

**BARNES-HANOVER-LINN
SCHOOLS**

USD 223

CLASSIFIED HANDBOOK

2019-2020

USD223
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USD Board of Education Approved: 04/08/2019

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HANDBOOK FOR CLASSIFIED EMPLOYEES OF USD # 223

ARTICLE A GENERAL

A-1. HANDBOOK ESTABLISHED. The following handbook with guidelines and other provisions for classified employees of USD 223 is adopted to:

- (a) Promote and increase the efficiency and effectiveness of the operation of USD 223.
- (b) Develop a program of recruitment, advancement which will make employment with USD 223 attractive as a career.
- (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among USD 223 employees by providing good working relationships, uniform personnel guidelines, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin or ancestry.
- (e) Establish USD 223 employment guidelines. This handbook and guidelines do not create contractual employment rights. All employees are considered to be at-will.

A-2. APPLICATION OF HANDBOOK. This handbook and guidelines shall apply to all classified employees employed by USD 223. Classified personnel are defined as employees who are not required to have a teaching or administrative license issued by the Kansas State Department of Education or other appropriate licensing agency. This includes but is not limited to bus drivers, clerical staff, custodial staff, maintenance staff, food service staff, aides and paraprofessionals.

A-3. PERSONNEL RECORDS. The Board Clerk and/or Treasurer shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An employee's personnel file shall be available during office hours for inspection by that employee. Each employee shall have the following records on file with the Board Clerk and/or Treasurer before the first day of employment:

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

A-4. AMENDMENT OF HANDBOOK. This handbook and guidelines may be amended by the Board of Education.

USD223 BASE STARTING SALARIES AND WAGES

CLASSIFIED

SECRETARY

BUILDING	\$11.25
SUBSTITUTE	\$9.00

FOOD SERVICE

HEAD COOK	\$10.50
ASSISTANT COOK	\$9.75
SUBSTITUTE	\$9.00

AIDES (Bilingual/Building)

AIDES w/HS Diploma	\$9.50
AIDES AA/Equivalent	\$10.00
AIDES w/Degree	\$10.75
SUBSTITUTE	\$9.00

CUSTODIAL

CUSTODIAN	\$11.25
SUBSTITUTE	\$9.00

TRANSPORTATION

DRIVER/CDL	\$15.00
ACTIVITY DRIVER	\$12.00
SPED Van Driver	\$11.00
SUBSTITUTE	\$25.00 per route

SUBSTITUTE TEACHER

CERTIFIED	\$85.00
NON CERTIFIED	\$85.00

REGISTERED NURSE \$18.00

Licensed long term substitutes will be paid \$95.00 per day for the first 10 days of a long term assignment. After the tenth (10th) consecutive day for the same teacher, the rate of pay for a licensed substitute (teacher's license) will increase to base pay daily rate. Licensed substitutes pay after the tenth (10th) consecutive day will increase to \$110.00 per day.

Classified employees normally will be placed on the appropriate salary range as listed. However, initial placement on a step greater will be considered based on additional experience, education or licensure. Recommendations will be made by administrator and/or director to the superintendent with final approval by the board.

ARTICLE B POSITION CLASSIFICATIONS

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

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

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

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

ARTICLE C DEFINITIONS

C-1. TYPE OF EMPLOYEES.

- (a) A full-time employee is one employed to work a normal work week of at least forty (40) hours on a regular and continuing basis. The work week is any consecutive seven (7) day period.
- (b) A part-time employee is one employed to work less than a normal work week on a regular and continuing basis.
- (c) Seasonal employee is one employed to work on a regular and/or recurring basis during the specific season or portion of a year.
- (d) School volunteers work under the school staff's direction with the principal's approval. School volunteers are bound by the policies, rules, and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

C-2. RECRUITMENT. It shall be the intent of USD 223 to provide equal opportunity to all qualified persons to enter employment with USD 223 on the basis of demonstrated merit and fitness determined by methods of selection, without regard to race, color, sex, disability, religion, age, national origin or ancestry. When a vacancy exists, it shall be filled in the following manner:

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

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

Job vacancies involving promotion within the system will be announced to allow current employees to apply for the position. If a current employee is qualified, he/she may be given consideration. All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the Superintendent.

C-3. QUALIFICATIONS OF EMPLOYMENT. All applicants for any position with classified personnel of USD 223 shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. The offer of employment is contingent upon applicant passing required tests. Any classified employee who comes into regular contact with students is required to complete a physical examination at the time of employment with the District at his/her own expense. Results of such examinations shall be filed with the Board Clerk and/or Treasurer. See KSA 72-5213(a).

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

C-5. NEPOTISM. USD 223 may employ persons to non-certified positions that are family members of the board members, principal and/or the superintendent. Employment of any family member shall exempt the relative from the chain of command regarding this individual's evaluation process. The relative refers to the principal, superintendent and/or the board member related to the person holding the position. Family member is defined as anyone that is related by blood or marriage that on the family tree is more closely related than a cousin. This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy. Nor will this policy apply to any person who has been regularly employed by the board prior to the election or appointment of the new Board member to whom the person is related.

C-6. CITIZENSHIP VERIFICATION. All district employees, at the time of employment, shall provide verification of identity and employment status to the superintendent.

C-7. LOYALTY OATH. As required by current law, all employees must sign a loyalty oath and file the oath with the Board Clerk or Board Treasurer before beginning employment and to be eligible for a paycheck.

ARTICLE D COMPENSATION

D-1. PAY PLAN.

- a. The pay of each classified employee of USD 223 shall, at least annually, be set at an amount within the pay range of the position class the employee is assigned if such has been established by the Board of Education. Such determination shall be made by the Board of Education with the advice of the employee's immediate supervisor and the Superintendent.
- b. If the Board of Education does not adopt a pay plan with pay ranges for each position, compensation of each employee shall be set at such an amount as determined by the Board of Education. Pay increases, when granted, will normally be on a yearly basis.
- c. Pay increases, however adopted, shall be based on the results of the most recent evaluation of the employee and the employee's skills, growth, and performance of job. Pay increases will not be granted solely on the basis of longevity.

D-2. EVALUATIONS. USD 223 shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based upon individual job descriptions and shall be done by the employee's immediate supervisor.

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

D-3. OVERTIME.

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

D-4. TIME AND METHOD OF PAY. Employees shall be paid on a monthly basis on or before the 25th of each month in twelve (12) pay periods. USD 223 shall require direct deposit of payroll checks to the employee's bank account as he/she designates.

D-5. TIME CARDS. All classified personnel working in hourly wage positions will maintain their hours worked on a time card provided by the district. This time must be maintained on a daily basis and must accurately reflect time worked. Time cards that do not accurately reflect time worked will be viewed as dishonest and may be grounds for immediate dismissal. The time cards should be signed by the employee and supervisor at the end of each payroll period. Each pay period ends on the 10th of each month.

D-6. EXTRA-CURRICULAR EVENT WORK. Classified employees may then volunteer to help at extra-curricular event. By volunteering you are agreeing to do so without any compensation. Extra duties for pay can only occur with prior permission from the employee's supervisor. The time worked must be recorded on the employee's timecard and the hours worked should not cause the employee to exceed 40 hours.

D-7 SNOW DAYS. A maximum of (3) snow days will be paid per year in which school is cancelled for inclement weather.

D-8 INCIDENTAL WORK DAYS. 9 month employees will be allowed a maximum of (2) incidental days per year to be paid out for the first two events that school is not in session such as; forensic tournaments, FBLA competitions, FCCLA competitions, Vocal/Band competition, funerals, etc.

ARTICLE E ATTENDANCE AND LEAVE

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

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

E-3. HOLIDAYS.

- a. For those who work twelve (12) months, the following holidays will be considered days worked and employees will be paid for the number of hours they are regularly scheduled to work each day, to receive pay for the specified holiday, one must be regularly scheduled to work on the work days immediately preceding and following the specified holiday as well as the day on which the holiday falls.
- b. Full-time (12 month) classified employees shall receive the following paid holidays: Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, ½ Day Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day.

- c. Student breaks (Thanksgiving, Christmas, and Spring Break) are days that the district requires twelve (12) month employees to work.
- d. Regular part-time (10 month) employees shall receive the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Good Friday. The amount of compensation for any holiday for regular part-time employees shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day.
- e. When any holiday for which an employee is to be paid falls on Saturday or Sunday, the preceding Friday or the following Monday or such other day as is designated by the Superintendent shall be observed as the holiday by classified employees.
- f. To be eligible to receive pay for a holiday, an employee must not have been absent without leave either on the work day before or the work day after the holiday.

E-4. VACATION.

- a. Except as otherwise herein provided, only full-time classified employees shall be eligible for vacation. For the purpose of determining vacation eligibility, a full-time classified employee shall be an employee who regularly works at least (40) hours per week for fifty-two (52) weeks each year.
- b. Each full-time 12 month classified employee who is entitled to vacation shall receive twelve (12) days per year or one day for each full month of employment of paid vacation.
- c. Each full-time classified employee who is entitled to vacation shall at the end of the month following completion of six (6) months of continuous employment the employee will be credited with six (6) days of vacation. Thereafter, at the end of each month, the employee will be credited with one day's vacation. This will continue until the end of the month following the completion of three (3) consecutive years of employment.
- d. An employee shall only be eligible to use vacation which has been earned as a result of his employment. Vacation days may not be accumulated from year to year and all vacation earned by the employee as of July 1st of any calendar year must be used by December 31st of the following calendar year or it will be forfeited.
- e. The dates for taking vacation leave shall be scheduled in consultation with and approved by the employees supervisor or the Superintendent of Schools.
- f. An employee entitled to a paid holiday, which occurs during the time of the employee's authorized vacation leave will not be counted as a day of vacation.

E-5. SICK LEAVE. Except as hereinafter provided, full-time (12 month) classified employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or physical incapacity occurring either on or off the job of the employee and for serious illness or death of the employee's spouse, child, parent, grandchild, grandparent, mother and father-in-law, sibling, or any other dependent person making his/her home with the employee.

- a. Amount of Sick Leave. Each full-time (12 month) classified employee eligible for sick leave shall earn 1 day of sick leave for each full month of employment. Twelve month (12) employees earn 12 sick days per year, ten month (10) employees earn 10 days, and nine (9) month employees earn nine (9) days.
- b. Accumulation of Sick Leave. No full time (12 month) employee may accrue more than sixty (60) days of sick leave. No nine (9) or ten (10) month employees may accrue more than thirty (30) days of sick leave.
- c. Pay for Sick Leave. Any employee taking a day of sick leave shall be paid for the normal amount of time the employee would have been scheduled to work during the time sick leave is taken.
- d. Doctor's Certificate. The Superintendent may require a signed statement from a health care provider verifying the employee's inability to perform his/her assigned duties because of illness.
- e. Notification. To be eligible for paid sick leave, an employee, or his/her representative, shall notify his/her immediate supervisor before the beginning of the work day or as soon as practical but no later than two (2) hours after the beginning of the first work day for which sick leave is taken.
- f. **Sick Leave Bank.** A sick leave bank will be established to aid classified employees in the event of an extraordinary lengthy illness. The bank shall operate as follows:
 - 1. At the beginning of each school year the Board of Education will establish a sick leave bank. Employees who have maxed out on accumulation of sick days will have all extra days rolled into the sick leave bank instead of those days just being lost. The sick leave bank will never carry over more than 75 days per year.

2. The sick leave bank will be established and maintained to provide additional sick leave for classified employees after three (3) years of continuous service, who have used all of their accumulated sick and personal leave days.
 3. The sick leave provided by this bank shall be exclusive of any other sick leave provision and shall be limited to emergency situations such as prolonged illness or serious injury of the employee or his/her spouse, children, and/or parents of the employee. Careless use of previous sick and /or personal leave days may be grounds for non-approval of the application.
 4. The decisions regarding the use of sick leave bank days and the interpretation of these decisions by the committee shall be final.
 5. A five (5) member committee will administer the sick leave bank. The committee will consist of: both building principals, the Hanover head custodian, the Linn Head Cook and the district Board Clerk. Action by this committee can be taken only when there is a majority vote of the committee.
 6. Any employee may apply in writing to draw upon the bank in the event that an employee has used all earned sick leave otherwise provided for in this agreement. Such application shall be made to the Superintendent along with an explanation of reasons for the request.
 7. Sick leave bank days shall be granted in not less than half (1/2) day increments, and no one employee will be granted more, in one school year, than 10 days.
- g. Family and Medical Leave. Classified employees shall be provided family and medical leave as provided by a family and medical leave plan adopted by USD 223 and employees will need to use any paid leave first.

E-6. PERSONAL LEAVE. Allowance for personal leave shall be three (3) days per school year for twelve (12) month classified employees and two (2) personal days ten (10) month or nine (9) month classified employees.

E-7. JURY DUTY. Employees shall be excused for jury duty with no jeopardy to their employment. Employees being called will be reimbursed at their regular rate of pay minus payment received for serving on the jury with mileage and other expense money retained by the employee.

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

E-8. LEAVE OF ABSENCE. An employee upon written request and with the recommendation of his/her supervisor may be granted a leave of absence without pay for up to one (1) year subject to the approval of the Board of Education.

E-9. LEAVE PAYOUT. After five years of consecutive and continuous years of service in USD 223, employees who retire or resign their position, or their contract is terminated, effective at the end of the school year shall be paid for unused sick leave. Twelve month employees will be paid a maximum of sixty (60) days. Nine or ten month employees will be paid a maximum of thirty (30) days. Employees will be paid at a rate of ½ substitute pay for every day of unused sick leave that he/she may have accumulated at the end of the contract year at which the resignation/termination is to take place. In order to receive benefits for payment of unused sick leave, the employee shall notify the central office by June 1st of the year they are retiring/resigning.

ARTICLE F OTHER EMPLOYEE BENEFITS

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

F-2. KPERS. Each eligible employee will follow defined KPER's guidelines.

F-3. SECTION 125 CAFETERIA PLAN. Eligible classified employees shall be included in USD 223 Section 125 Cafeteria Plan under which the employee may choose from the following options:

- a. Health Insurance
- b. Salary Protection Insurance
- c. Group Term Life Insurance

- d. Cancer Insurance
- e. Medical Reimbursement
- f. Dependent Care
- g. Vision Insurance
- h. Dental Insurance

F-4. HEALTH CARE. Any employee may reduce his/her salary by an amount up to the statutory limit on non-taxable benefits as forth in the program.

The school district shall establish a District paid health plan and a salary reduction plan in compliance with Section 125 of the Internal Revenue Code 1954, as amended and applicable rules and regulations.

The Board shall pay the cost of a single health care premium for each twelve (12) month classified employee who is employed more than 30 hours per week not to exceed an amount of \$500 per month. The Board shall pay the cost of a single health care premium for each nine (9) or ten (10) month classified employee who is employed more than 30 hours per week not to exceed an amount of \$405 per month. No cash-in-lieu arrangements will be considered. Participation in the district health care plan is mandatory to receive this benefit.

F-5. 403(b) PLAN: All USD 223 employees are eligible to participate in the 403(b) Plan administered by American Fidelity Assurance Company, d/b/a AFPlanServ.

F-6. WORKER'S COMPENSATION BENEFITS. All classified employees of the school district receive the benefits of the Kansas Workers Compensation Act in accordance with such law and guidelines. The cost of this benefit is paid entirely by USD 223.

ARTICLE G SEXUAL HARASSMENT

G-1. SEXUAL HARASSMENT. Board Policy GAAC.

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

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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

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

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

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

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

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator.

Approved: 3/10/2008

G-2. RACIAL HARASSMENT. The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and others having business or other contact with the school district strictly is prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. (See Policy GAACA)

ARTICLE H WORKER'S SAFETY AND ACCIDENTS

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

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

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

ARTICLE I MISCELLANEOUS CONDITIONS OF EMPLOYMENT

I-1. COMMUNICABLE DISEASE REGULATIONS. Classified employees shall be subject to USD 223's communicable disease regulations as set forth in Section GAR of the District Policy Manual and each classified employee is directed to know the contents of said policy and to follow the terms and provisions thereof.

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

I-3. CHILD ABUSE. It shall be the responsibility of all USD 223 employees to report immediately any suspected incident of a student (enrolled in grades Pre-K through 12) having been abused and/or neglected. If abuse/neglect is suspected, employees should report as soon as possible to their building supervisor and/or principal. Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

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

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

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

I-7. DRUG FREE SCHOOL'S POLICY. As a condition of employment by USD 223, all classified employees shall abide by and be subject to the terms of the drug free school's policy set forth of USD 223's District Policy Manual. Each classified employee is expected to read, be familiar with, and abide by all terms and provisions of said drug free school's policy.

I-8. DRUG AND ALCOHOL TESTING. District employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law.

I-9. WORKSHOPS. Classified employees may be permitted to attend workshop sessions relating to areas of their employment and the school district may pay for such workshops if expenses are approved prior to attending the workshop.

I-10. PERSONAL PROPERTY. USD 223 does not provide insurance for employee's personal property and does not assume any liability therefore. Classified employees shall be responsible for any personal property which they have or leave on school premises.

I-11. CRIMINAL BACKGROUND INVESTIGATION. Criminal background investigation forms and fingerprint cards, when necessary, must be accurately completed and submitted to the Barnes School District Office prior to an employee's first day of work.

I-12. PHONE CALLS IN/OUT. The district's telephones are provided for school business. Personal calls during work hours should be avoided whenever possible and limited to emergencies. No personal long distance calls will be made on district phones without prior permission of the building principal or immediate supervisor.

I-13. ORIENTATION. All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.

I-14. SEARCHES OF STUDENTS AND PROPERTY. If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

I-15. INTERROGATION AND INVESTIGATION OF STUDENTS. No one may interrogate or investigate a student on school grounds without permission of the principal.

I-16. VANDALISM. Employees shall report any vandalism to their immediate supervisor.

I-17. PEST CONTROL. The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

ARTICLE J DISCIPLINE

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

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

An employee is subject to disciplinary action if The employee violates personnel guidelines, or any other written guidelines or applicable procedures.

J-3. PROCEDURE OF DISCIPLINARY ACTION. Whenever misconduct of an employee occurs that in the judgment of the Superintendent or principal justifies the application of disciplinary actions, other than a verbal warning, the Superintendent or principal will take the appropriate necessary action.

J-4. LETTER OF RESIGNATION. A letter of retirement/separation should be submitted to building administrator/director or immediate supervisor and then delivered to the Superintendent.

J-5. TERMINATION. Classified employees are employees at will and may be terminated at any time, with or without cause

ARTICLE K POLITICAL ACTIVITY

K-1. POLITICAL ACTIVITY. Employees may join political organizations, civic associations or groups and to become involved in political activities subject to the restrictions of this article:

- a. As private citizens, employees may participate in political activities, including holding district office. However, school employees cannot be an employee and a board member at the same time.
- b. Any employee desiring to become a candidate for a school elective officer shall first take leave of absence without pay or resign. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, he/she shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.
- c. Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in school elections. They are not permitted to solicit or handle political contributions in school elections while on school time or at worksite. They are not permitted to wear or display political badges, buttons, or signs on their person or on school property to support a candidate for elective office or to engage in any political activity.
- d. The purpose of this guideline is to prevent and avoid the appearance of impropriety on the part of any employee. Employees are neither appointed to, nor retained in, the school's service on the basis of their political affiliations or activities.

APPENDIX 1: Evaluation Tool

U.S.D. # 223 Barnes-Hanover-Linn Classified Personnel Evaluation

Name _____ Position _____

Attendance Center _____ Date _____

Rating: (1) Superior (2) Good (3) Acceptable (4) Needs Improvement (5) Not Applicable

I. PERSONAL QUALITIES

1. Punctual	1	2	3	4	5
2. Wise Use of Time	1	2	3	4	5
3. Neat & Well Groomed	1	2	3	4	5
4. Get Along with School Personnel	1	2	3	4	5
5. Relations with Public	1	2	3	4	5
6. Relations with Students	1	2	3	4	5
7. General Attitude	1	2	3	4	5
8. Physical Health	1	2	3	4	5
9. Supportive of Administrative Decisions	1	2	3	4	5
10. Self-Motivated	1	2	3	4	5

Narrative:

II. WORK RELATED SKILLS

1. Able to Cope with Stressful Situations	1	2	3	4	5
2. Communicates Effectively	1	2	3	4	5
3. Cooperates with Others	1	2	3	4	5
4. Quality of Work	1	2	3	4	5
5. Quantity of Work	1	2	3	4	5
6. Organization of Work	1	2	3	4	5
7. Knowledge of Job	1	2	3	4	5
8. Follows Directions	1	2	3	4	5
9. Adaptability	1	2	3	4	5
10. Promptness in Completing Tasks	1	2	3	4	5
11. Care of Equipment	1	2	3	4	5
12. Is able to Direct and Supervise Others	1	2	3	4	5
13. Is Capable of Setting Up Equipment & Operating it	1	2	3	4	5
14. Prepares Visual Materials, Handouts, & Other Instructional Support Materials	1	2	3	4	5

Narrative:

1. Loyalty	1	2	3	4	5
2. Strives for Self-Improvement	1	2	3	4	5
3. Is Trustworthy	1	2	3	4	5
4. Dependable	1	2	3	4	5
5. Use Wise Judgment	1	2	3	4	5
6. Morale	1	2	3	4	5
7. Attitude Toward Job	1	2	3	4	5
8. Job Assignment Responsibility	1	2	3	4	5
9. Attendance	1	2	3	4	5
10. Accepts Criticism & Suggestions in a POSITIVE manner	1	2	3	4	5
11. Keeps Information Confidential concerning School Records & School Operations as it Pertains to Pupils, Parents, & School Personnel	1	2	3	4	5

Narrative:

Evaluator Comments:

Goals:

Employee Comments: (This space may be used by the employee to comment in regard to the evaluation given above or to comment on other aspects of the employee's performance as needed.)

EVALUATOR

DATE

SIGNATURE OF EMPLOYEE

DATE

The employee signature on this report does not represent either acceptance or approval of the evaluation. Signature indicates only that the employee has reviewed this form in conference with the evaluator.

Copies To: Evaluator
Employee
Director of Personnel

BOE Approved 3/12/12

APPENDIX 2: Oath or Affirmation of Officer

STATE OF KANSAS
State Department of Education

OATH OR AFFIRMATION OF OFFICER OR EMPLOYEE

(Authorized by K.S.A. 75-4308, 75-4309, 75-4312, and 75-4314; K.S.A. 1983
Supp. 75-4310, 75-4311, 75-4313; K.S.A. 54-101 through 54-103 and K.S.A. 54-106)

STATE OF KANSAS } S.S. USD #223 Barnes-Hanover-Linn
Washington County }
(Legal Title of School District or Community College or Political Subdivision)

I do solemnly swear (I do solemnly, sincerely and truly declare and affirm) that I will support the
Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the
duties of _____

(Office or Employment)

So help me God (And this I do under the pains and penalties of perjury)

(Signature)

Subscribed and sworn (affirmed) to before me this _____ day of _____ 20____

My commission expires _____ 20____
(Notary Public or other Authorized Officer)

FILED with me this _____ day of _____ 20____

(Superintendent)

NOTE: Any persons having conscientious scruples against taking the oath, may affirm with like effect"
(K.S.A. 54-103) Please strike out the sworn statement, or the affirmation, whichever one does not apply.

APPENDIX 3: Job Descriptions

USD 223

Job Description – Supervisor of Maintenance/Transportation/Food Service

TITLE: Supervisor of Maintenance/Transportation/Food Service

REPORTS TO: Superintendent of School

SUPERVISES: Personnel in Maintenance, Transportation and Food Service

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. General knowledge in bookkeeping and recordkeeping procedures.
4. General knowledge of computers and computer programs, as well as various office machines and telecommunications equipment.
5. Experience and general knowledge of the standard terminology, tools and practices of the electrical, mechanical, plumbing, heating, cooling, masonry, electronics and/or carpentry trade.
6. Valid CDL with required endorsements.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide maintenance and transportation support to assist with the efficient operation of the district.
2. Thorough knowledge of the occupational hazards and safety precautions of the trade.
3. Ability to train and instruct subordinates.
4. Ability to establish and maintain effective working relationships with employees and other officials.
5. General knowledge of blueprints, plans and specifications.
6. Skill in the use of tools and equipment of the trade.
7. Ability to plan, maintenance work, making efficient use of labor and materials.
8. Experience and/or training which provides the required knowledge, skills and abilities in the area of vehicle maintenance / transportation systems.
9. Knowledge of state and federal pupil transportation laws and regulations.
10. Ability to schedule and oversee all state requirements for bus drivers, including defensive driving, CPR, first aid certification and random drug testing.
11. Good physical condition.

12. Good personality; courteous; tactful
13. Desire to continue career improvement by enhancing skills and job performance.

PRIMARY RESPONSIBILITIES:

1. TRANSPORTATION SUPERVISOR

- a. Responsible for supervision and maintenance of the school district's transportation system.
- b. Responsible for ensuring that buses comply with state laws and regulations.
- c. Responsible for simple routine maintenance and preventive maintenance on district vehicles.
- d. Responsible for establishing all regular transportation routes and stops for the loading and unloading of students along those routes.
- e. Responsible for arrangement of transportation for activity trips for students and other personnel.
- f. Responsible for conducting required safety meetings for all school transportation providers employed by the district, and ensuring their completion of necessary district and state certification requirements.
- g. Responsible for maintaining accurate and organized records and other files as shall be required, including; but not limited to:
 - Bus Driver Certifications and records
 - Bus Logs and maintenance records
 - Fuel tax reimbursement records
 - Vehicle Titles, Licensing, and Insurance
 - Drug and Alcohol Testing records
- h. Recommends for purchase of necessary parts, equipment, and as it relates to the area of transportation, in accordance with budgetary limitations and district rules.
- i. Prepare necessary bid specifications for new vehicles and equipment.
- j. Responsible for preparing district and state reports and maintaining detailed support logs.
- k. Implement state and district policies and administrative regulations concerning pupil transportation.
- l. Responsible for completion and implementation of required Drug Testing as required by state and federal regulations.

2. MAINTENANCE SUPERVISOR

Personnel

- a. Responsible for supervision of maintenance personnel as well as their training.
- b. Responsible for organizing and implementing training and orientation on proper operation and maintenance of school facilities for personnel.
- c. Schedule work routines and schedules for custodial personnel.

Buildings

- a. Responsible for maintaining and developing plans for preventative

- maintenance at individual buildings owned by the district.
- b. Assist the superintendent in preparing and administering the budget for maintenance, grounds, equipment, and custodial supplies.
- c. Responsible for recommendation and implementation of planned improvements as it relates to maintenance of buildings.
- d. Oversees the repair, lubrication, cleaning, and inspection of boilers.
- e. Conducts periodic inspection of all school facilities to insure fire safety.
- f. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing payment.
- g. Performs general custodial and maintenance duties at the District Office.

SECONDARY RESPONSIBILITIES:

Service Warehouse

- a. Receives, stores, and issues all maintenance and transportation supplies, equipment, and parts.
- b. Responsible for pickup and delivery of interschool mail and/or equipment materials, and supplies.

Food Service Coordinator

- a. Responsible for Order of Food Supplies at the district level.
- b. Responsible for safe and orderly storage of supplies at the district level.
- c. Responsible for delivery of food supplies to the individual buildings.

Responsible to perform other tasks and assume other responsibilities as directed by the superintendent.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Technology Coordinator

TITLE: Technology Coordinator

REPORTS TO: Superintendent of Schools

QUALIFICATIONS: Bachelor's Degree or Associate Degree/Certification in
Technology or related Field

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership in strategic planning, implementing, managing, and coordinating district technology
2. Develops, implements, and monitors the technology budget, including purchase of all hardware, for the district.
3. Keeps abreast of innovative and cost effective technology solutions
4. Coordinates with other district leaders for technology solutions
5. Provides plans to meet district short-term and long-range goals regarding technology purchases and requirements
6. Develops and monitors procedures to safeguard assets and other information stored on district servers
7. Coordinates with other district leaders in providing software solutions for educational computers
8. Assures compliance with federal and state statute, guidelines, and regulations
9. Coordinates the distribution of computer hardware and software in schools and oversees inventory of technology hardware and software
10. Assists with staff development in the use of technology
11. Oversees online communications including e-mail, internet access, and distance Learning.
12. Support the philosophy and mission of each district.
13. Performs other tasks and assumes other responsibilities as the superintendent or designee may assign
14. Reports to the School Board on a regular basis

TIME REQUIREMENTS:

The responsibilities of the technology coordinator require additional time evenings and weekends during the school year. Network maintenance and upgrades that must be done when the network is not being used may require from 1 to 10 hours in a given week. Some maintenance and upgrades are also done during school vacations.

TERMS OF EMPLOYMENT: 12 month salaried position. Half of the time duties of this contract may be contracted out to Washington County USD #108.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Clerk of the Board

TITLE: Clerk of the Board of Education

REPORTS TO: Superintendent & Board Education

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Office experience, with knowledge in bookkeeping and recordkeeping procedures.
4. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
5. A record of experience and demonstrated competence in assigned responsibilities.
6. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide office and clerical support to assist with the efficient operation of the district.
2. Ability to communicate and work effectively and cooperatively with board members, employees, patrons of the school district and members of the community.
3. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
4. Ability to appropriately operate all equipment, including computers, as required.
5. Ability to place and receive telephone calls; screen and route incoming calls; and record messages.
6. Ability to work to implement the vision and mission of the district.
7. Ability to maintain a regular filing system, including confidential files.
8. Ability to keep student and personnel information and records confidential
9. Ability to direct patron calls/visit regarding district-wide problems, concerns, and/or questions to appropriate administrator.
10. Ability to ensure all activities conform to district guidelines.
11. Ability to maintain current Notary Public license.
12. Good communication skills, polite, courteous, and helpful.
13. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PRIMARY RESPONSIBILITIES:

1. Prepare documents needed or requested for board meetings. Help the board and superintendent comply with the Open Meetings Law
2. Attend all board of education meetings.
3. Keep an accurate journal of all regular and special board meetings.
4. Prepare a draft copy of minutes of each board meeting and distribute to board members as required by policy.
5. Maintain the permanent minutes and other appropriate board records.
6. Be aware of, and help the board comply with, all appropriate state and federal laws.
7. File all reports with appropriate agencies as required by law and/or regulation.
8. Custodian of all moneys belonging to the district.
9. Maintain the financial books and account of the district to ensure accurate accounting of receipts and disbursements.
10. Prepare & submit monthly report on the district's financial status to the board and superintendent.
11. Prepare monthly balancing statement and information for Superintendent approval.
12. Render a full annual report at the end of each Fiscal year.
13. Supervise the Financial Accounting of School Secretaries and ensure their monthly report of Activity Accounting to the Board.
14. Ensure that all District Office activities conform to district guidelines.
15. Ensure that financial records are secure and up to date.
16. Assist Superintendent in the publication of district documents i.e. the calendar, budget and negotiated agreement.
19. Responsibility for Accounts Payable/ Purchasing:
 - a. Issue all purchase orders and processing invoices related to each purchase order for payment.
 - b. Working with vendors on incorrect shipments, delayed shipping, backorders, etc.
 - c. Ordering of bulk inventory of paper, supplies, and other needs according to the current budget.
20. Responsible for District Inventory:
 - a. Recording and updating current District Inventory List.
 - b. Working with Staff to monitor and update their inventory.
 - c. Sending a yearly documentation to staff for inventory update.
21. Responsible for Professional Development Records for Staff - Recording and filing documentation of staff as it is received from the Professional Development Council.
22. Responsible for Conference arrangements and reservations for seminars and workshops as they are received from Staff.
23. Responsible for Balancing and replenishing petty cash monthly.

SECONDARY RESPONSIBILITIES:

1. Assume the Supervision of the District Office as Office Manager.
2. Assume the responsibility of Custodian of Records at the District Office, including
 - a. Permanent Historical Records: Organization reports, Budget, Minutes, Agendas, Transcripts, and Audit Information.
 - b. Financial and Activity Records (5 Year Retention): Purchase orders, Bank Statements, etc.
3. Assume the responsibility of supervising the Enrollment process as it pertains to the Building Student Information Systems for funding purposes.
4. Assume the responsibility of Workmen's Comp Claims supervisor.
5. Assume the responsibility of updating and filing the Official Board Policy Handbook.
6. Assume the responsibility to provide orientation, instruction and support in the use of the student management program.
7. Assume the responsibility of E-rate Coordinator which includes preparing all applications and maintaining accurate records unless contracted out.
8. Ensure compliance with K.S.A. Supp. 72-6760 Competitive Bidding Guidelines.
9. Assist the superintendent when requested to do so.
10. Type agendas, letters and appropriate documents as requested by the board president.
11. Perform other related duties as assigned by the board or superintendent.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Treasurer of the Board

TITLE: Treasurer of the Board

REPORTS TO: Superintendent of School & Clerk of the Board

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Office experience, with knowledge in bookkeeping and recordkeeping procedures.
4. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
5. A record of experience and demonstrated competence in assigned responsibilities.
6. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide office and clerical support to assist with the efficient operation of the district.
2. Ability to communicate and work effectively and cooperatively with board members, employees, patrons of the school district and members of the community.
3. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
4. Ability to appropriately operate all equipment, including computers, as required.
5. Ability to place and receive telephone calls; screen and route incoming calls; and record messages.
6. Ability to work to implement the vision and mission of the district.
7. Ability to maintain a regular filing system, including confidential files.
8. Ability to keep student and personnel information and records confidential
9. Ability to direct patron calls/visit regarding district-wide problems, concerns, and/or questions to appropriate administrator.
10. Ability to ensure all activities conform to district guidelines.
11. Ability to maintain current Notary Public license.
12. Good communication skills, polite, courteous, and helpful.
13. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PRIMARY RESPONSIBILITIES:

1. Custodian of Moneys Belonging to the District - Responsible for ensuring and confirming monthly balancing done by the Clerk, on District Financial Statements.
2. Personnel
 - a. Responsible for maintaining accurate and organized Personnel records and other files as shall be required, including; but not limited to:
 - Certified personnel/applicant files
 - Substitute teacher lists
 - Leave time usage reports
 - Audit classified and certified timecards
 - b. Responsible for processing incoming leave request forms and outgoing leave approvals.
 - c. Responsible for maintaining all classified confidential personnel files; generating computer documentation of all pertinent personnel records.
 - d. Responsible for preparing paperwork for new classified employees and appropriate documents for their employment.
 - e. Responsible for preparing reports and maintain detailed support logs.
 - f. Responsible for assisting new classified employees in completion of necessary district, state and federal forms, i.e., insurance, and sick leave.
 - g. Responsible for preparing and processing paperwork involving any change in status of classified employees, including transfers, termination, and any salary adjustments.
 - h. Responsible to type and distribute to current and retired employees the updated health/dental insurance rates, insurance open enrollment information letter, and schedules established for health/dental insurance representatives to be in buildings to answer questions from employees regarding coverage.
 - i. Responsible for District Inventory:
 - Recording and updating current District Inventory List.
 - Working with Staff to monitor and update their inventory.
 - Sending a yearly documentation to staff for inventory update.
3. Payroll
 - a. Responsible for processing monthly payroll for the District according to the current negotiated agreement and yearly contracts.
 - b. Responsible for preparing state and federal taxes reports every month/quarter.
 - c. Responsible for generating Contract based on the current negotiated agreement.
 - d. Responsible for Employee Benefits i.e. Health Insurance, 125/Cafeteria Plan

SECONDARY RESPONSIBILITIES

1. Food Service Representative:
 - a. Responsible for documentation of Free and Reduced Applications
 - b. Responsible for filing State and Federal Reports associated with Food Service Reimbursement and Qualifications.
 - c. Responsible for accurate and timely reports from the building food service personnel.
2. KPER's Representative - Serve as Designated Agent for Kansas Public Employee Retirement System.
3. Log and Record Attendance Hours - Responsible for corresponding with the Principals and recording a log in order to document 1116 hours of instructional time.
4. Responsible to perform other tasks and assume other responsibilities as directed by the superintendent.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Building Secretary

TITLE: Building Secretary

REPORTS TO: Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Office experience, with knowledge in bookkeeping and recordkeeping procedures.
4. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
5. A record of experience and demonstrated competence in assigned responsibilities.
6. Ability to deal tactfully and courteously with parents, students and teachers with an interest in and understanding of children.
7. Desire to continue career improvement by enhancing skills and job performance

ESSENTIAL JOB FUNCTIONS:

1. Ability to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ability to communicate and work effectively and cooperatively with board members, employees, patrons of the school district and members of the community.
3. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
4. Ability to appropriately operate all equipment, including computers, as required.
5. Ability to place and receive telephone calls; screen and route incoming calls; and record messages.
6. Ability to screen and route incoming mail.
7. Ability to maintain a regular filing system, including confidential files.
8. Ability to keep student and personnel information and records confidential.
9. Ability to work to implement the vision and mission of the district.
10. Ability to ensure all activities conform to district guidelines.
11. Good communication skills, polite, courteous, and helpful.
12. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PRIMARY RESPONSIBILITIES:

1. Responsible for Assisting with Enrollment:
 - a. Collect all fees associated with student enrollment.
 - b. Preparing any notices to students and parents.
2. Responsible for Attendance Records:
 - a. Maintain accurate attendance records and report attendance problems to the principal.
 - b. Ability to contact all parents to confirm absences and notify when absences are excessive.
 - c. Ability to distribute office passes and notes as directed.
 - d. Prepare homework requests for absent/suspended students.
3. Responsible for Student Records
 - a. Keep student information and records confidential.
 - b. Ability to use and provide information from school's student data base.
4. Responsible for Financial Accounts
 - a. Ability to maintain the financial books and accounts of the school to ensure accurate accounting of receipts and disbursements.
 - b. Collect, report, and deposit money received by the school.
 - c. Ability to prepare state taxes every quarter.
 - d. Ability to reconcile bank statements.
 - e. Prepares monthly financial reports to the district office.
 - Balancing and replenishing petty cash monthly.
 - Collect, report, and deposit money into activity account.
 - Ability to prepare monthly activity reports for advisors of clubs.
 - Ability to prepare monthly activity fund report and submit to District Office.
 - Collect, account, and maintain records for student fees.
 - Food Service Money
 - f. Ability to prepare year-end activity fund report and send to District Office for Audit.
5. Responsible for coordinating with Substitutes
6. Responsible for the following Athletic/Activity Duties
 - a. Ability to prepare cash boxes for all athletic events and for other clubs as needed.
 - b. Ability to count and receipt all gate receipts from the Athletic Department.
 - c. Ability to issue checks for Athletic Department's use of officials, security, workers, entry fees, etc.
7. Responsible for Food Service
 - a. Collect, account, and maintain records for students lunch account.
 - b. Sending the head cook a daily breakfast and lunch count.
 - c. Scan and record students daily for breakfast and lunch count.

SECONDARY RESPONSIBILITIES:

1. Ability to compose, type, and copy correspondence, reports, bulletins, records, and other materials.
2. Ability to administer first aid to ill/injured students in the absence of the school nurse according to school policy.
3. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
4. Ability to schedule school pictures and re-takes.
5. Ability to assist student, teachers, and other staff members whenever possible.
6. Ability to assist teachers with forms, equipment, etc.
7. Ability to order, receive, and distribute supplies.
8. Ability to assist with preparing September 20th building report.
9. Ability to perform other tasks and assume other responsibilities as directed by the building principal.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Classroom Aide

TITLE: Classroom Aide

REPORTS TO: Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

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

PRIMARY RESPONSIBILITIES

1. Ability to assist in the instruction and supervision of students.
2. Ability to assist students with remedial work.
3. Ability to tutor students as directed.
4. Ability to assist with small group instruction.
5. Ability to monitor student progress.
6. Ability to grade papers and assist with record keeping.
7. Ability to prepare instructional materials and supplies for use.
8. Ability to assist in the maintenance and inventory of materials.
9. Ability to attend staff meeting and general staff meetings.
10. Ability to work effectively with students, teachers, parents, community agencies, and other groups.
11. Ability to keep current on new information, innovative ideas and techniques.
12. Ability to keep student information and records confidential.

13. Ability to observe and follow all school policies at all times.
14. Ability to respond to information request in a cooperative, courteous, and timely manner.
15. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other tasks and assume other responsibilities as directed by the building principal.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Classroom Aide (At-Risk)

TITLE: At Risk Aide

REPORTS TO: Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

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

PRIMARY RESPONSIBILITIES

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

10. Ability to assist with small group instruction.
11. Ability to monitor student progress.
12. Ability to grade papers and assist with record keeping.
13. Ability to attend staff meeting and general staff meetings.
14. Ability to work effectively with students, teachers, parents, community agencies, and other groups.
15. Ability to keep current on new information, innovative ideas and techniques.
16. Ability to keep student information and records confidential.
17. Ability to observe and follow all school policies at all times.
18. Ability to respond to information request in a cooperative, courteous, and timely manner.
19. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Ability to perform other tasks and assume other responsibilities as directed by the building principal.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Classroom Aide (ESL)

TITLE: ESL Aide

REPORTS TO: Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

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

PRIMARY RESPONSIBILITIES:

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

10. Ability to assist with small group instruction.
11. Ability to monitor student progress.
12. Ability to grade papers and assist with record keeping.
13. Ability to attend staff meeting and general staff meetings.
14. Ability to work effectively with students, teachers, parents, community agencies, and other groups.
15. Ability to keep current on new information, innovative ideas and techniques.
16. Ability to keep student information and records confidential.
17. Ability to observe and follow all school policies at all times.
18. Ability to respond to information request in a cooperative, courteous, and timely manner.
19. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Ability to perform other tasks and assume other responsibilities as directed by the building principal.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Library Aide

TITLE: Library Aide

REPORTS TO: Librarian and Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to use keyboarding skills.
4. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to assist in helping students and teachers make full use of the books, materials, and services of the school library program.
2. Ability to operate all equipment appropriately as required.
3. Ability to keep student and personnel information and records confidential.
4. Ability to ensure all activities conform to district guidelines.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the district.

PRIMARY RESPONSIBILITIES:

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

12. Ability to keep student information and records confidential.
13. Ability to observe and follow all school policies at all times.
14. Ability to respond to information request in a cooperative, courteous, and timely manner.
15. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other tasks and assume other responsibilities as directed by the building principal.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Head Cook

TITLE: Head Cook

REPORTS TO: Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to maintain a neat, clean appearance.
4. Ability to lift 30 pounds.
5. Successful completion of the State food service courses.
6. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to supervise and coordinate food services to ensure proper nutrition and safeguard the health of students, staff and visitors.
2. Ability to ensure all activities conform to district guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to keep student and personnel information and records confidential.
6. Ability to work to implement the vision and mission of the district.
7. Ability to appropriately operate all equipment, including computers, as required.
8. Ability to respond to information requested in a cooperative, courteous, and timely manner.
9. Ability to assist in food preparation.
10. Cooperative, courteous, and timely manner.
11. Ability to assist in food preparation.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

PRIMARY RESPONSIBILITIES:

1. Ability to attend job-related training classes and workshops and district in-service programs.
2. Ability to be responsible for the daily operation of the kitchen, including the ordering of supplies from District Office, being involved in the daily preparation of meals and assisting where needed.
3. Ability to practice procedures in food preparation, use and care of equipment and personal habits to be sure sanitation standards are met.
4. Ability to follow standards of safety in storing and serving food.
5. Ability to maintain a required system of accountability to managing the program in accordance with federal, state, and local requirements.
6. Ability to schedule lunch menus a month at a time.
7. Ability to prepare food according to a planned menu.
8. Ability to determine the quantities of each food to be prepared daily.
9. Ability to determine the size of serving to meet the necessary age requirements.
10. Ability to participate in implementing cost-containment measures while maintaining quality.
11. Ability to maintain an inventory of all foods, supplies, and equipment.
12. Ability to report immediately to the principal any problem or accident occurring in the kitchen.
13. Ability to confer with the principal and/or superintendent regarding any personnel problems or concerns.
14. Ability to be responsible for finding substitute cooks when needed.
15. Ability to observe and follow all school district policies at all times.
16. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Ability to perform other tasks and assume other responsibilities as directed by the building principal and/or supervisor of food service.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Assistant Cook

TITLE: Cook

REPORTS TO: Assistant Cook

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to maintain a neat, clean appearance.
4. Ability to lift 30 pounds.
5. Successful completion of the State food service courses.
6. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to ensure all activities conforms to district guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district and community.
3. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
4. Ability to keep student and personnel information and records confidential.
5. Ability to work to implement the vision and mission of the district.
6. Ability to appropriately operate all equipment as required.
7. Ability to respond to information requested in a cooperative, courteous, and timely manner.
8. Ability to assist in food preparation.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

PRIMARY RESPONSIBILITIES:

1. Ability to perform duties assigned by head cook to prepare and serve meals in an efficient and pleasant manner.
2. Ability to properly use and care for all equipment in all phases of food preparation.

3. Ability to follow rules for personal hygiene an overall cleanliness and sanitation in kitchen.
4. Ability to work with head cook in a pleasant, cheerful manner to make school meals a happy learning time for all students. Attend in-service meetings and job related training classes when possible for learning and exchange of ideas to make the breakfast and lunch programs successful.
5. Ability to observe and follow all school district policies at all times.
6. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Ability to perform other tasks and assume other responsibilities as directed by the building principal.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Head Custodian

TITLE: Head Custodian

REPORTS TO: Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and ground maintenance.
6. Ability to manually lift a maximum of 60 pounds.
7. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ability to coordinate and supervise the activities of the custodial staff.
3. Ability to promote a caring, helping attitude toward staff, students, and patrons, and convey that attitude in all that he/she does.
4. Ability to supervise, motivate, and direct employees to develop to fullest potential.
5. Ability to ensure all activities conform to district guidelines.
6. Ability to communicate and work effectively and cooperatively with members of the school district and community.
7. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
8. Ability to keep student and personnel information and records confidential.
9. Ability to work to implement the vision and mission of the district.
10. Ability to appropriately operate all equipment and machinery appropriately as required.
11. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials, maximum of 60 pounds.
2. Must work indoors and outdoors year-around.

PRIMARY RESPONSIBILITIES:

1. Ability to receive, deliver, and store school supplies.
2. Ability to set up for assemblies, preparing the cafeteria for lunch, moving school personnel and their equipment within the building.
3. Ability to exercise appropriate judgment and initiative to handle emergency situations as they arise. Such things as spills, sick students, stopped-up stools, and broken glass must be handled immediately and expeditiously, along with regular duties.
4. Ability to maintain a clean building. Areas not used for instruction during the day are the head custodian's major responsibility to keep clean.
5. Ability to maintain grounds, mowing, and trimming to conform to district standards.
6. Ability to regulate heat, ventilation, and/or air-conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
7. Ability to assume responsibility for opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are tuned off.
8. Ability to immediately report damaged school property to the building principal.
9. Ability to implement the wishes of the school principal to facilitate the smooth operation of the school program.
10. Ability to observe and follow all school district policies at all times.
11. Ability to respond to information request in a cooperative, courteous, and timely manner.
12. Ability to keep student and personnel information and records confidential.
13. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Ability to perform other tasks and assume other responsibilities as directed by the building principal and/or supervisor of maintenance.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Assistant Custodian

TITLE: Assistant Custodian

REPORTS TO: Head Custodian and Building Principal

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Experience and knowledge in the areas of electrical, maintenance, carpentry, and ground maintenance.
6. Ability to manually lift a maximum of 60 pounds.
7. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ability to communicate and work effectively and cooperatively with members of the school district and community.
3. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
4. Ability to appropriately operate all equipment and machinery appropriately as required.
5. Ability to keep student and personnel information and records confidential.
6. Ability to work to implement the vision and mission of the district.
7. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials, maximum of 60 pounds.
2. Must work indoors and outdoors year-around.

PRIMARY RESPONSIBILITIES:

1. Ability to keep building and premises (including sidewalks, driveways, and play areas) neat and clean and safe at all times.
2. Ability to clean classroom and office floors daily.
3. Ability to clean corridors and restrooms each day. Clean drinking fountains daily.
4. Ability to sweep, shovel, and sand walks as appropriate.
5. Ability to open and close buildings each school day. Secure building. Doors may need to remain locked from the outside in certain areas.
6. Ability to ensure all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
7. Ability to set up for assemblies, preparing the cafeteria for lunch, moving school personnel and their equipment within the building.
8. Ability to exercise appropriate judgment and initiative to handle emergency situations as they arise. Such things as spills, sick students, stopped-up stools, and broken glass must be handled immediately and expeditiously, along with regular duties.
9. Ability to maintain grounds, mowing, and trimming to conform to district standards.
10. Ability to immediately report damaged school property to the building principal.
11. Ability to make minor building repairs, and promptly report needed major repairs.
12. Ability to implement the wishes of the school principal to facilitate the smooth operation of the school program.
13. Ability to observe and follow all school district policies at all times.
14. Ability to respond to information request in a cooperative, courteous, and timely manner.
15. Ability to keep student and personnel information and records confidential.
16. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Ability to perform other tasks and assume other responsibilities as directed by the building principal and/or supervisor of maintenance.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Bus Driver

TITLE: Bus Driver

REPORTS TO: Transportation Supervisor

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Complete state-required physical examination for bus drivers (after employment offer is made).
4. Valid Kansas CDL with required endorsements.
5. Meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
6. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
7. Successfully complete behind-the-wheel training.
8. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide clean, safe, and reliable transportation to ensure students benefit from district programs and activities.
2. Ability to ensure all activities conform to state school transportation and district guidelines.
3. Ability to operate all vehicles and equipment as necessary.
4. Ability to keep student and personnel information and records confidential.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the district.
8. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PRIMARY RESPONSIBILITIES:

1. Ability to implement and follow all Kansas school transportation regulations.
2. Ability to implement all mandatory safety regulations for school buses.
3. Ability to maintain discipline when students are on the bus.
4. Ability to report those students who do not obey rules to the proper authority.
5. Ability to keep assigned bus clean.
6. Ability to keep to assigned schedule.
7. Ability to check bus before each operation for mechanical defects
8. Ability to notify the proper authority in case of mechanical failure or lateness.
9. Ability to discharge student only at authorized stops.
10. Ability to exercise responsible leadership and good judgment when on out-of-district school trips.
11. Ability to transport only authorized students.
12. Ability to report all accident and complete required reports.
13. Ability to enforce regulations against smoking and eating on the bus.
14. Ability to observe and follow all school district policies at all times.
15. Ability to respond to information request in a cooperative, courteous, and timely manner.
16. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Ability to perform other tasks and assume other responsibilities as directed by the transportation supervisor.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____

Job Description – Van Driver

TITLE: Van Driver

REPORTS TO: Transportation Supervisor

QUALIFICATIONS:

1. High School Diploma
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Valid Kansas Drivers License with.
4. Meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
5. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
6. Desire to continue career improvement by enhancing skills and job performance.

ESSENTIAL JOB FUNCTIONS:

1. Ability to provide clean, safe, and reliable transportation to ensure students benefit from district programs and activities.
2. Ability to ensure all activities conform to state school transportation and district guidelines.
3. Ability to operate all vehicles and equipment as necessary.
4. Ability to keep student and personnel information and records confidential.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the district.
8. Ability to respond to information requested in a cooperative, courteous, and timely manner.

PRIMARY RESPONSIBILITIES:

1. Ability to implement and follow all Kansas school transportation regulations.
2. Ability to implement all mandatory safety regulations.
3. Ability to maintain discipline when students are in the vehicle.
4. Ability to report those students who do not obey rules to the proper authority.
5. Ability to keep assigned vehicle clean.
6. Ability to keep to assigned schedule.

7. Ability to check bus before each operation for mechanical defects
8. Ability to notify the proper authority in case of mechanical failure or lateness.
9. Ability to discharge student only at authorized stops.
10. Ability to exercise responsible leadership and good judgment when on out-of-district school trips.
11. Ability to transport only authorized students.
12. Ability to report all accident and complete required reports.
13. Ability to observe and follow all school district policies at all times.
14. Ability to respond to information request in a cooperative, courteous, and timely manner.
15. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other tasks and assume other responsibilities as directed by the transportation supervisor.

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

Approved: _____
(Board President)

Date: _____

Reviewed and agreed to by: _____
(Employee)

Date: _____