, computers, etc.*); ability to work with both students and adults; ability to organize and perform job-related tasks without supervision; possess good oral and written communication skills; ability to follow oral and written instructions; possess good personal hygiene; ability to coordinate and organize numerous job-related tasks and manage time; ability to give instructions, delegate duties (*including the delegation of duties when away from the building*), and supervise subordinates; ability to lift items weighing up to 50 lbs. and perform repetitious job related activities; certified by the NDSNA.
- **Reports to:** Food Service Director, Building Principal(s) and/or Superintendent.
- **Supervises:** Assistant Cook(s), and any Student Workers.
- **Job Description:**
 - **Job Specifications**
 - 2-year degree in culinary arts and/or experience in a commercial kitchen, school plant, or similar setting is preferred, but not required, and a demonstrated ability to perform all necessary functions of the position.
 - Special training, experience, or knowledge of commercial food preparation and the various equipment operation necessary to achieve that end. At least six (6) hours of annual continuing education/training are required.
 - Flexibility, *TEAM*work, professionalism, self-motivation, and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Oversees and participates in the preparation of all food served under the school breakfast and hot lunch program.
 - Oversee all cleaning, sanitation, and maintenance of the food preparation and serving equipment, utensils, and duty areas.
 - Works together with the Food Service Director in maintaining adequate records of meals served and their components, commodity inventories and other purchases, and sanitary standards (*as set and inspected by various regulatory agencies*).

- Works together with the Food Service Director in preparing and forwarding all requested reports by state and local officials and their offices.
- Supervises all food service personnel in respective kitchen. This may include, but is not limited to, scheduling workers, delegating tasks, ensuring job performance, providing performance feedback, training, and discipline.
- Assist with the serving of school meals ensuring each student has the opportunity to select items providing a nutritional balance.
- Assist with the recruitment and selection of any/all food service workers as requested.
- Assist with milk break (*Elementary School*).
- Requests, in advance, any overtime hours needed to complete duties.
- Perform and/or oversee all other duties necessary to maintain a fully functional, efficient, hygienic, and productive school food-service kitchen.
- **Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.
- **Workday:** The workday begins at app. 7:00 AM and concludes at app. 2:30 PM, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day. Of these 10 days, 3 may be used as personal days, of which 1 unused personal leave day may be carried over to the following school year. Otherwise, personal leave balances will be carried forward to the next years sick leave beginning balance. Personal leave in excess of 1 day does not accrue.
- **Health Insurance:** Provided the cost of a single premium for those employees working 30 hours/week or more. If the employee waives the right to the District health plan, he/she must provide proof of other health insurance.
- **Vacation:** None Provided. Paid holidays paid include Labor Day, Veteran's Day, Thanksgiving Day, New Year's Day, Good Friday, and Memorial Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** None Provided.
- **Direct Supervisor:** Food Service Director, Building Principal(s) and/or Superintendent.
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Building Assistant Cook:

- **Position:** The Building Assistant Cook is approximately a 40-week, hourly wage position.
- **Job Summary:** To work together with the Building Head Cook in all aspects of the preparation, serving, and clean-up of all school meals.
- **Qualifications:** Knowledge of food preparation and basic nutrition; knowledge of food service equipment and use (*ovens, slicers, mixers, steam kettles, dishwashers, computers, etc.*); ability to work with students and adults; ability to follow oral and written instructions; possess good personal hygiene; possess knowledge of sanitary standards; ability to lift items weighing up to 50 lbs. and perform repetitious job related activities.
- **Reports to:** Building Head Cook, Food Service Director, Building Principal(s) and/or Superintendent.
- **Supervises:** Any Student Workers.
- **Job Description:**
 - **Job Specifications**
 - A demonstrated ability to perform all necessary functions of the position.
 - At least six (6) hours of annual continuing education/training are required.
 - Flexibility, *TEAM*work, professionalism, self-motivation, and a desire for life-long learning and improvement, including advanced certification and training in skills beneficial to overall job duties and performance.
 - Consistent demonstrated loyalty to the District and strict observation of school confidentiality policies and procedures.
 - **Essential Job Tasks & Expectations**
 - Under general supervision, assist in preparing school meals. This may include, but is not limited to, preparing entrees and side dishes, salad bar items, and baked goods.
 - Assist with the serving of school meals ensuring each student has the opportunity to select items providing a nutritional balance.
 - Clean and sanitize dishes, equipment, food preparation areas, and all other food service duty areas/items as directed.
 - Assist the Building Head Cook in maintaining order and inventory in all work / storage areas.
 - Assist with milk break (*Elementary School*).
 - Perform as directed all other duties necessary to maintain a fully functional, efficient, hygienic, and productive school food-service kitchen
- **Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.

- **Workday:** The workday begins at app. 7:00 AM and concludes at app. 2:30 PM, or as directed by the Building Head Cook with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day. Of these 10 days, 3 may be used as personal days, of which 1 unused personal leave day may be carried over to the following school year. Otherwise, personal leave balances will be carried forward to the next years sick leave beginning balance. Personal leave in excess of 1 day does not accrue.
- **Health Insurance:** Provided the cost of a single premium for those employees working 30 hours/week or more ~ The remainder of the premium must be paid by the employee. If the employee waives the right to the District health plan, he/she must provide proof of other health insurance.
- **Vacation:** None Provided. Paid holidays paid include Labor Day, Veteran's Day, Thanksgiving Day, New Year's Day, Good Friday, and Memorial Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** None Provided.
- **Direct Supervisor:** Building Head Cook.
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.

Para-Professional Educator:

- **Position:** The Para-Professional is a 36-week, hourly wage position.
- **Job Summary:** To assist and/or supervise students in learning basic skills (*math, reading, writing, etc.*), staying on-task, completing assigned school work, completing standardized testing, and/or meeting/reaching their academic potential.
- **Qualifications:** Possess excellent basic skills (*math, reading, writing, etc.*); knowledge and/or training in computer skills and educational delivery methods; willingness and ability to carry out educational directions and guidance from Classroom, Special Education, and Title Teacher(s); ability to cheerfully work with and supervise students with learning difficulties, special needs, or academic questions/needs.
- **Reports to:** Respective Building Principal and Classroom / Special Education / Title Teacher(s) with schedules developed by the Building Principal, often following IEP mandates.
- **Supervises:** Student(s) assigned within any given school day
- **Job Description:**
 - **Job Specifications**
 - High school diploma (*preferably a 2-year or 4-year college degree*) ** with high-level, quality communication skills, a love of students and the educational process, and a demonstrated ability to perform all necessary functions of the position.
 - ** Some Para-Professional positions require either a college degree or a specified number of college credits as an employment pre-requisite.
 - High quality student management, supervision, organization, problem-solving, communication (*oral & written*) skills, and a willingness/ability to follow directions.
 - Flexibility, TEAMwork, professionalism, self-motivation, and a desire for life-long learning and improvement.
 - Ability to coordinate, organize, and manage numerous job-related tasks simultaneously.
 - Consistent demonstrated loyalty to the District and strict observation of confidentiality policies.
- **Major Job Tasks & Expectations**
 - Assisting certified Classroom / Special Education / Title I teacher in enhancing the direct instruction of and basic skills of eligible or needy students. Tasks may include, but are not limited to, tutoring, screening, classroom assistance, testing and test assistance, and supervising, monitoring, and encouraging students.
 - Assisting certified teachers in communication with other faculty and parents. This may include involvement and/or participation in P-T Conferences, sending notices of services offered and/or student eligibility, and obtaining and carrying out directives within daily lesson plans.
 - Assisting students in meeting school educational and personal expectations.

- Assisting students in achieving measurable success in school.
- Assisting students in understanding and following school rules for socially acceptable individual and group behavior.
- Providing supervision, structure, and work completion support for students.
- Creating, maintaining, and supporting an educational environment that is positive, supportive, and very well structured.
- Maintaining a daily log of student attendance and accomplishments, if requested.
- Assisting certified teacher(s) in miscellaneous tasks as directed. This is likely to include assisting with carrying out the classroom lesson with or without modifications.
- Perform other duties of a similar nature or level as requested or directed.
- **Physical Activities:** Crouching, lifting, reaching, standing, walking, sitting, talking, hearing/listening, seeing/observing.
- **Workday:** The workday is generally 8:00 AM to 3:30 PM, with one-half hour for lunch, and break-times, if scheduled, following the recommendation of the North Dakota Department of Labor. The workday may vary depending on needs and circumstances, but generally follows the school day.
- **Sick/Emergency Leave:** 10 days per year (*cumulative to 45 days*). Unused sick leave in excess of 45 days is reimbursed at the rate of \$50.00 / day. Of these 10 days, 3 may be used as personal days, of which 1 unused personal leave day may be carried over to the following school year. Otherwise, personal leave balances will be carried forward to the next years sick leave beginning balance. Personal leave in excess of 1 day does not accrue.
- **Health Insurance:** Provided the cost of a single premium for those employees working 30 hours/week or more ~ The remainder of the premium must be paid by the employee. If the employee waives the right to the District health plan, he/she must provide proof of other health insurance.
- **Vacation:** None provided. Legal holidays paid include Labor Day, Veteran's Day, Thanksgiving Day, New Year's Day, and Good Friday. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day.
- **Retirement:** PERS paid by District and District matched.
- **Income Protection & Life Insurance:** Provided as per the Negotiated Agreement for certified staff.
- **Additional Supervisory Duty Compensation:** All para-educators, like certified staff, are expected to share in supervisory duties for the safety, well-being, and betterment of the school environment. In return for various supervisory duties assigned throughout the school year, each para-educator will receive \$200 deposited in their PowerSchool Lunch Account at the beginning of the school year. The staff member may use these funds for breakfast or lunch throughout the year at their convenience. This money must be utilized during the 2018-19 school year and is neither refundable nor does it carry over to any subsequent school year.
- **Direct Supervisor:** Respective Building Principal and Classroom/Special Education/Title I Teacher(s)
- **Evaluation:** Evaluation for Growth Policy utilized for performance evaluation.