

Milan Community School Corporation



CLASSIFIED EMPLOYEE HANDBOOK

Revised October 2014

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I. DEFINITIONS

1. The Milan Community School Corporation shall be referred to in this handbook as the 'Corporation.'
2. The Board of School Trustees shall be referred to as the 'Board.'
3. Classified employees shall be defined as all personnel employed by the Milan Community School Corporation who do not hold certification issued by the Indiana Department of Education as a condition of employment.

II. GENERAL

A. HANDBOOK PURPOSE

1. The purpose of this handbook is to consolidate in one document all policies, procedures, and practices that govern the pay, benefits, and working conditions of classified employees. As such, the Classified Employees Handbook supersedes any other documents that address the topics contained herein and is the sole source of all benefits offered to classified employees.

B. NON-DISCRIMINATION

1. It shall be the policy of the Corporation to select for employment the best qualified person for each position. Employment will be without regard to race, color, creed, sex, age, handicap, or national origin.

C. AT-WILL EMPLOYMENT FOR CLASSIFIED STAFF

1. The Corporation is an at-will employer, and employment with the Corporation is strictly at-will, terminable by the Corporation at any time, and at its sole discretion, with no advance notice. Only the Board, upon the recommendation of the Superintendent, has the authority to modify this policy. Furthermore, no policies, procedures, customs and/or statements, whether written or oral, shall constitute a modification of this express condition of employment.
2. Nothing contained in this handbook should be relied upon to establish any specific promises concerning continuation of employment, nor should this handbook be considered a contract.

D. EMPLOYMENT PROCEDURES

1. Persons desiring to be employed by the Corporation in a classified capacity shall file an application at the superintendent's office.

2. Building principals or supervisors shall screen candidates having filed applications for classified personnel vacancies and shall make recommendations for employment to the superintendent. Screening of prospective employees may include oral and/or written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed. The superintendent shall then recommend employment of classified personnel to the Board.
3. The superintendent shall determine the job classification of all classified personnel. In determining the classifications, the superintendent shall take into consideration established policy, years of successful experience, principal and/or supervisor recommendation, job responsibilities, and the potential of all prospective employees to perform quality work.
4. Transfers may be made at the request of the employee or upon the initiative of the superintendent or other supervisory personnel for any reason which, in the judgment of the superintendent, shall serve the best interests of the employee and/or the Corporation.
5. The Board shall require physical examinations and health tests as prescribed by Indiana Code. Except where otherwise noted, all costs for any examination or tests shall be paid by the employee.
6. All new employees are required to submit to an expanded criminal background check. The Corporation shall bear the cost of this check. Additional background checks may be required during the course of employment.

E. EMPLOYEE CLASSIFICATIONS

1. All classified employees shall be grouped into one of eleven classes as follows:
 - 1 Director of Operations (vacant)
 - 2 Corporation Treasurer
 - 3 Corporation Secretary
 - 4 Maintenance Supervisor
 - 5 Custodian
 - 6 School Secretary, Secretary-Treasurer
 - 7 School Nurse
 - 8 Instructional Aide, Bus Aide
 - 9 Cafeteria Employee
 - 10 Bus Driver
 - 11 School Resource Officer

F. JOB DESCRIPTIONS

1. Job descriptions for each employee classification are found in Appendix B.

G. SALARIED VS. HOURLY EMPLOYEES

1. Class 1 through Class 4 and Class 11 employees are salaried. They are not eligible for overtime or compensatory time and are expected to work the hours necessary to meet the requirements of their position.
2. Class 5 through Class 9 employees are hourly. They are eligible for overtime or compensatory time, as outlined in this handbook.
3. Class 10 employees are paid by the route, except as otherwise noted in this handbook.

H. FULL-TIME VS. PART-TIME EMPLOYEES

1. For purposes of this handbook, the term full-time refers to employees who are regularly scheduled to work at least 30 hours per week.
2. Part-time refers to employees who work fewer than 30 hours per week.

I. WORK SCHEDULES AND HOURS

1. The annual/daily work schedule for each employee shall be established in writing by the employee's immediate administrator/supervisor and shall be given to the employee. Such schedule is subject to change by action of the administrator/supervisor or superintendent.
2. Starting and ending times shall be established in writing by the immediate administrator/supervisor or the superintendent.

J. TIME SHEETS

1. Employees in Class 5 through Class 9 are required to keep a time sheet that will be submitted to the building principal or assistant superintendent on a bi-weekly basis.
2. Time sheets are to be completed on a daily basis by the employee at the end of the work shift.
3. Employees are required to record days used for vacation, personal business, sick leave, or bereavement. Bereavement days must be notated with the employee's relationship to the deceased. These days must be authorized by the building principal or the assistant superintendent.
4. Meal periods must be shown on the time sheet.

K. MEAL PERIOD

1. Every full-time classified employee is entitled to 30 minutes each day to eat. The meal period should be uninterrupted except in emergencies.
2. The meal period is unpaid time.

L. WAGES AND PAY LEVELS

1. Classified employees shall be paid according to the Classified Employee Pay Schedule found in Appendix A.
2. There are five levels of pay, defined by years of effective or highly effective service:

Level 1	First 2 years of satisfactory service in class
Level 2	After 2 years of satisfactory service in class
Level 3	After 5 years of satisfactory service in class
Level 4	After 10 years of satisfactory service in class
Level 5	After 15 years of satisfactory service in class

3. A year in which an employee is rated improvement necessary or ineffective is not satisfactory and shall not be counted toward advancement on the pay schedule.
4. Satisfactory employees shall be advanced to the next level on the anniversary date of their hire or their date of transfer to a new class.
5. Unpaid leaves of absence do not count toward time in level. Date of hire shall be adjusted to account for such unpaid leaves.
6. Employees transferring from one class to another shall normally be placed on Level 1, unless in the judgment of the superintendent, the employee has sufficient experience in the job requirements of the new position to justify placement on Level 2.

M. OVERTIME

1. Overtime is computed at time and one-half of the hourly rate of the employee for time actually worked over 40 hours per week. Holidays and other paid time off do not count toward the 40-hour threshold.
2. Except in emergencies, all overtime must be approved in advance by the building principal, assistant superintendent, or the superintendent. Overtime not pre-approved will not be considered authorized and therefore not compensated.
3. Class 6 employees will be compensated for overtime with compensatory time at the rate of one and one-half hours for every hour of overtime worked. Where possible,

compensatory time should be taken during the week in which it was earned, but in no case not later than June 30 of the same school year. If an employee is called in after having gone home for the day, or is called in on a non-workday, he/she shall be compensated monetarily in the next regular payroll.

4. Classes 5, 7, 8, and 9 employees shall be compensated monetarily in their next regular payroll following the overtime date.

N. PAYMENT OF SALARIES OR WAGES

1. Salaries or wages shall be paid every two weeks on Friday.
2. Employees who work only during the school year have the option to have their wages spread out year round over 26 pay periods. Adjustments for overpayments or underpayments shall be made on the final check of the year.
3. All salaries and wages shall be paid by direct deposit.

O. EVALUATIONS

1. All classified employees shall be evaluated at least once annually.
2. Evaluations shall be conducted by immediate supervisors, building principals, the assistant superintendent, or the superintendent.
3. Evaluators shall rate each employee in one of four categories: highly effective, effective, improvement necessary, or ineffective.
4. Employees must sign their evaluation at the time it is reviewed with them. A signature indicates receipt, not agreement. Employees have the right to submit a rebuttal to their evaluation within five work days, a copy of which shall be filed with the evaluation.
5. A single rating of ineffective or two consecutive ratings of improvement necessary shall be grounds for termination.

P. SUBSTITUTES AND TEMPORARY PERSONNEL

1. Substitutes and temporary personnel may be hired on a day-to-day basis, as needed.
2. Substitutes for Class 4 employees shall be paid \$2/hr. above the rate of a Class 5 employee. All other substitutes and temporary personnel shall be paid the salary or hourly wage of a Level 1 employee as shown on the Classified Employee Pay Schedule.
3. Substitutes and temporary personnel are not eligible for benefits.

Q. SCHOOL CLOSINGS AND DELAYS

1. Class 1 through Class 5 employees are required to report to work at their regular time when school is closed or delayed due to inclement weather or an emergency if the weather conditions no longer pose a threat to the employee's safety in traveling to work.
2. If Class 1 through Class 5 employees are unable to report for work, they shall be charged one day's vacation.
3. When there is a delay, Class 6 employees are normally expected to report to work if and when it is safe to do so. If unable to report to work on time, they may use any accumulated compensatory time to cover the difference for pay purposes. When school is closed, supervisor permission is required to come to work. A missed day shall not be counted as one of the 215 days in the Class 6 work year.
4. Class 7 through Class 10 employees shall not report to work when school is closed. The missed day shall be rescheduled. In the case of a delay, they shall report to work in accordance with the announced delay and record the actual hours worked on their time sheets, if applicable.
5. Sick days may not be used to cover a lost day.

R. WORKERS' COMPENSATION

1. Workers' compensation insurance is provided for all employees for loss of work due to injury on the job.
2. Any on-the-job injury, regardless of how minor it might seem at the time, must be recorded on an Accident Report Form and submitted to the Central Office within 24 hours of the incident.

S. UNEMPLOYMENT INSURANCE

1. Classified employees are considered to have retained their position from one year to the next unless notified to the contrary by the last day of the school year. Therefore, no employee is eligible to file for unemployment without a specific written notice of lay-off or termination.
2. Employees who file for unemployment when not previously notified that they are losing their position shall be deemed to have given notice of their intent not to return, and, as at-will employees, shall be replaced.

III. LEAVES

A. SICK LEAVE

1. Sick leave may be used only for actual personal illness or quarantine or for the care of a sick member of the employee's household. It is not to be used for routine doctor's appointments or physicals.
2. Full-time employees shall be granted eight days of sick leave per year. Part-time employees shall be granted four days of sick leave per year.
3. Full-time employees may use sick leave on a whole-day or half-day basis.
4. Full-time employees may accumulate 90 sick days. Part-time employees may accumulate 30 sick days.
5. A doctor's statement may be required for successive days of absence or any extended illness.
6. Any personnel returning to work after a surgical procedure must submit a doctor's release form to the Central Office.

B. HOLIDAYS

1. The following ten holidays are observed by the Milan Community Schools:

- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

2. Holidays falling on a weekend shall be observed on the nearest weekday.
3. Class 1 through Class 5 employees (260-day employees) shall be paid for these days.

C. VACATION DAYS

1. Class 1 through Class 5 employees (260-day employees) earn vacation days according to the following steps:

Step 1 (Years 1 through 5 of satisfactory service):	10 days
Step 2 (Years 6 through 15 of satisfactory service):	15 days
Step 3 (After 15 years of satisfactory service):	20 days

2. For vacation schedule purposes, the year begins on July 1 and is based on full years.
3. Up to five days of unused vacation may be carried over into the following year.
4. A year in which an employee does not receive a satisfactory evaluation does not count toward advancement on the vacation schedule.
5. Employees transferring from a class without vacation days shall begin on Step 2 if they have at least five years of satisfactory service with the corporation.
6. Level 1 employees may not take vacation in advance of earning it. Employees on Levels 2 through 5 may use 50 per cent of their vacation days each year before earning them.
7. Vacation days may be used in whole-day or half-day increments.
8. Vacation day requests must be approved in advance by the employee's supervisor based on the staffing needs of the Corporation.

D. PERSONAL BUSINESS LEAVE

1. Class 7, Class 8, Class 11, and full-time Class 9 employees shall be granted two days of personal business leave per year for the transaction of personal business or civic affairs that cannot be scheduled outside the employee's regular work day.
2. Part-time Class 9 employees and Class 10 employees shall be granted one day of personal business leave per year for the transaction of personal business or civic affairs that cannot be scheduled outside the regular work day.
3. Full-time employees may use personal business leave on a whole-day or half-day basis.
4. Personal business leave requests must be submitted at least three days in advance to the building principal and must state the reason for the request.
5. Class 1 through Class 6 employees may use a vacation day, compensatory time, or a non-work day for the conduct of personal business on a regularly scheduled work day.

E. BEREAVEMENT LEAVE

1. All full-time classified employees shall be entitled to five calendar days' absence in the case of death in the immediate family. The immediate family is defined as father,

mother, brother, sister, wife, husband, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, step-brother, step-sister, step-children or any other relative who at the time of death was living as a member of the household of the employee. Full-time employees are entitled to two calendar days' absence in the case of death of an extended family member, defined as an uncle, aunt, niece, nephew, or first cousin.

2. Part-time employees shall be entitled to three days' absence in the case of death in the immediate family and one day for an extended family member.
3. Bereavement leave normally begins on the day of death or the day after and must be completed within five calendar days. Bereavement leave does not have an annual limit.

F. JURY DUTY

1. Employees will not be penalized when they are subpoenaed to appear for matters related to the Corporation or to serve on a jury.
2. Employees shall be paid the difference between their regular pay and the stipend they receive while on jury duty.

G. MATERNITY LEAVE

1. An employee who is pregnant may request a leave of absence for a period of up to six months. She shall notify the superintendent's office at least 30 days prior to the date on which she wishes to start the leave. All or part of a leave taken by an employee because of a temporary disability caused by pregnancy, may be charged, at her discretion, to her available sick leave. However, the employee is not entitled to take her accumulated sick leave days when the employee's physician certifies that she is capable of performing her regular duties. An employee may use up to 30 days of accumulated sick leave during the six weeks following the birth as part of her maternity leave unless a physician certifies that she is unable to return to work after six weeks, in which case she may continue to use accumulated sick leave, as needed.
2. Such notice to the superintendent shall include a letter from the employee's physician certifying her pregnancy and the anticipated date of birth. The statement from the physician shall also include certification of the employee's ability to perform the requirements of the position during the period prior to the beginning date of the leave.
3. In case of a medical emergency caused by the pregnancy, the 30-day prior notice may be waived.
4. All maternity leave requests must be approved by the Board.

H. FAMILY MEDICAL LEAVE ACT

1. Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provide by the Family and Medical Leave Act (FMLA).
2. The Corporation may require the employee to verify and/or certify any information that an employer may require under the FMLA, and it may further elect any option available to it under the law for any leave or benefit for which an employee qualifies under the FMLA , but for which the employee is not entitled under the specific language of this handbook.
3. For recordkeeping purposes, the 12-month period for FMLA shall be measured forward from the date any employee's first FMLA leave begins.
4. If an employee who is on an approved leave wishes to continue health, vision, or other insurance coverage during the period when there is no compensation, it shall be the responsibility of the employee to make arrangements in advance with the corporation treasurer to continue such insurance at the individual's expense. Failure to make and follow through with such advance arrangements shall result in the employee being dropped from the group plan. An employer is required to maintain health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

I. LEAVE WITHOUT PAY

1. Leaves or days off without pay are normally not authorized.
2. Under very special circumstances, the superintendent may approve time off without pay.

IV. FRINGE BENEFITS

A. HEALTH INSURANCE

1. For Class 1, Class 2, and Class 3 employees, the Board shall pay for 90 per cent of a family or single plan C, not to exceed the maximum specified under Indiana law.
2. For Class 4 through Class 7 employees, the Board shall pay for 65 per cent of a family plan C and 85 per cent of a single plan C, not to exceed the maximum specified under Indiana law.
3. For Class 8, full-time Class 9, and Class 10 employees, the Board will pay \$6,200 toward the cost of a family plan and \$3,200 annually toward the cost of a single plan.
4. Insurance premiums become the responsibility of the employee when the employee is granted a leave of absence without pay.

B. VISION INSURANCE

1. All employees may purchase vision insurance through a group plan with payroll deduction.
2. The Board shall pay for the cost of the plan for Class 1, Class 2, and Class 3 employees.

C. LIFE INSURANCE

1. Class 1, Class 2, and Class 3 employees shall receive \$60,000 in group term life insurance at Board expense.
2. Class 4 through Class 10 employees shall receive \$50,000 in group term life insurance at Board expense.

D. DISABILITY INSURANCE

1. All employees may purchase disability insurance through a group plan with payroll deduction.

E. CANCER INSURANCE

1. All employees may purchase cancer insurance through a group plan with payroll deduction.

F. DENTAL INSURANCE

1. All employees may purchase dental insurance through a group plan with payroll deduction.

G. PUBLIC EMPLOYEES RETIREMENT FUND

1. All Class 1 through Class 9 full-time employees are eligible for enrollment in the Public Employees Retirement Fund (PERF).
2. The Board shall contribute the employee's three per cent share to PERF.

H. ANNUITY

1. The Board will match up to three per cent for an annuity established by an employee with an approved company.

I. SICK DAY INCENTIVE PLAN

1. Full-time employees who have between five and eight sick days remaining at the end of a work year shall receive \$50 for each unused day. There is no payment for fewer than five days. Payment shall be made only into an annuity.
2. Part-time employees who have three or four sick days remaining at the end of a work year shall receive \$50 for each unused day. There is no payment for fewer than three days. Payment shall be made into an annuity.
3. The sick day incentive plan does not reduce the employee's sick leave balance.

J. SPECIAL CLASS 10 BENEFITS

1. The Board shall pay for the cost of a bus driver's CDL physical, not to exceed \$100.
2. The Board shall pay each bus driver who parks his/her bus at home \$100 annually.
3. The Board shall reimburse new bus drivers \$100 of the cost of their CDL road test after six months of satisfactory employment with the Corporation.

V. SEPARATION FROM EMPLOYMENT

A. REDUCTION IN FORCE

1. In the event it becomes necessary to reduce the number of classified employees as a result of the lack of work, funds, or to derive greater efficiency, it shall be at the discretion of the building principal, the assistant superintendent, or the superintendent to decide which employee will be released from service after reviewing the employee's performance, record, and abilities as a whole.

B. TERMINATION

1. Employment with the Milan Community School Corporation is on an 'at will' basis, and may be terminated by the employee or the Milan Community School Corporation at any time. The Board may terminate an employee for any reason that is not arbitrary or capricious.

C. RESIGNATION

1. In the case of voluntary separation, either by the employee or by the authority of the superintendent, at least two weeks' written notice shall be given. If, in the opinion of the superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the school corporation, employment may be terminated immediately upon notice. A resignation becomes effective upon written submission to the superintendent.

D. RETIREMENT

1. A classified employee may retire from service with the Milan Community School Corporation in accordance with procedures and regulations established by the superintendent and the Board of School Trustees.
2. At least one month's notice shall be given. Failure to do so may result in forfeiture of payments due upon separation.
3. A retirement becomes effective upon written submission to the superintendent.

APPENDIX A

CLASSIFIED EMPLOYEE PAY SCHEDULE

<i>Class</i>	<i>Days</i>	<i>Hours</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Level 5</i>
1	260	--	48,000	49,920	51,917	53,993	56,153
2	260	--	42,000	43,680	45,427	47,244	49,134
3	260	--	35,000	36,400	37,856	39,370	40,945
4	260	--	43,500	45,240	47,050	48,932	50,889
5	260	8	22,880 (11.00)	23,795 (11.44)	24,752 (11.90)	25,750 (12.38)	26,770 (12.87)
6 ^a	215	8	21,930 (12.75)	22,807 (13.26)	23,719 (13.79)	24,665 (14.34)	25,662 (14.92)
7 ^b	185	7	24,281 (18.75)	25,253 (19.50)	26,262 (20.28)	27,312 (21.09)	28,399 (21.93)
8 ^c	180	7	13,250 (10.50)	13,759 (10.92)	14,314 (11.36)	14,881 (11.81)	15,743 (12.28)
9 ^d	180	3-7	xxxxx (11.00)	xxxxx (11.44)	xxxxx (11.90)	xxxxx (12.38)	xxxxx (12.87)
10 ^e	180	2-3	12,600 (xxxxx)	12,600 (xxxxx)	12,600 (xxxxx)	12,600 (xxxxx)	12,600 (xxxxx)
11	220	8	50,000 (xxxxx)	50,000 (xxxxx)	50,000 (xxxxx)	50,000 (xxxxx)	50,000 (xxxxx)

- a. Secretary who manages substitutes receives an additional \$2,000 stipend.
- b. RNs receive an additional \$2/hr.
- c. Instructional aides receive an additional \$1/hr. for a B.A., or an additional \$2/hr. for teacher certification.
- d. Head cooks receive an additional \$1/hr. Cafeteria managers receive an additional \$2/hr.
- e. Bus drivers are paid by route length (next page). Salary shown is for long route.

Levels:

- 1 First 2 years of satisfactory employment in class
- 2 After 2 years of satisfactory employment in class
- 3 After 5 years of satisfactory employment in class
- 4 After 10 years of satisfactory employment in class
- 5 After 15 years of satisfactory employment in class

Classes:

- 1 Director of Operations (vacant)
- 2 Corporation Treasurer
- 3 Corporation Secretary
- 4 Maintenance Supervisor
- 5 Custodian
- 6 School Secretary, Secretary-Treasurer
- 7 School Nurse
- 8 Instructional Aide, Bus Aide
- 9 Cafeteria Employee
- 10 Bus Driver
- 11 School Resource Officer

CLASS 10 PAY RATES (BUS DRIVERS):

Long Route	\$70/day	
Short Route	\$55/day	
Special Needs	\$65/day	
Career Center	\$55/day	
Field Trip	\$12/hour	(add \$10 if field trip is on a non-school day)
Meeting Pay	\$20/hour	(minimum pay of one hour)

APPENDIX B

JOB DESCRIPTIONS

<i>Class</i>	<i>Position</i>
1	Director of Operations (vacant)
2	Corporation Treasurer
3	Corporation Secretary
4	Maintenance Supervisor
5	Custodian
6	School Secretary (Main Office)
6	School Secretary (Guidance)
6	Secretary-Treasurer
7	School Nurse
8	Classroom Instructional Aide
8	R.T.I. Instructional Aide
8	Library Instructional Aide
8	Physical Education Instructional Aide
8	Computer Lab Instructional Aide
8	Bus Aide
9	Cafeteria Manager
9	Cafeteria Head Cook
9	Cafeteria Assistant - Part Time
10	Bus Driver
11	School Resource Officer (SRO)

JOB DESCRIPTION

POSITION/CLASS: **DIRECTOR OF OPERATIONS / 1**

REPORTS TO: Superintendent

SERVICE: 260 days
8 hours/day, or as needed to fulfill responsibilities

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher; additional training and education preferred
2. Commercial driver's license
3. School bus driver yellow card
4. Mechanical knowledge of building systems
5. Supervisory experience



PERFORMANCE RESPONSIBILITIES:

1. Administer the regular, special needs, and extracurricular transportation programs.
2. Devise and monitor routes and schedules for all corporation bus routes.
3. Recruit, train, supervise, and evaluate all bus drivers.
4. Present annual bus safety in-service to drivers.
5. Assign and schedule substitute and extracurricular drivers.
6. Ensure all corporation vehicles are properly maintained and cleaned.
7. Maintain and control inventory of transportation equipment and supplies.
8. Administer discipline program for bus riders, including suspensions.
9. Serve as a substitute bus driver, when needed.
10. Assist superintendent during inclement weather to determine safety of roadways.
11. Compile necessary data for insurance, federal, and state reports related to buses.
12. Administer the maintenance program of corporation buildings and grounds.
13. Recruit, train, supervise, and evaluate all custodial and maintenance personnel.
14. Schedule work routines for custodial and maintenance personnel.
15. Recommend the purchase of necessary equipment, supplies, and services to improve and/or maintain buildings and grounds.
16. Consult with the building principals regarding the maintenance of all buildings and grounds as to cleanliness and safety and inform the superintendent of any problems.
17. Coordinate with contractors and vendors during building and renovations projects.
18. Respond to calls from law enforcement regarding unlocked buildings.
19. Assist in the preparation of the capital projects fund plan.
20. Serve as School Safety Specialist.
21. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CORPORATION TREASURER / 2**

REPORTS TO: Superintendent

SERVICE: 260 days
8 hours/day, or as needed to fulfill responsibilities

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher; additional training and education preferred
2. In-depth knowledge of payroll and accounting systems
3. Qualifications to be bonded

PERFORMANCE RESPONSIBILITIES:

1. Manage revenue and expenditures for all funds.
2. Maintain a complete and systematic set of records of all financial transactions.
3. Expend state and federal funds as close to budget as possible.
4. Submit to state all required forms/reports to close out and carry over moneys for state and federal funds. Ensure all deadlines are met.
5. Prepare and maintain records and reports pertaining to budget accounting, disbursement of checks and receipts of revenue.
6. Balance fund accounts with appropriations and revenue account figures.
7. Prepare monthly financial reports for all expenditures.
8. Manage payroll and all payroll reports, both monthly and quarterly.
9. Invest cash balance at best interest rate found in Milan school area.
10. Prepare reports and checks for proper agencies covering all deductions.
11. Reconcile canceled checks in corporation and payroll checking accounts.
12. Prepare tax forms relating to payroll matters.
13. Train and provide guidance to school treasurers in extracurricular account management.
14. Complete and file Form 9 to state office on or before due date.
15. Assist the superintendent in the preparation and advertising of the corporation budget.
16. Compile and complete Milan Community School report card for State and send to same. Submit to local newspaper for State mandated publication.
17. Compile a monthly claim docket for the school board to sign at monthly meeting.
18. Manage the corporation's insurance and annuity programs.
19. Share phone duties with secretary.
20. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CORPORATION SECRETARY / 3**

REPORTS TO: Superintendent

SERVICE: 260 days
8 hours/day, or as needed to fulfill responsibilities

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher; additional training and education preferred
2. Strong secretarial skills
3. Ability to manage personnel records and purchasing systems
4. Evening availability to take minutes at all Board meetings

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PERFORMANCE RESPONSIBILITIES:

1. Serve as receptionist and secretary to the superintendent and assistant superintendent.
2. Type correspondence, answer routine mail, and return telephone calls as requested.
3. Do filing and maintain organized and up-to-date files.
4. Oversee arrangements for school board meetings (notices posted and sent to media; type agenda; deliver packets to board members, as requested.)
5. Serve as secretary and recorder at school board meetings.
6. Maintain accurate personnel records.
7. Track certification and licensing of educators and bus drivers.
8. Maintain a record of staff leaves, absences, personal days, and conference requests.
9. Do state and federal reports, as assigned.
10. Maintain accurate files and communications with individuals seeking employment.
11. Maintain the substitute teacher files. Submit necessary paperwork to state.
12. Perform criminal background checks for new employees and volunteers.
13. Oversee purchase orders through all vendors and the Wilson Center.
14. Oversee the incoming and outgoing mail.
15. Process government commodity allocations for the cafeterias.
16. Maintain records of requests for field trips, fundraisers, and building use.
17. Assist the assistant superintendent in the training of bus drivers regarding alcohol and drug misuse. Serve as the designee for notification of drug/alcohol testing by provider.
18. Maintain files for the D.O.T. substance abuse program for CDL holders.
19. Prepare bus registration and sale forms.
20. Organize materials and type forms necessary for bus inspection. Be present at same.
21. Make calls to radio/television stations concerning school delays/closings.
22. Monitor bus radios during absence of the assistant superintendent.
23. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **MAINTENANCE SUPERVISOR / 4**

REPORTS TO: Assistant Superintendent

SERVICE: 260 days
8 hours/day, or as needed to fulfill responsibilities

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Strong knowledge of mechanical, electrical, and HVAC systems
2. Knowledge of general building construction and maintenance
3. Ability to perform manual labor
4. Pool maintenance certification

PERFORMANCE RESPONSIBILITIES:

1. Oversee the maintenance of the building, performing all routine maintenance duties.
2. Unlock and lock the building, as needed.
3. Repair walls, windows, doors, plumbing, kitchen fixtures, etc.
4. Oversee repair of improperly working equipment and determine replacement parts deemed necessary to maintain equipment.
5. Have a working knowledge of and maintain the computer system that controls the heating and cooling systems.
6. Have a working knowledge of and maintain the electrical system.
7. Have a working knowledge of and maintain the refrigeration system.
8. Communicate with the assistant superintendent and principal about needed repairs.
9. Supervise, schedule, and evaluate custodians, and coordinate custodial duties.
10. Ensure building has necessary custodial supplies.
11. Supervise contractors doing repair or maintenance work.
12. Ensure each classroom and office has necessary furniture.
13. Assist in snow removal. Maintain sidewalks ice free.
14. Respond to after-hours emergencies, as needed.
15. Monitor and maintain the swimming pool systems. (ES)
16. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CUSTODIAN / 5**

REPORTS TO: ES or MS/HS Maintenance Supervisor

SERVICE: 260 days
8 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. General understanding of janitorial skills
2. Ability to perform manual labor
3. Availability to work second shift

PERFORMANCE RESPONSIBILITIES:

1. Carry out cleaning responsibilities in assigned area. Perform routine duties that reflect a clean, positive image of the building.
2. Assume the task of locking and unlocking the building, as needed.
3. Maintain custodial supplies and equipment. Organize materials efficiently. Report needed items to the maintenance supervisor.
4. Ensure restrooms are clean and sanitary at all times.
5. Ensure entryways and general busy areas are safe, to prevent accidents.
6. Report any malfunction or needed repair to the appropriate person.
7. Clean up after student accidents/illnesses.
8. Move furniture, as needed.
9. Set up for special events. Take down afterward.
10. Assist with snow removal and maintenance of ice-free sidewalks.
11. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **SCHOOL SECRETARY (MAIN OFFICE) / 6**

REPORTS TO: Elementary, Middle, or High School Principal

SERVICE: 215 days
8 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher
2. Strong communications skills
3. Strong computer applications skills

PERFORMANCE RESPONSIBILITIES:

1. Manage office communications and reception of parents and patrons.
2. Type correspondence and reports for principal (all) and counselor (ES, MS).
3. Provide administrative support to athletic director (HS) and technology director (MS).
4. Prepare and maintain substitute teacher folders. Direct substitutes to assigned classrooms, explain procedures, present necessary paperwork for signature. (MS, HS)
5. Manage student discipline correspondence and files.
6. Submit substitute teacher, classified, and teacher payroll to central office. (MS, HS)
7. Maintain updated teacher emergency lesson plans. (MS, HS)
8. Assist with student and adult sign-in/sign-out.
9. Prepare homework assignments for students who are absent. Deliver as requested.
10. Prepare report cards and mid-term reports. (ES)
11. Prepare student permanent records/files. (ES, MS)
12. Prepare and distribute daily and weekly announcements and calendars to staff.
13. Prepare all handbooks, grade books and plan books, at beginning of school year.
14. Prepare activity calendar.
15. Prepare academic/attendance awards, and certificates.
16. Maintain copy machine supplies and service calls.
17. Manage incoming and outgoing mail. (MS, HS)
18. Maintain office supply room and keep inventory records.
19. Prepare bus notes for students that are not riding regular bus home.
20. Monitor bus radio during the day.
21. Work with transportation to determine correct bus stop for new students.
22. Manage the daily attendance system. (ES)
23. Enroll and withdraw students. (ES, MS)
24. Perform other duties, as assigned.

JOB DESCRIPTION

- POSITION/CLASS: **SCHOOL SECRETARY (GUIDANCE) / 6**
- REPORTS TO: High School Guidance Counselor
High School Principal
- SERVICE: 215 days
8 hours/day
- COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook
- REQUIREMENTS: 1. High school graduate/equivalent or higher
2. Strong secretarial skills
3. Strong computer applications skills
4. Ability to maintain detailed records
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PERFORMANCE RESPONSIBILITIES:

1. Type all correspondence for high school guidance department.
2. Assist guidance counselor with enrolling/withdrawing students.
3. Print report cards and mid-term reports.
4. Prepare official transcripts.
5. Prepare and maintain student permanent records/files.
6. Prepare and distribute high school honor roll lists to media.
7. Prepare monthly attendance report.
8. Prepare civil data report information.
9. Prepare high school "F-list" for guidance counselor at end of each grading period.
10. Send transcript requests for past graduates and graduate verification for employers.
11. Prepare good student insurance verifications.
12. Prepare work permits.
13. Assist high school secretary with telephone and main office coverage during the day.
14. Assign lockers to high school students at beginning and during school year.
15. Manage the daily attendance system.
16. Inform career center of students on field trips and suspension.
17. Prepare senior awards and commencement programs.
18. Manage senior class graduation orders, order diplomas/certificates.
19. Set up college and military representative visits.
20. Contact scholarship donors, prepare scholarship packets, and oversee program preparation of end-of-the-year Honor Night.
21. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **SECRETARY-TREASURER / 6**

REPORTS TO: Elementary or Middle School Principal

SERVICE: 215 days
8 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher;
2. Strong bookkeeping skills
3. Strong computer applications skills
4. Ability to be bonded

PERFORMANCE RESPONSIBILITIES:

1. Receive and receipt revenue for all extracurricular accounts.
2. Disburse all payments with proper authorization of the principals or athletic director.
3. Keep accurate financial records as prescribed by the State Board of Accounts.
4. Prepare all reports prescribed by law and the State Board of Accounts.
5. Collect corporation fees from students; send balance by check to central office in June.
6. Prepare reports and/or information as needed by corporation treasurer.
7. Calculate all computer/textbook rental and course fee information and prepare bills.
8. Keep file on payment plan parents have for student computer/book rental and fees.
9. Keep records of all student fines and direct payments to proper accounts.
10. Prepare and submit small claims court action forms. Attend court, when necessary.
11. Maintain accurate inventory of student computers and textbooks/workbooks.
12. Maintain and repair student textbooks.
13. Maintain files to determine book company, cost of book, rental cost, number of available texts, handle lost book claims, etc.
14. Make bank deposits on day received.
15. Manage incoming and outgoing mail. (ES)
16. Manage the daily attendance system. (MS)
17. Prepare and maintain substitute teacher folders. Direct substitutes to assigned classrooms, explain procedures, present necessary paperwork for signature. (ES)
18. Submit substitute teacher, classified, and teacher payroll to central office. (ES)
19. Maintain updated teacher emergency lesson plans. (ES)
20. Prepare mid-terms and report cards. (MS)
21. Manage daily attendance system. (MS)
22. Assist school secretary with telephone and main office coverage during the day.
23. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **SCHOOL NURSE / 7**

REPORTS TO: Elementary or Middle School Principal

SERVICE: 185 days
7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Certification as a licensed practical nurse or a registered nurse

PERFORMANCE RESPONSIBILITIES:

1. Provide quality emergency health care to students and staff in a safe environment.
2. Serve as a resource on state and federal regulations that govern health services.
3. Keep up-to-date health records on all students, including immunizations, birth certificates, health problems, emergency information, PRN contact, etc.
4. Administer medications and treatments for students and staff. Maintain doctor's orders for each. Keep accurate record of all medications dispensed.
5. Monitor student health problems and advise staff, e.g. broken bones, surgeries, etc.
6. Advise teachers of students with special health problems. Train staff members on treatment and medication of special needs students, e.g. seizures, catho, diabetes, etc.
7. Provide screenings as required by the state and refer students who don't meet criteria.
8. Hold in-services on health-related issues such as CPR, blood-borne pathogens, AED's, etc.
9. Complete an emergency plan for medically fragile students, e.g. diabetes, seizures, etc.
10. Help administer sports physicals. Notify student, parents, athletic director of problems.
11. Complete injury reports, as required, and make parent contact.
12. Serve on health-related regional boards or committees, as appropriate.
13. Provide daily list of student clinic activities to appropriate building attendance officer.
14. Notify parents when child being sent home due to illness. Provide written notification to building secretary of student name and person who will be picking up child.
15. Provide home visits, as necessary.
16. Prepare medications and provide staff training for field trips.
17. File monthly report to the Board.
18. Maintain staff immunization records.
19. Coordinate various immunization clinics and health/dental/vision screenings.
20. Provide classroom instruction on various health-related topics. (ES)
21. Coordinate the Back Sack Food Program. (ES)
22. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CLASSROOM INSTRUCTIONAL AIDE / 8**

REPORTS TO: Supervising Teacher
Principal

SERVICE: 180 days per year
7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Two years of college or Praxis test compliance
2. Ability to work with individual students
3. General understanding of the educational process

PERFORMANCE RESPONSIBILITIES:

1. Work with individuals or small groups under the supervision of the teacher to provide remediation or to conform to the student's I.E.P. and/or behavior plan.
2. Communicate with classroom teachers and the teacher of record about the performance of the student.
3. Reinforce skills presented by the teacher.
4. Obtain and/or prepare material that relates to the lesson plan.
5. Assist special students who need help in regular classroom work or testing.
6. Assist students with physical/personal needs, including toileting, when necessary.
7. Be able to assume classroom duties in the absence of the teacher.
8. Assist in other classrooms when needed.
9. Supervise study hall and/or I.S.S., if assigned. (MS)
10. Assist with daily school duties at recess, in the cafeteria, in restrooms, or with buses. (ES)
11. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **R.T.I. INSTRUCTIONAL AIDE / 8**

REPORTS TO: Middle School Principal

SERVICE: 180 days per year
7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Two years of college or Praxis test compliance
2. Ability to work with individual students
3. General understanding of the educational process

PERFORMANCE RESPONSIBILITIES:

1. Work with individuals or small groups using data to develop activities to improve the academic performance of general education students.
2. Communicate with classroom teachers about the performance of the students.
3. Reinforce skills presented by the teacher.
4. Obtain and/or prepare material that relates to the needs of the student.
5. Assist students who need additional help with regular classroom work or testing.
6. Assist in other classrooms when needed.
7. Coordinate with school and R.O.D. Cooperative regarding referrals to special education.
8. Communicate with parents at least quarterly on their child's progress.
9. Use available standardized tests to gather data on each RTI child weekly, if possible.
10. Provide a resource room for RTI students and 504 students with accommodations who are struggling.
11. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **LIBRARY INSTRUCTIONAL AIDE / 8**

REPORTS TO: Corporation Librarian
Principal

SERVICE: 180 days
7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Two years of college or Praxis test compliance
2. General computer and library skills
3. General understanding of the educational process

PERFORMANCE RESPONSIBILITIES:

1. Create a safe and welcome environment in the library that promotes learning and an enjoyment for books and reading.
2. Be familiar with or able to learn Surpass Circulation System and Surpass Safari Card Catalog.
3. Assist students in the selection and location of books and other learning resources.
4. Provide assistance during student research work and Internet monitoring. (MS/HS)
5. Manage the procedures of checking in/checking out of library materials.
6. Maintain accurate accounts of overdue books and the collection of fines.
7. Maintain and circulate audiovisual equipment, as needed.
8. Maintain the scheduling of computer labs. (MS/HS)
9. Shelve books and other learning materials daily.
10. Supervise students visiting the library daily.
11. Assist the corporation librarian with bar-coding of new books and other resources.
12. Assist the corporation librarian with recommended requests from students and staff on additions to the library's collection.
13. Assist the corporation librarian with year-end inventory.
14. Maintain the operation of Channel One programs. (MS/HS)
15. Supervise and assist students participating in the credit recovery program. (HS)
16. Instruct daily library classes. (ES)
17. Instruct sixth grade SRA rotation classes daily. (MS)
18. Assist with daily school duties at recess, in the cafeteria, in restrooms, or with buses. (ES)
19. Perform other duties, as assigned.

JOB DESCRIPTION

- POSITION/CLASS: **PHYSICAL EDUCATION INSTRUCTIONAL AIDE / 8**
- REPORTS TO: Physical Education Teacher
Elementary School Principal
- SERVICE: 180 days
7 hours/day
- COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook
- REQUIREMENTS: 1. Certified lifeguard card and WSI certification
2. Knowledge of physical education process
3. General understanding of the educational process

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PERFORMANCE RESPONSIBILITIES:

1. Work with the physical education teacher in the pool area.
2. Supervise and help students with dressing and undressing in the locker room.
3. Work with small and individual groups in the pool, keeping safety first in mind.
4. Assist the physical education teacher in the gym and in other physical education activities when the pool is not being used.
5. Assist with daily school duties at recess, in the cafeteria, in restrooms, or with buses.
6. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **COMPUTER LAB INSTRUCTIONAL AIDE / 8**

REPORTS TO: Elementary School Principal

SERVICE: 180 days
7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher; additional training preferred
2. Knowledge of computer hardware, software applications
3. General understanding of the educational process
4. Availability to work additional days in the summer

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PERFORMANCE RESPONSIBILITIES:

1. Assist teachers and students in the computer lab.
2. Supervise students during computer class.
3. Coordinate technology based assessment programs. (Acuity, Wireless Generation)
4. Troubleshoot minor hardware problems, e.g. mouse disconnected, printer jammed, etc.
5. Troubleshoot minor network problems; e.g. reset student passwords, add/delete student login ID's, etc.
6. Update and maintain computer inventory to include computers, component serial numbers, IP addresses, and locations at the elementary school.
7. Perform repair and compact of instructional software databases, as needed.
8. Contact technical support for computer systems under warranty.
9. Assist with daily school duties at recess, in the cafeteria, in restrooms, or with buses.
10. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **A.L.S./I.S.S. SUPERVISOR- HIGH SCHOOL-MIDDLE SCHOOL / 8**
(Alternative Learning Services/In School Suspension)

REPORTS TO: High School and Middle School Principals
Referring Teacher

SERVICE: 180 days
7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. High school graduate/equivalent or higher
2. Ability to work well with students and staff.
3. General understanding of the educational process.
4. Effective communication skills.

PERFORMANCE RESPONSIBILITIES:

All A.L.S. placements are by teacher/administrative referral.

1. Supervise students who are behind in their homework and/or class work.
2. Assist students who are performing below their potential academic achievement level.
3. Supervise students who need to make up a test or quiz.
4. Supervise students who do not actively participate in the classroom setting.
5. Work with students who are in need of more productive study skills.
6. Perform other duties, as assigned.

All I.S.S. students are administrative discipline referrals.

1. Supervise students who are discipline problems in the class
 - a. Students will complete assignments provided by referring teacher/administrator
 - b. Students will complete assignments provided by the I.S.S. Supervisor.
 - c. Students will be complete behavior modification exercises.

JOB DESCRIPTION

POSITION/CLASS: **BUS AIDE / 8**

REPORTS TO: Assistant Superintendent

SERVICE: 180 days
1-2 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. No fringe benefits unless combined with another position

REQUIREMENTS: 1. Ability to work with special needs children
2. CPI training

PERFORMANCE RESPONSIBILITIES:

1. Supervise students on bus.
2. Assist students with boarding and getting off the bus.
3. Ensure all students are buckled in on special needs buses.
4. Provide medical assistance, where possible.
5. Assist in restraining students, when necessary.
6. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CAFETERIA MANAGER / 9**

REPORTS TO: Elementary or High School Principal

SERVICE: 180 days
6-7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Strong knowledge of food services
2. Ability to supervise personnel
3. Ability to maintain paperwork and prepare reports
4. Availability to work additional days in summer

PERFORMANCE RESPONSIBILITIES:

1. Plan and supervise the preparation of menus to ensure nutritional meals are being served that comply with state and federal law. Make copies of menus and distribute.
2. Supervise and assist in meal preparation and clean up, at breakfast and lunch to ensure meals are ready on time and will accommodate all diners.
3. Interpret for the administration, staff and the public, as appropriate, federal and state guidelines regarding school food service and the school food program.
4. Recommend policy changes. Keep administration informed of new laws and guidelines.
5. Utilize the government commodities program. Verify orders and date commodities.
6. Supervise the purchasing of food items from vendors, and shop at local stores.
7. Maintain a budgeting and accounting system to ensure the program is financially sound.
8. Maintain files on free and reduced lunch applicants, including verification of income.
9. Complete the required state reports.
10. Supervise the overall safety and sanitation of the food program.
11. Inventory all cafeteria items. Send yearly list to Central Office.
12. Maintain a personnel file on all cafeteria employees.
13. Evaluate cafeteria personnel once a year.
14. Complete cafeteria time cards as scheduled and verify worked hours.
15. Obtain substitute cafeteria workers and maintain proper records of same.
16. Maintain the cafeteria computers and the Horizon program that are used daily.
17. At end of school year, prepare computers for rollover process. Make sure all updates are in order for next school year.
18. Assist during book days to collect money, answer accounting questions, and distribute information about the free and reduced lunch program. (MS/HS)
19. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CAFETERIA HEAD COOK / 9**

REPORTS TO: Cafeteria Manager

SERVICE: 180 days per year
6-7 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Knowledge of food preparation

PERFORMANCE RESPONSIBILITIES:

1. Follow directions given by the Cafeteria Manager.
2. Prepare food for breakfast and lunch.
3. Maintain daily record of meals served and supplies used.
4. Inventory supplies on hand daily and at end of each month. (MS/HS)
5. Assist with food inventory and putting up stock.
6. Assist in serving of food for breakfast and lunch.
7. Fill milk cooler.
8. Assist in cleaning tables, counters, etc.
9. Put food items away after lunch.
10. Deposit cafeteria moneys in the bank on daily basis.
11. Assist during book days to collect money, answer accounting questions, and distribute information about the free and reduced lunch program. (MS/HS)
12. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **CAFETERIA ASSISTANT - PART TIME / 9**

REPORTS TO: Cafeteria Manager

SERVICE: 180 days per year
3-4 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Basic knowledge of food services



PERFORMANCE RESPONSIBILITIES:

1. Follow directions given by the Cafeteria Manager.
2. Assist in preparation of salads, a la carte items, fresh fruits, and vegetable trays.
3. Assist in serving food during lunch, and cleaning serving line.
4. Assist in the preparation of food, as needed.
5. Work in main dish room.
6. Scrape returned trays; deposit garbage in trash cans.
7. Assist in washing dishes, pots, pans, cooking utensils, etc.
8. Assist in cleaning tables, counters, etc.
9. Assist in cleaning the kitchen area, including the major appliances.
10. Assist in putting away stock.
11. If assigned to cashier duty, take student payments, stock drink machines and cooler upon arrival and before departure, set up and stock both cash registers, and stock snacks and condiments on cart.
12. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **BUS DRIVER / 10**

REPORTS TO: Assistant Superintendent

SERVICE: 180 days
2-3 hours/day

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Valid Indiana driver's license
2. Commercial driver's license (yellow buses only)
3. School bus driver yellow card
4. Ability to meet State School Bus Committee Performance Standards
5. Ability to manage student behavior
6. Ability to park bus at home, as needed

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PERFORMANCE RESPONSIBILITIES:

1. Operate the bus safely, adhering to all state laws.
2. Adhere to a time schedule of pick-ups and drop-offs.
3. Perform the required pre-inspection before operating the bus; maintain a written record.
4. Keep the bus fueled.
5. Inform the assistant superintendent of mechanical or safety issues.
6. Maintain discipline on the bus, and report serious incidents to the assistant superintendent.
7. Keep the bus clean.
8. Share in covering extracurricular assignments, when necessary.
9. Ensure that no one other than a properly licensed Milan employee operates the bus.
10. Attend mandatory meetings called by the assistant superintendent or superintendent.
11. Perform other duties, as assigned.

JOB DESCRIPTION

POSITION/CLASS: **SCHOOL RESOURCE OFFICER (SRO) / 11**

REPORTS TO: Superintendent

SERVICE: 220 days
8 hours/day, or as needed to fulfill responsibilities

COMPENSATION: 1. Salary per Classified Employee Handbook
2. Fringe benefits per Classified Employee Handbook

REQUIREMENTS: 1. Successful completion of basic SRO course from NASRO (National Association of School Resource Officers)
2. Duly authorized law enforcement officer through Ripley County Sheriff's office, fulfillment of necessary requirements to remain in good standing.
3. Ability to act as a resource for teachers, parents and students for law-related concerns and questions.
4. Ability to act as a counseling resource in areas which may affect the educational environment and may be law-related.
5. Ability to act as a classroom resource for instruction in the following areas: law-related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas.

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PERFORMANCE RESPONSIBILITIES:

1. Enforce federal, state, and city traffic and criminal law and ordinances.
2. Assist school officials with enforcement of school policy and regulations regarding student conduct.
3. Protect persons and property on school premises; work through school administration to address concerns related to school safety, including building security, transportation, emergency response and evacuation plans.
4. Coordinate with the building principals to investigate and assist in the prosecution of violations occurring on school premises; gather information concerning criminal activity involving students on or off school grounds, effect arrests as necessary and appropriate.
5. Provide classroom instruction on law enforcement and law related matters, as approved by police and school administration.
6. Serve as a resource for students, enabling them to be associated with a law enforcement figure in the school environment; provide guidance and consultation for students experiencing problems related to law enforcement; make appropriate referrals.
7. Meet with faculty, staff and parents on an individual basis to deal with specific issues or problems related to delinquency prevention.

8. Act as liaison between students, parents, school faculty and staff, child protective services, juvenile prosecutors, juvenile court and probation officers; facilitate communication between all parties.
9. In conjunction with building principal, maintain control of emergency incidents requiring law enforcement intervention until relieved by police or fire department command personnel.
10. Coordinate non-emergency requests for police services provided by various divisions of the county emergency services.
11. Document all actions taken with students and parents in a formal setting.
12. Promote understanding and solicit support for the School Resource Officer.
13. At the request of police and school administrators, make presentations to parent and community groups on a variety of law enforcement topics.
14. Ensure compliance of school regulations/policies.
15. Give testimony and present evidence in legal proceedings.
16. Serve on 24 hour call for emergencies.
17. Respond to calls from law enforcement regarding unlocked buildings.
18. Assist the superintendent and transportation director during inclement weather to determine safety of roadways; supervise the student crosswalk before and after school.
19. Assist the transportation director when needed during bus inspection.
20. Perform other duties as required or assigned by the superintendent.

APPENDIX C

FORMS

- A. Payroll Time Sheet
- B. Personal Business Leave (Classes 7, 8, 9, 10, 11)
- C. Request for Time Off (Classes 4 and 5)
- D. Request for Time Off (Class 10)
- E. Classified Employee Performance Evaluation (Classes 1-9 & 11)
- F. Bus Driver Performance Evaluation